



OREGON

MARION COUNTY BOARD OF COMMISSIONERS

Management Update Summary Minutes

November 4, 2025. 9:30 AM

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

ATTENDANCE:

Commissioners: Danielle Bethell, Kevin Cameron, and Colm Willis.

Board's Office: Alvin Klausen, Jon Heynen, Heather Inyama, Trevor Lane, Toni Whitler, and Matt Laywer.

Legal Counsel: Scott Norris.

Information Technology: Gary Christofferson, and Steve Brooks.

Juvenile: Troy Gregg.

Community Services: Chip Bury, Steve Dickey, Tami Cirerol, and Kelli Weese.

Public Works: Tsige Woldegiorgis, Brandon Reich, Max Hepburn, Lani Radtke, Brian Nicholas, Cory Swartout, and Jill Ogden.

Health and Human Services: Naomi Hudkins, Christina Bertschi, and Carol Heard.

Clerk's Office: Bill Burgess, and Rebekah Stern.

Human Resources: Sherry Linter.

Citizen: Kathy Rogers, and person who did not identify themselves.

Commissioner Danielle Bethell called the meeting to order at 9:30 a.m.

INFORMATIONAL:

1. Contract with Lynx Group, Inc. for Ballot Printing Services

-Clerk Bill Burgess

Summary of Presentation:

- Print county ballots and have an established record of service.
- Contract period originally proposed for three years:
 - Cumulative cost for 2026-2028 is \$850,000.
 - Discussion of competitive procurement requirements.
- State law permits "single source" contracting for election printing:
 - County policy asks for formal Request for Procurement (RFP) process for contracts exceeding three-year threshold unless otherwise justified.
- Lynx's local operation and responsiveness is an operational advantage:
 - Secure operations and certified standing.
 - Past stable pricing despite inflation.
- Transparency, competition openness, and market rate through periodic procurement.
- Other certified provider in the state:
 - RFP eligibility.
 - Prior commitment to trigger RFPs if multiple vendors operate in-state.
- Preference for one-year approval:

- Immediate planning for an RFP before the next general election.

Board Direction:

- Approved to move forward for one year.
- Conduct an RFP process before the next general election in 2026.
- Fair access to government resources and adherence to county procurement policy.
- Hold a separate meeting to further discuss the contract details if needed.

2. Solid Waste Land Use Code Amendments

-Brandon Reich

Summary of Presentation:

- Changes needed to solid waste and public zone land use code:
 - Prompted by closure of a major waste site on high-value farmland.
- Existing code:
 - Permitted, conditional, and prohibited uses for solid waste disposal in various zones.
 - Some codes are outdated or offer insufficient board authority.
- Loss of conditional use on closed properties can reduce future property value:
 - Makes preemptive code clarification and property owner notification critical.
- Difference between generic and specific evaluation criteria for solid waste sites in “public” zones:
 - Need to align with state requirements.
 - Enhance criteria:
 - Hours.
 - Access.
 - Remediation.
 - Prevent improper use in residential zones.
- About 2,200 properties would be affected:
 - Changes must be publicly noticed.
- Consider whether board prefers narrow “fix” or a wide-ranging review of all relevant codes:
 - Impacts on transfer/transfer station operations, and related standards.

Board Direction:

- Work session to examine possible code amendments for solid waste sites:
 - Including potential criteria and zoning changes.
 - Industry trends, compliance, local property and environmental concerns.
- Explore notification process for affected property owners.
- Investigate restrictions to prevent new solid waste sites in residential zones.

3. Primary Funding Agreement for Recycling Modernization Act

-Brian May

Summary of Presentation:

- Circular Action Alliance (CAA) funding agreement gives access to \$3/person state modernization grants:
- Under the new Recycling Modernization Act (RMA).
- Specific funding use:

- Contamination reduction.
- Expansion at recycling depots.
- Capital projects.
- Phase structure:
 - Initial participation agreement to enable later, itemized funding applications.
- Need a systematic process to allocate new recycling funds and report outcomes.
- Collaboration with cities of Salem and Keizer:
 - Jurisdictions listed as participants but not yet fully onboard.
 - Potential for all per capita funds to eventually be pooled if cities join.
- Arrangements for revenue account creation to separate new funds and for tracking specific use:
 - Service and contamination reduction, infrastructure expansion.
- Grant will supplement, not replace, existing operational funds.

Board Direction:

- Approved to move forward:
 - Conditional upon subsequent detailed proposals returning for approval as opportunities arise.
- Establish funding mechanisms to access per capita contamination reduction and depot expansion funds.
- Plan for additional discussions to clarify future application and allocation processes.

