



Management Update summary Minutes

OREGON

October 10, 2023. 9:30 AM

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

ATTENDANCE:

Commissioners: Colm Willis, Danielle Bethell, and Kevin Cameron Staff: Jan Fritz, Chad Ball, Matt Lawyer, Alvin Klausen, Shawnnell Fuentes, Jon Heynen, Scott Norris, Cynthia Klein, Shaun Phillips, Chris Eppley, Phil Blea, Brian Nicholas, Ryan Crowther, Dennis Mansfield, Kathy Bolen, Gary Christofferson, Max Hepburn, Sherry Linter, Matt Neuenheim, Katrina Griffith, Chris Einmo, Jeff White, Lani Radtke, Jane Vetto, Melissa Holmes, and Lauren Thielke.

Jan Fritz called the meeting to order at 9:30 a.m.

INFORMATIONAL:

Hazelgreen Rd NE – Pudding River Bridge Contract Amendment 3 with David Evans

-Ryan Crowther

Summary of presentation:

- Marion County is responsible for 10.27 percent of the program match;
- The project will be bid in the fall and winter;
- Construction will begin in the spring and with visible construction taking place in summer;
- Construction company needs enough time to get the materials needed:
 - Many items need to be purchased up front.
- Federally funded projects need a contract or inspectors on staff before funding is obligated and move ahead with bidding;
- This bridge is next to the old dairy and is underwater during major rain events;
- The bridge will be brought up to no longer be underwater:
 - The road that is underwater will not be fixed during this project.
- The following tasks have been completed:
 - Right-a-way purchases; and
 - Environmental clearances.
- The project will take one summer:
 - The traffic team and David Evans have designed a detour road.
- Hazelgreen Road will be closed and detouring onto Silverton Road.

Board Direction:

- The city should be notified of redirected traffic during the project;
- The Board of Commissioners (BOC) is good to proceed.

Oregon Parks Forever / SOLVE Volunteer Event

-Dennis Mansfield

Summary of presentation:

- Both organizations are non-profits;
- This is a two-day volunteer event on the fourth and fifth of November:
 - This will take place at Minto Park;
- They are anticipating between 50 and 100 volunteers;
- Funding was raised to help Minto Park;
- There will be food trucks and volunteer swag;
- Volunteers will help with the following:
 - Debris clean-up;
 - Moving rocks from trails;
 - Clearing areas for designated fishing spots:
 - Working with Association of Northwest Steelheaders.
 - Bridge replacement:
 - Carpenters will be onsite.
- Oregon Department of Transportation (ODOT) is giving 20 parking spaces in the overflow area;
- Ryan Wade and Russell Dilley at Public Works Parks Department will be leading the project;
- Various craft distilleries donated over \$15,000;
- The volunteers are officially under SOLVE:
 - Risk falls on the organization; and
 - SOLVE forms will be signed.
- Marion County staff will be onsite for supervision and management.

Board Direction:

- Will make sure there is an agreement with the organization to mitigate risk; and
- The BOC is good to proceed.

Grant Regarding North Fork Park through Oregon Parks and Recreation Department's Land and Water Conservation Fund

-Dennis Mansfield

Summary of presentation:

- A resolution to be signed by the BOC is required:
 - This is a 50-50 match grant.
- Funding will help with some of the following:
 - Add a restroom on the east side of North Fork Park;
 - Americans with Disabilities Act (ADA) pavement to the river; and
 - Covered picnic shelter near the lookout.
- November 1, 2023, is the application due date;
- No financial cap is in place, but the minimum is \$50,000;
- Currently the cost is being estimated;
- Timber sales, volunteer and staff time can be used for the match;
- Grant to be awarded April 2024 and contracting to begin September 2024;
- Additional funding can be asked for as this is an annual grant:
 - There are various projects and updates needed at North Fork Park.
- On October 25, 2023, the resolution will come to board session; and
- The governing body needs to issue an order authorizing to apply.

Board Direction:

- The BOC would like to see what the requirements are; and
- The BOC is good to proceed.

