

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, December 8, 2021  
9:00 a.m.

Senator Hearing Room  
555 Court Street NE  
Salem, OR 97301

**PRESENT:** Commissioner Kevin Cameron, 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.

Commissioner Cameron called the meeting to order at 9:00 a.m.  
Commissioner Willis arrived at 9:13 a.m.

**PUBLIC COMMENT**

None.

**CONSENT**

*(Video Time 00:01:28)*

**SHERIFF'S OFFICE**

1. Approve Amendment #1 to the Contract for Services with Sparkle Laundry and Dry Cleaning to add \$25,000 for a new contract total of \$125,000 for uniform dry cleaning and laundry services for Sheriff's Office staff through December 31, 2022.

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

**ACTION**

*(Video Time 00:02:26)*

## BUSINESS SERVICES

2. Consider approval of the Contract for Services with Stanley Convergent Security Solutions, Inc. in the amount of \$5,879,980 for the upgrade of access controls, interior doors, and exterior doors at the Marion County Jail through December 31, 2023. –Terry Stoner and Wesley Miller

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

- The contract is for the continuation of a capital improvement project for security upgrades at the following Marion County facilities:
  - The Jail;
  - The Transition Center; and
  - The Juvenile Detention Center.
- A consulting firm issued a report in 2019 that evaluated some of the following:
  - Security systems;
  - Door access controls; and
  - Intercoms.
- The first phase of the project included the design of the following:
  - The Program Logic Control (PLC);
  - Doors; and
  - Locks.
- Stanley Convergent Security Solutions, Inc. is the selected contractor for the second phase of the project which entails replacement and upgrade of the following:
  - Doors;
  - Locks; and
  - Jambs.
- A pass-through opening will be added to all cell doors that currently do not have the option:
  - This allows deputies to safely pass food trays through the cell door or handcuff individuals.
- The new locking system will be electric:
  - The prior system was pneumatic and utilized air compressors; and
  - The new system will reduce maintenance and possibly electricity.
- Every door in the facility was evaluated to determine updating needs.

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

- Investing in the updates will maintain safety and security; and
- The 32-year-old structure has been well maintained.

**MOTION:** Commissioner Bethell moved to approve the Contract for Services with Stanley Convergent Security Solutions, Inc. in the amount of \$5,879,980 for the upgrade of access controls, interior doors, and exterior doors at the Marion County Jail through December 31, 2023. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

(Video Time 00:39:52)

*\*\* The time listed above reflects when the public hearing was closed, and a motion was made to approve a resolution adopting the budget.*

### FINANCE

3. Consider approval of a resolution to adopt the Fiscal Year 2021-22 First Supplemental Budget. **(TO BE ACTED ON FOLLOWING THE PUBLIC HEARING)** –Jeff White and Daniel Adatto

**MOTION:** Commissioner Willis moved to approve a resolution to adopt the Fiscal Year 2021-22 First Supplemental Budget. Seconded by Commissioner Bethell; motion carried. A voice vote was unanimous.

(Video Time 00:07:41)

### PUBLIC WORKS

4. Consider approval of the Contract for Services with Nexterra, Inc. in the amount of \$250,000 to provide yard debris grinding services at the Brown's Island Composting Facility through December 31, 2024. –Brian May

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

- The contract is for yard debris grinding services at the composting facility located at the Brown's Island Demolition Landfill;
- The county hires a contractor to grind material down in size for compost;
- An estimated 30,000 yards of material is processed in a typical year at the following locations:
  - The North Marion Recycling and Transfer Station; and
  - The Salem-Keizer Recycling and Transfer Station.
- The impacts from the 2021 ice storm increased the amount of material that required grinding:
  - The material increased from 30,000 yards to well over 100,000 yards;
  - The county's current not-to-exceed contract expires at the end of 2022; and
  - The increased storm debris resulted in the county reaching the not-to-exceed contract amount earlier than anticipated.
- A formal solicitation for bids was posted in November;
- The county received three bids for grinding services;
- Nexterra, Inc., which submitted the lowest bid, was selected to provide the service;
- The new contract will have a maximum limit of \$250,000;
- The contract has a term date of five years; and
- Staff recommends approval of the contract with Nexterra, Inc. to provide yard debris grinding services.