4. Gates Sewer Collection System Project Construction Contract

-Brandon Nicholas

Summary of Presentation:

- U.S. Department of Housing and Urban Development (HUD) funds trigger stricter procurement rules:
 - Cannot use existing Construction Manager/ General Contractor (CM/GC) contract and must rebid.
- Tradeoffs between:
 - CM/GC:
 - Faster, integrated, but potentially less competitive.
 - Standard design-bid-build public procurement:
 - Potential for more up-front engineering, slower, but encourages competitive bidding.
- Engineering firm's advice:
 - Detailed mapping needed to accurately bid work.
 - Complex due to more than 200 individualized residential sewer connections.
- Cost:
 - Standard public bidding may require over \$1 million in extra engineering:
 - Detail every connection and abandonments.
 - Ensures clear, and defensible bid documents.
 - Risks/costs remain defined.
- CM/GC considered if justified by project urgency:
 - Board feels clarity and competition outweigh time-savings for this project.
- Approach impacts ability to award certain lateral work as additive alternates:
 - In case funding falls short.
 - Issue of how long contractors' bids can be held and phasing limitations.

Board Direction:

- Use standard fixed-price (public procurement) contract process over CM/GC.
- Large up-front costs for engineering:
 - Value comprehensive plans and competitive bidding.
- Review contract expansion options with existing consultants if needed.

5. Contract Amendment #1 with Iris Telehealth Medical Group PA for Telehealth Services

-Carol Heard

Summary of Presentation:

- Extend existing Iris contract for psychiatric and prescription telehealth:
 - February 2026-January 2027.
 - Raising cap by \$500,000.
- Current services:
 - One prescriber working four days a week in adult behavioral health and one in children's.
 - Spanish-speaking capability.
- Confirmed patients can access telehealth services at county facilities (with support staff), addressing concerns about in-person access despite telehealth model.
- Contract continues to meet needs of both adult and pediatric behavioral/mental health programs.

Board Direction:

- Approved to move forward.

6. Contract with Robert Hiester for Psychiatric Mental Health Nurse Practitioner Services

-Carol Heard

Summary of Presentation:

- New contract for psychiatric services at Mt. Angel Nursing Facility:
 - Due to outgoing contractor's non-renewal.
- Contract details:
 - Three-year term:
 - Through 2028).
 - Up to \$300,000.
 - Provide in-person psychiatric assessments and oversight:
 - Approximately 12 hours a week.
- Reason for change:
 - Previous provider's affiliation change.
 - Difficulties with new facility management and Electronic Health Record (EHR) process.
- Transition plan for service continuity:
 - Overlap will occur to ensure no disruption
 - Candidate is recommended by medical director.
- Provider will be fully in-person.

Board Direction:

- Approved to move forward on consent.

7. PacificSource Subgrant Community Capacity Building Funds

-Naomi Hudkins and Christi Bertschi

Summary of Presentation:

- PacificSource sub-grants for health-related social needs/community building:
 - Approximately \$780,000 in round 1.
 - Approximately \$451,000 in round 2.
- Funding supports:
 - Partial Full Time Equivalent (FTE) of a dietitian.
 - Management analyst for billing efficiency.
 - Nutrition services in the social needs navigation program.
- Breakdown provided for structure:
 - Funds are not Medicaid billing but infrastructure.
 - Medicaid still billed fee-for-service:
 - \$26/15 min, up from \$20.
- Fee-for-service is tracked closely:
 - Staff logging billable time:
 - Case management, skills training, navigation.

Board Direction:

- Approved to move forward.
- Provide funding/expense breakdown by FTE, source, and possible reductions for future planning.
- Reporting by client story and by revenue/expense:
 - Understand long-term fiscal health and dependency on grants.

8. Juvenile Detention Door Control System Replacement

-Troy Gregg and Dustin McGrath

Summary of Presentation:

- A unit's door control system is down and cannot be repaired:
 - Urgent replacement is mandated for facility safety.
- Same vendor completed jail's recent door and control system work:
 - Will be contracted to do juvenile's upgrade to match efficiency and support.
- Earlier Capital Improvement Project (CIP) funding was approved for this work:
 - Evaluation confirmed full system replacement is only option.
- Interim procedures in place for safety until replacement is complete:
 - Project queued for rapid board consent approval.

Board Direction:

- Approved to move forward, urgently.

9. 2026-2027 Community Development Block Grant (CDBG)/HOME Pre-Application Reviews

-Steve Dickey

Summary of Presentation:

- Pre-application period:
 - 16 applications submitted.
 - All met baseline eligibility and timeline requirements.
- Review focused on:
 - Project feasibility.
 - Available matching funds.
 - Shovel-readiness.
 - Legal program requirements.

- Some covered by HOME funds, most eligible for CDBG:
 - Broad range of match secured:
 - (0%–98%).
- Limited resources for maximum immediate impact versus leveraging other funding sources.
- Board to review application packet and suggest which to proceed to full applications:
 - Planned to finalize feedback at next management update/work session.
- Special consideration given to:
 - Prioritizing projects able to use funds quickly.
 - City versus district requests.
 - Concern over funding massive projects in which county's share is minimal.

Board Direction:

- Review pre-applications and give feedback on which to advance to full application.
- Focus on funding readiness and project feasibility.
- Schedule work session for board input prior to December 19th application deadline.