Early Work Amendment for Contract with Slayden Constructors for the North Santiam Canyon Sewer Project

-Chris Einmo, Brian Nicholas

Summary of presentation:

- This is a Construction Manager/General Contractor (CMGC) contract;
- Alignment selected for the force main between Gates and Mill City:
 - This allows the connection to serve both cities with one treatment plant.
- ODOT granted the perpetual utility easement for the old railroad right-a-way;
- A study was completed on multiple alignment options;
- The best option allows using Mill City's existing pipe crossing for the additional Gates flow:
 - Additional river crossings will not be needed.
- The project will accomplish the following:
 - Clear out a 20-foot-wide space for surveying and geotechnical exploration;
 - Excavation to support the Geotech engineer;
 - Dig test pits; and
 - Characterize soil.
- Slayden Constructors has selected K & E Excavating Inc for excavation work;
- Marion County, Slayden Constructors, the engineer, and K & E Excavating walked the alignment:
 - Constraints were looked at.
- K & E Excavating put together a proposal for the work;
- K & E Excavating will do the pipe work;
- Slayden Constructors will do all the plant work;
- The total amount, not to exceed, is \$103,164;
- The benefit for the future trail is as follows:
 - A clear path between the two cities; and
 - The ground will be stabilized.
- There is a two-car garage on the right-a-way:
 - The potential path will jump to the county road right-a-way and back over.
- RV storage facility located east of Mill City:
 - The home and garage are on either side of the railway and driveway crosses the railroad. Will be trenching between their house and their garage, this is good for a pipe six feet underground; and
 - Will ask for a no cost easement to move the potential path/trail towards the highway.
- The pipe will run straight but the trail will have to run out to the highway; and
- There is \$100,000 worth of clearing work that will not have to be done later.

Board Direction:

- Inform Commissioner Bethell who will do the work and when:
 - Potential conflict of interest.
- Add contract amount on the first page; and
- The BOC is good to proceed.

Amendment 5 for Contract with Keller Associates for the North Santiam Canyon Sewer Project

-Brian Nicholas, Chris Einmo

Summary of presentation:

- The amendment adds additional scope to the work;
- Project management time has been increased:

- They are currently working double the time on the project.
- All professional services are under Keller Associates aside from the CMGC contract;
- The scope expansion is as follows:
 - Land acquisition services by adding additional parcels:
 - Done by Common Street Consulting.
 - Expanding the role of FCS Group:
 - Financial management plan; and
 - Will create a more detailed plan.
 - Topographic survey work for plant site:
 - Include survey work allowance at Detroit; and
 - Many records are either uncomplete, lost or destroyed:
 - This will not delay the process; and
 - ODOT will allow surplus easements for drain fields.
- Keller Associates is designing, and Slayden Constructors provides design review, cost estimates, and value engineer assessments;

Board Direction:

- The BOC is good to proceed.

Radio Communication Project – Coronavirus State Fiscal Recovery Fund Grant Agreement

-Brian Nicholas

Summary of presentation:

- State agreement of \$950,000 has come in:
 - Senator Fred Girod directed funding.
- This will come to board session October 25, 2023;
- Business Oregon, Aruthur Chaput, stated that Drakes Crossing Rural Fire Protection District asked where their funding is:
 - The original funding was for broadband at Drakes Crossing;
 - Angie Fry of Drakes Crossing Rural Fire was directed to contact Senator Girod; and
 - Business Oregon will help find a broadband program to fund this.
- House Mountain fire damaged a few broadcast pieces:
 - Final controller spare parts were used for the fix.
- The Sheriff’s Office has asked to establish the area between Stayton and Mill City as there is poor coverage:
 - This can’t be done as the spare equipment is being used.
- There is insurance coverage but QS2 equipment is not available:
 - Replacing the controllers with other equipment is an option:
 - Tait TB9400 controllers; and
 - The cost is about \$200,000.
 - Replacement will allow for stability.
- All 12 sites will need new controllers;
- A Capital Improvements Project (CIP) is being put together;
- American Rescue Plan Act (ARPA) funding cannot be used for this; and
- A cooperative agreement with Tait Towers will be done.