**Board discussion:**

- The significant increase in yard debris is attributed to the 2021 ice storm;
- The county will be able to direct where yard debris removal will be processed;
- The county receives approximately 15,000 yards to 20,000 yards of debris from the North Marion Recycling and Transfer Station:
  - An increase is anticipated around April 1, 2022.
- Benefits with the new contract include some of the following:
  - Increased savings for county citizens;
  - Decreased expenses for the county; and
  - A reduction in transportation expense:
    - The Brown's Island Composting Facility is a local business.

**MOTION:** Commissioner Bethell moved to approve the Contract for Services with Nexterra, Inc. in the amount of \$250,000 to provide yard debris grinding services at the Brown's Island Composting Facility through December 31, 2024. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:11:28)*

5. Consider approval of the Contract for Services with Lane Forest Products, Inc. in the amount of \$450,000 to provide yard debris screening services at the Brown's Island Composting Facility through December 31, 2024. –Brian May

**Summary of presentation:**

- Yard debris is screened once it has gone through the grinding process;
- Debris is screened down to approximately a 0.50-inch square:
  - The size meets the required specifications for the following:
    - The market; and
    - Customers.
- Compost goes through a breakdown process;
- Screening is the final process that results in the finished product;
- An increased volume for debris grinding has also resulted in an increased volume for debris screening:
  - The county has reached the not-to-exceed contract amount for screening services earlier than anticipated.
- A formal solicitation for bids was posted;
- The county received two bids for screening services;
- Lane Forest Products, Inc. was selected as the only responsive bidder for screening services;
- The new contract will have a maximum limit of \$450,000;
- The contract has a term date of five years;
- The county anticipates the contract will allow for a continuous batch process;

- Compost may be more readily available throughout the year.
- Staff recommends approval of the contract with Lane Forest Products, Inc. to provide yard debris screening services.

**MOTION:** Commissioner Willis moved to approve the Contract for Services with Lane Forest Products, Inc. in the amount of \$450,000 to provide yard debris screening services at the Brown’s Island Composting Facility through December 31, 2024. Seconded by Commissioner Bethell; motion carried. A voice vote was unanimous.

(Video Time 00:14:58)

6. Consider approval of the Contract for Services with PBS Engineering and Environmental, Inc. in the amount of \$164,450 for the development and provision of safety compliance programs, standard operating procedures, and comprehensive training programs for various Marion County Public Works programs through December 31, 2022. –Dennis Mansfield

**Summary of presentation:**

- Safety is a part of the Administration Division of Marion County Public Works and is a top priority for the department:
  - Five department core values include the following:
    - Safety;
    - Integrity;
    - Respect;
    - Customer Focus; and
    - Communication.
- A safety committee meets monthly;
- An estimated 200 employees work for the department;
- There are over 50 job classifications with almost half of the classifications being safety sensitive positions:
  - Safety sensitive job positions require individuals to be aware of hazards that may arise while performing job tasks:
    - The hazards can be consistently changing as tasks alter; and
    - Many tasks are considered seasonal tasks and may only occur annually or biennially:
      - Training programs ensure safe operation practices are being utilized for tasks that are performed infrequently.
- The federal Occupational Safety and Health Administration (OHSA) requires safety programs to be in place for known workplace hazards:
  - The county is required to provide some of the following:
    - Education for known hazards; and
    - Tools and protective equipment to aid in safe operations.
- Safety programs ensure employees have what they need to safely operate each workday and can entail some of the following:

- Protocols;
- Trainings;
- Standard operating procedures;
- Flowcharts;
- Videos; and
- Personal protective equipment.
- There are three primary aptitudes within the safety program:
  - Awareness:
    - Employees may not work with a specific piece of equipment, but they may work in the area where the equipment is being utilized:
      - They need to understand and be aware of some of the equipment operations to ensure a safe working environment.
  - Operational:
    - Employees operating equipment are required to complete the following:
      - Training;
      - Testing; and
      - Certification.
  - Competency:
    - Employees are knowledgeable enough to assist with equipment training, testing, and certification if needed.
- Public Works has varying types of operations with different hazards and different protocols;
- The contract pertains to 20 safety programs:
  - The contract will fast-track the programs' development and implementation phases.
- Public Works currently has one safety specialist, with a multitude of responsibilities, that manages over 50 safety programs:
  - It is estimated that one safety specialist may require two calendar years to develop all the safety programs; and
  - The contract will fast-track the process so that 20 programs are developed and completed in approximately six months to one year.
- Staff went through the normal Request For Proposal (RFP) solicitation process;
- Two vendors responded to the RFP solicitation;
- The safety committee selected PBS Engineering and Environmental, Inc. to award the contract to;
- The company has approximately 30 years of experience with developing safety programs for various types of organizations and government agencies;
- The contract total is \$164,450; and
- Staff recommends approval of the contract with PBS Engineering and Environmental, Inc.