Board Direction:

- Try to add this to board session on October 11, 2025; and
- The BOC is good to proceed.

Draft Board Order Authorizing Jurisdictional Transfer of a Segment of Butteville Road, a County Road, to the City of Woodburn

-Max Hepburn, Lani Radtke, Scott Norris

Summary of presentation:

- An Intergovernmental Agreement (IGA) was done in May establishing terms;
- Woodburn passed a resolution requesting Marion County to surrender Butteville Road within city limits; and
- This will be a consent item at board session.

Board Direction:

- The BOC is good to proceed.

Ambulance Service Area Provider Franchise Agreements for 1/1/2024-12/31/2028

-Matt Neuenheim, Katrina Griffith

Summary of presentation:

- The approval to move forward was received;
- Example franchise agreement and a few changes were brought in;
- A few of the changes are as follows:
 - Franchisee will provide the county, the 25th of the next month, of any fines and violations against subcontractors within the service area;
 - May subcontract out services with BOC prior approval;
 - Franchisee will include Marion County BOC in the process of selecting a subcontractor; and
 - Franchise continuing is based on meeting performance requirements.
- The ending year is 2028 and not 2029:
 - This clerical error will come to board session to be corrected.
- The franchisees have not given any language change suggestions.

Board Direction:

- This can go on consent at board session; and
- The BOC is good to proceed.

Mental Health Advisory Committee Appointments

-Phil Blea

Summary of presentation:

- There are three individuals to consider:
 - Monica Byers:
 - Nurse Practitioner in Salem at the State Hospital; and
 - Master's degree in nursing and healthcare administration.
 - Chad Cox:
 - Program coordinator at NorthWest Senior and Disability Services;
 - Mr. Cox has 30 years of experience in advocating and providing services for senior individuals with severe mental illness;
 - Would like to improve senior mental health services; and
 - Attended last week's council.
 - Jackie Follis:
 - Addiction's Counselor;
 - Is not currently employed;
 - Would bring lived experience of mental health and addictions;
 - Working on a PhD in human services; and
 - Attended last week's council.

- There are currently seven individuals on the committee:
 - There are two co-chairs;
 - There are three members who have not attended in the last six months:
 - Letters were sent asking if there is still interest in being part of the committee.
- The meetings have changed to in-person;
- Ms. Follis was interested in the Mental Health Advisory Committee and the Local Alcohol & Drug Planning Committee (LADPC);
- It is made clear that the committee does not make policy changes;
- The role of advisory boards is to be thoughtful and informative;
- Supplemental questions will be created;
- Ms. Byers is a contractor with the state hospital and Marion County;
- The committee is fairly new; and
- Let the applicants know that this is a long process and there will be follow up questions from the BOC.

Board Direction:

- Sherry Linter will follow-up with Ms. Follis to get all her full information;
- The BOC would like more information on all three applicants;
- Commissioner Bethell would like to be part of conversations with advisory boards regarding policy:
 - The commissioner would like to know when to schedule this meeting.
- Ms. Linter to provide Commissioner Bethell Ms. Byer's contact information; and
- Has the decision to join the committee been influenced by the lawsuit with the county.

Dell Computer Hardware and Support Purchases

-Cynthia Klein, Shaun Phillips

Summary of presentation:

- This is a simplified acquisition method to fill repetitive needs for Dell hardware purchases:
 - This is for Lifecycle Equipment Replacement Program (LERP) and county purchases.
- There is a budget of \$449,000 a year for LERP purchases:
 - Purchases are made quarterly.
- This would allow a process to be in place for two years instead of coming to the BOC quarterly;
- LERP allows 20 percent of the computer fleet to be replaced every year:
 - This allows for technology to be kept up to date; and
 - This is a five-year plan and about 400 systems are completed each year.
- Competitive bidding was done last year:
 - Dell surpassed competitors by price and services; and
 - CDW-Government LLC bid as well.
- This will cover other departments purchasing equipment outside of LERP.

Board Direction:

- The BOC is good to proceed.

2023 Project Joy Fundraiser

-Kathy Bolen

Summary of presentation:

- This is an annual Marion County fundraiser:

- This supports children in foster care.
- Last year 67 families were supported in Marion County:
 - There were over 169 children.
- Over 400 gifts were collected;
- Donations were estimated at about \$9,700;
- The foundation of Project Joy was Oregon Foster Parents Association:
 - They have gone through a name change; and
 - Oregon Resource Family Alliance is the new name:
 - This was to reflect the word family and helping the whole family.
- The whole family was included in the wish lists;
- The Brothers Collection was involved:
 - Large muscle car museum;
 - There were over 4,000 people that visited during the toy drive;
 - There were over 4,000 toys collected and over \$30,000 raised; and
 - This was a one-day event.
- Brothers Collection would like to be part of the fundraiser this year:
 - Would like individuals to pre-purchase timed tickets:
 - There were very long lines at the beginning of the day.
- Ticket sales opened October 13, 2023:
 - Would like to begin sharing with Marion County employees, at least.
- The Project Joy Fundraiser is November 20, 2023, to December 8, 2023;
- The Brother's Car Museum is December 3, 2023:
 - Ask for a \$10 donation and one unwrapped toy.

Board Direction:

- The BOC is good to proceed.

Marion County Dog Shelter Update

-Chris Eppley

Summary of presentation:

- Lauren Thielke is the Shelter Manager;
- Melissa Homes is the Shelter Operations Manager;
- Diane Young, Salem Dogs, emailed the BOC:
 - Resulting in update being asked for.
- Two major concerns from Ms. Young:
 - More staffing is needed; and
 - The area needs to be cleaned.
- In the process of hiring a new shelter technician:
 - This has been approved in the budget;
 - There were unsuccessful interviews;
 - There is a new list of three possible candidates:
 - Interviews will be done in the next couple weeks.
- It took some time to fill the Shelter Operations Manager position;
- The staffing issue is being addressed:
 - Would like to see how operations move along before requesting additional staff.
- The two main issues with the dog population are as follows:
 - Individuals getting dogs during COVID and need to return to work; and
 - Individuals are unable to afford their dogs because of the economy.
- Owners surrendering were told by the Human Society to go to the dog shelter:
 - State that their dogs are strays and drop them off.

- This cycle may last for the next two to three years:
 - It would not be beneficial to get more staff:
 - There are space limitations; and
 - Relying on rescue partners.
 - Things are being managed at a high stress level.
- Working on an IGA to get a work crew in place for one day a week:
 - Discussed with Commander Jay Bergmann, now Undersheriff;
 - Transferred to Commander Mike Hartford;
 - The previous IGA will be used;
 - The cost will be the cost of their meals;
 - They will work on Fridays.
- The work crew will address the following issues:
 - Grounds maintenance;
 - Outside and inside of the building; and
 - Heavy cleaning.
- The bottle drive is a way individuals support the shelter who can't give money:
 - Individuals recycle on their own;
 - Staff are unable to recycle the others and is looking for a volunteer.
- The Humane Society only takes dogs at specific times and that make money;
- Need to stabilize and then assess what else is needed if anything;
- A staff day was done, recently:
 - Major clean up took place; and
 - Lunch was provided.
- Hours are being added as things stabilize:
 - The front desk staff is new and is being trained.

Board Direction:

- Contracts can be done for additional staffing instead of hiring Marion County staff;
- A paid internship can be funded;
- Commissioner Bethell has a resource to help with the can recycling process;
- Jon Heynen can help promote and do community interaction on social media;
- Department heads and elected officials can be made aware of the need:
 - Departments can volunteer/help at the shelter.
- The BOC is good to proceed.