***Board discussion:***

- PBS Engineering and Environmental, Inc. will be contracted to build the program;
- Public Works staff will execute the training once the program is developed:
  - Annual training sessions are held for staff; and
  - Supervisors may utilize the training programs throughout the calendar year for new employees.
- The county will own the programs and enhance them if needed to allow for changing work environments; and
- There may be future periodical program audits.

**MOTION:** Commissioner Bethell moved to approve the Contract for Services with PBS Engineering and Environmental, Inc. in the amount of \$164,450 for the development and provision of safety compliance programs, standard operating procedures, and comprehensive training programs for various Marion County Public Works programs through December 31, 2022. Seconded by Commissioner Willis; motion carried. A voice vote was unanimous.

*(Video Time 00:23:48)*

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

**CONTRACT REVIEW BOARD  
ACTION**

**FINANCE**

1. Consider approval of an order for a Contract Specific Special Procurement for Marion County's Procurement Card Program continuation of services with Bank of America.

–Camber Schlag

***Summary of presentation:***

- Staff is requesting a Special Procurement to continue using Bank of America (BofA) for the county's Procurement Card (P-card) program;
- County departments utilize p-cards for some of the following:
  - Trainings;
  - Supplies; and
  - Low dollar purchases.
- Currently it costs the county an estimated \$78 to \$98 when a Purchase Order (PO) is issued:
  - Utilizing p-cards may substantially reduce this expense and save time.
- Currently for the year 2021, the county has had an estimated 11,929 transactions and has spent an estimated \$2,201,155.96:
  - Large dollar transactions include some of the following:
    - Permits with the City of Salem are estimated at \$91,000;

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- A conference room rental for the Marion County Circuit Courts is estimated at \$53,000;
  - Office Depot expenses are estimated at \$238,000;
  - Home Depot expenses are estimated at \$50,000;
  - Amazon expenses are estimated at \$288,000; and
  - LaQuinta Hotel expenses are estimated at \$37,000.
- The impacts from the COVID-19 pandemic and the 2020 wildfires have made the Request For Proposal (RFP) process cumbersome;
  - The Information Technology (IT) Department will be required to build an interface between the county and a new bank platform;
  - The county has an established relationship with BofA;
  - The county receives annual rebates from BofA ranging between \$20,000 and \$30,000; and
  - Staff is requesting to continue the p-card program with BofA for an additional five years.

**MOTION:** Commissioner Willis moved to approve an order for a Contract Specific Special Procurement for Marion County's Procurement Card Program continuation of services with Bank of America. Seconded by Commissioner Bethell; motion carried. A voice vote was unanimous

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

*(Video Time 00:27:50)*

Commissioner Cameron read the calendar.

*(Video Time 00:30:38)*

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

### FINANCE

A. Public hearing to consider adopting the Fiscal Year 2021-22 First Supplemental Budget. – Jeff White and Daniel Adatto

***Summary of presentation:***

- The presentation of the first supplemental budget for fiscal year 2021-22 is in accordance with local budget laws and county policies;
- The public hearing was noticed and posted in the Statesman Journal on December 1, 2021;
- Copies of the proposed budget have been available for review on the Marion County website and at the Board of Commissioner's Office;