Enterprise Resource Planning (ERP) Consultant

-Jeff White, Gary Christofferson

Summary of presentation:

- Replacing the Oracle system has been discussed;
- Many departments will be affected, and the system will be better in the following:
 - Employee access;
 - It will be easier to use; and
 - Maintenance.
- The project is large, a consultant is needed and was budgeted for;
- Request for Procurement (RFP) was done:
 - There were seven to eight responses; and
 - There were four that were interviewed.
- Plante & Moran was the best option for the county:
 - They have done other large county ERP systems all over the country; and
 - They understood the county's need the most.
- The help needed is the following:

- Putting together a team;
- Develop requirements needed;
- Show what newer systems do;
- Incorporate satellite systems, if able to; and
- Will do interviews with county employees.
- Contract process is being done currently, finalizing the calendar;
- Will come to board session October 25, 2023;
- This will be a project that takes a few years to complete;
- Roth 401K option
- The consultant will interview the county employees using ERP:
 - Will figure out business requirements;
 - An RFP will be built with the county;
 - The RFP will be published;
 - Will help with the decision-making process; and
 - Will help implement the product that will be chosen.
- Plante & Moran had the most local government experience:
 - Others had state and large city experience.
- The consultant is being hired up front:
 - Consultants were not hired in the District Attorney's (DA) and Health and Human Services departments.
- Plante & Moran have a team specializing in security and IT:
 - This will allow them to evaluate the county's requirements.
- A governance structure and oversight committee will be created:
 - This will involve department heads.
- There are not many programs that can do what the county needs;
- Washington County is one year ahead in the same process:
 - Discussions are happening regarding what problems are being run in to.
- Yamhill County are finishing their process and have selected a program:
 - Discussions are happening with them as well.
- The consultant will be there from the beginning to the end:
 - Helping when problems arise.
- The project involves large and complicated pieces;
- The goal is to integrate as many side applications as possible:
 - The more items in one system the easier it will be.
- December and January will be used to figure out what the county's needs are;
- This will be a system that will be used for the next 20 years:
 - It needs to be done correctly.
- Made clear to company that the county has responsibilities including:
 - Annually turning in a budget; and
 - Annually turning tax rules:
 - These must continue while the project is ongoing; and
 - The company stated they are willing to work with the schedule.
- There is a system collecting information that involves the following:
 - One on one meetings;
 - Group meetings; and
 - Surveys.
- A checklist has been provided asking for certain information to be ready:
 - IT has been collecting information internally.
- The contract amount is \$1.3 million and through June 2026.

Board Direction:

- Individuals who use the system need to be interviewed; and
- Jane Vetto to ensure contract language needed is in place.

OTHER

Legislative Update:

-Alvin Klausen

Summary of presentation:

- Letter for Public Works;
- NW Natural Letter of Dissatisfaction:
 - To Department of Environmental Quality (DEQ) regarding rule changes on natural gas placement on new developments; and
 - Restrictions on rural developments.
- Representative Kevin Mannix Willamette River Clean-up;
 - In attendance there were:
 - Six constituents;
 - Representative from the city of Salem;
 - Salem Police Department; and
 - Keizer Police Chief.
 - A Polk County representative did not attend:
 - They stated they will be involved in future conversations.
 - Listening session turned into complaints on drug use and homelessness:
 - No real solutions were given.
 - Rep. Mannix spoke on using greenways (protection zones) to enforce.

Board Direction:

- Letter for Public Works:
 - BOC would like to see the application.
- NW Natural Letter:
 - BOC good to proceed.

COMMUNICATIONS UPDATE

-Jon Heynen

Summary of presentation:

- Commissioner's Day Letter:
 - Sign and inform employees mid to late October; and
 - Day to be used in between November 15, 2023, to January 31, 2024.
- Marion County Reentry Initiative:
 - Brief descriptions from the videos will be provided;
 - Information will be provided day before or morning of;
 - Will send the BOC videos;
 - Signs will be brought Wednesday afternoon; and
 - Allied Video is setting up Wednesday afternoon.
- County Survey:
 - Request for Quote (RFQ) to move forward for this year:
 - Statement of four criteria will go out:
 - Bidders will respond on what they would do.
 - Responses and price will be graded.
 - Measure 110 questions will be included;
 - Statement of work being worked on:
 - There are 30 days for completion once the contract begins.

- RFQ will be posted on Thursday; and
- There needs to be three bids.

Board Direction:

- Commissioner’s Day:
 - Ensure this is not an extra day in addition to what is in the Collective Bargaining Agreement (CBA); and
 - Ensure correct language is in place.
- Marion County Reentry Initiative:
 - Commissioner Bethell does not need information;
 - Featured attendants needs to be recognized:
 - Confirm if their families are attending.
 - Promotion and explanation need to be better on social media:
 - A series may be done next year.
- County Survey:
 - Bond/levy for increased jail capacity;
 - Is the county on the right track or not:
 - Is this due to federal, state, local policy, or other.
- County Survey:
 - There can be 45 days for completion;
 - Johnson Land Surveying;
 - Remove coronavirus questions; and
 - Aid and assist questions.

COMMISSIONERS’ COMMITTEE ASSIGNMENTS and UPDATE

Commissioner Danielle Bethell

- Met with Justice Justin Kidd:
 - Offer his services in other cities for Municipal Court; and
 - An IGA would be needed.
- Met with Alex Olsen, resident of Keizer:
 - Began Career Technical Education Center (CTEC) construction program;
 - Started trade program out of his shop;
 - Received \$400,000 grant from Oregon Bureau of Labor & Industries (BOLI);
 - Looking for partners; and
 - Teaches basic skills for several trades.

Commissioner Kevin Cameron

- Met with Nick Harville;
- Parks meeting with Dennis Mansfield and Brian May:
 - Bureau of Land Management to do leases instead of land swaps.

Commissioner Colm Willis

- Oregon Business and Industry Salem Chamber lunch

OTHER

Commissioner Bethell – Association of Oregon Counties (AOC) Legislative Meeting;

- Measure 110;
 - Will appoint joint Measure 110 Health and Human Services work group;
 - Determine if Measure 110 should just be repealed:
 - This will happen in the work group.
 - Measure 110 passed in Marion County;
 - A full repeal needs resource funding;
 - Attended Marion County’s Health and Human Services (MCHHS) meeting:

- Discussed Measure 110;
- Will ask the Marion County, three questions which were sent to:
 - MCHHS;
 - District Attorney's office; and
 - Sheriff's Office.
- MCHHS would like to reform Measure 110:
 - Funding because of the measure has been helpful; and
 - There needs to be more accountability.
- Oregon Health Authority (OHA) is doing a capacity study in various systems:
 - What treatment would like at all levels in Oregon; and
 - Information will be available at the end of December.
- Recreation lawsuit ruling;
 - Work group will be put together; and
 - Pursue AOC driven legislation to change ruling.
- AOC Priorities;
 - Agreements need to be honored on both sides:
 - Alternate options will be pursued if agreements are not honored;
 - There are nine from all of AOC with two to six from each committee;
 - Through policies AOC will begin to do more work;
 - AOC to take forward position in the 2025 session;
- Multnomah County stated they will leave if a certain position is taken:
 - This will be on Commissioner Bethell;
 - Their membership is \$207,000 a year;
 - AOC needs to be what works for majority of counties:
 - Some have left because of being ignored by leadership.

Board Direction:

- Mr. Klausen to provide a list of all priorities from the body and each committee:
 - BOC goals will then be listed as well to ensure alignment.
- Discuss and train department heads on the priorities:
 - Their voice needs to be present.

Matt Lawyer – Geographic Information System (GIS) Wildfire Recovery Map;

- 721 residential and 32 commercial properties identified as impacted;
- 243 properties have done nothing:
 - No sales and no permits done.
- 372 residential and three commercial properties have permits; and
- 179 properties have been sold.

Board Direction:

- Need to know if sold property is being worked on.

Adjourned – time: 11:40 am

Minutes by: Mary Vityukova

Reviewed by: Gary L. White