- The supplemental budget was reviewed in detail by the commissioners at a Work Session meeting;
- The budget increased by \$54 million bringing the total county budget to \$648 million;
- The budget summary entails some of the following:
  - There were 37 funds modified;
  - Countywide there was \$5.7 million in Net Working Capital adjustments;
  - The General Fund increased by \$4.9 million;
  - There was an increase of \$54.1 million in new federal resources which included some of the following:
    - An estimated \$16.5 million in COVID-19 stimulus grant funds; and
    - An estimated \$33.5 million in American Rescue Plan Act (ARPA) funds:
      - The ARPA resources were originally budgeted in the General Fund but were later reclassified into its own fund; and
      - Reclassifying the resource increased the total ARPA funding to \$67 million.
- The budget for Health and Human Services increased by an estimated \$2.8 million:
  - This includes a Transfer Out of an estimated \$816,000 in funds for the “His Place” property located in the City of Woodburn.
- The budget for Public Works increased by an estimated \$6.6 million and entailed some of the following:
  - An estimated \$1.6 million is for materials and services utilized for the remaining cleanup from the 2021 winter ice storm; and
  - An estimated \$800,000 in Capital Outlay for the first-year expense of the Public Works Building One Expansion project.
- The Capital Improvement Projects (CIP) fund increased by an estimated \$4.1 million:
  - Several projects from the prior fiscal year budget carried over into the current fiscal year budget; and
  - An estimated \$1.4 million is for the Courthouse Square Rooftop Heating, Ventilation, and Air Conditioning (HVAC) Replacement project.

***Board discussion:***

- No public members signed up to testify during the public hearing;
- The His Place Residential Home is a county-owned and operated substance abuse rehabilitation facility that helps fathers that are navigating addiction recovery:
  - The facility is similar to the Her Place Residential Home that assists mothers with substance abuse issues;
  - Children are able to remain with their parents at the facility; and
  - The county anticipates the His Place Residential Home opening in 2022.
- The resolution document states the total budget is increasing by \$71,210,984:
  - Mr. Adatto clarified that \$71,210,984 is correct; and
  - The \$54 million referenced in the staff presentation is for federal resources.

**MOTION:** Commissioner Bethell moved to close the public hearing and approve the Fiscal Year 2021-22 First Supplemental Budget. Seconded by Commissioner Willis; motion carried. A voice vote was unanimous.

*(Video Time 00:40:39)*

***Board discussion:***

- The new ARCHES Inn is anticipated to open in the near future:
  - The inn was purchased to house individuals experiencing homelessness;
  - The facility is funded by Project Turnkey, a state-level grant program;
  - There are an estimated 17 hotels statewide that were purchased to help address homelessness;
  - ARCHES Inn will assist in navigating individuals living on the streets into safer environments;
  - Victims of the 2020 wildfires will be able to utilize the facility for temporary housing; and
  - Commissioner Bethell expressed on the record her appreciation to the team at Mid-Willamette Valley Community Action Agency for all their efforts to bring this project to completion.
- A joint meeting with Linn County was held on December 7, 2021:
  - An estimated 46 individuals participated in the meeting;
  - The meeting focused on the following:
    - The continuing wildfire recovery efforts; and
    - Sewer and wastewater challenges in the Santiam Canyon.
  - Individuals impacted by the wildfires appreciated the property tax relief they received:
    - Commissioner Cameron expressed on the record that he donated his property tax refund to the Detroit Community Church for their rebuilding efforts.
  - There is an ongoing effort to address housing challenges for wildfire victims;
  - Incoming grant assistance is crucial for the recovery efforts in the Santiam Canyon;
  - The work that is being performed now will set the foundation for the future;
  - Small businesses and entrepreneurs in the canyon continue to support the rebuilding effort:
    - They have assisted their friends and neighbors; and
    - They have invested their time and resources.
  - Wildfire impacted cities are reviewing available options to bring business back to communities;
  - Tiny home structures that will house wildfire victims may be utilized for businesses in future years;
  - The county is partnering with the wildfire impacted cities in the recovery efforts:
    - State policies have made the recovery efforts challenging; and

- Barriers still exist for survivors residing in the canyon.
- Emotional trauma from the wildfires is on-going for some residents:
  - Homes were damaged or destroyed;
  - Jobs were lost;
  - There was income loss;
  - Possessions were damaged or destroyed:
    - Services are available for survivors experiencing emotional trauma; and
    - Some of the following organizations are assisting wildfire victims:
      - The United Way of the Mid-Willamette Valley;
      - Catholic Community Services; and
      - The Santiam Service Integration Team (SIT).

Commissioner Cameron adjourned the meeting at 10:02 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>**