10. Proposed Travel Grants for Marion County's Tourism Marketing

-Chip Bury

Summary of Presentation:

- Grant program reallocating \$200,000/year for county/regional tourism marketing:
 - Dividing grants among Salem-area, North Marion, and "general" recipients.
- Shift from exclusive contracts with Travel Salem to competitive three-year grants open to all qualified providers.
- Clarified annual allocation sizes and desired openness to new vendors:
 - Chambers, foundations, or local marketing groups.
- Existing chamber grants to continue and this will supplement, not replace programs.
- Outlined application, selection, and review process.

Board Direction:

- Approved to move forward.
- Structure agreements as competitive RFPs/contracts:
 - With possible multi-year terms.
- Route proposal for legal and finance review before final session.
- Reinforce availability to multiple applicants, Travel Salem also, for all categories.

11. Marion-Polk Food Share Grant Agreement Amendment #1

-Kelli Weese

Summary of Presentation:

- Recent emergency grant to Marion-Polk Food Share:
 - Response to federal Supplemental Nutrition Assistance Program (SNAP) program shutdown.
 - \$100,000 already disbursed.
 - Board agreed on policy for an additional \$100,000 if restoration is delayed.
- Process outlined:
 - No automatic payment of 2nd grant.
 - Weekly review required if crisis continues.
 - Board to make real-time determination via special session or Chief Administrative Officer (CAO).

- Balance between acting quickly for public need and ensuring public funds are not unnecessarily doubled if federal money returns.
- County's grant support directly increases food box capacity for most vulnerable residents:
 - Including those just above the SNAP cutoff.

Board Direction:

- Approved to move forward.
- Schedule rapid-check-in meeting to authorize additional funds if relief is delayed.
- Ensure board direction is actionable outside regular session if urgent.

12. Contract Purchase Order (PO) for Temporary Staffing

-Gary Christofferson

Summary of Presentation:

- \$228,000 for project management (Robert Half) for Enterprise Resource Planning (ERP) implementation:
 - Retroactive as already on-site.
- County uses open vendor contract for temporary staff.
- PO now exceeds \$100,000 threshold requiring board approval.
- Timing of approval, policy compliance, and need earlier board notification for new contract arrangements irrespective of dollar value.
- Vacancy savings used for contract:
 - Renegotiate direct contract if ongoing support is needed after six months.

Board Direction:

- Approved to move forward.
- Future transparency and board consultation when contract amounts exceed limits.
- Review contracting policies and bring for discussion if further clarification needed.

13. Request for Approval of Purchase Order for Storage Maintenance

-Steve Brooks

Summary of Presentation:

- Renew three-year Evergreen maintenance/support contract for on-premises storage:
 - \$305,000 fixed for term.
 - Includes hardware upgrades and 24/7 support.
- Storage is still needed for certain systems.
- Fixed contract cost matches vendor's earlier quote and budget line item.
- Past positive experience with vendor's pricing discipline.
- Future contract costs subject to evaluation should technology needs shift.

Board Direction:

- Approved to move forward.
- Monitor costs and evaluate hardware maintenance as cloud adoption increases.

14. Update to Administrative Procedure 203A – Appointment to Advisory Boards

-Sherry Linter

Summary of Presentation:

- Changes include:
 - Add zip codes to board application forms.
 - Standardize supplemental questions:

- Applicant intent.
- Other board service.
- Clarify what applicant data will be made available to commissioners.
- Two require detailed forms (geography and representation) for statutory reasons:
 - Local Alcohol & Drug Planning Committee (LADPC) and Mental Health Advisory Committee.
- State mandated training frequency for board members:
 - Ethics and public meeting law.
 - Election cycle verses annual training.
- Board requested that all advisory applicants be clearly informed of the public nature of their appointment and minimum disclosure expectations, and that new process be finalized via staff/legal before implementation.
-

Board Direction:

- Approved to move forward.
- Clear policy for notification upon resignation and standardized applicant review packets.
- Work with legal on the training frequency and ensure all requirements are met.
- Streamline documentation provided to the board and safeguard privacy.
- Clarify requirements for public records, privacy, and board communication on resignations.

15. Abstractor Contract for Marion County Property in Gates

-Matt Lawyer

Summary of Presentation:

- Repeated county ownership/sale of property has created boundary/title challenges.
- Solution:
 - Title abstractor to conduct comprehensive historical title research.
 - Clarify boundaries/legal ownership for upcoming survey work.
- Cost is about \$3,000:
 - Paid from "wildfire fund" within community services or larger surveyor fund:
 - Has substantial balance due to fee changes.
- Consensus to proceed with abstracting contract while exploring fund usage.
- Surveyor's office to confirm billing structure and historical cost allocations.

Board Direction:

- Approved to move forward.
- Examine possibility of using the surveyor's fund for payment.
- Ensure project funds are managed according to county policy and appropriations.

16. Legislative Update

-Alvin Klausen

Summary of Presentation:

- House Bill 2688:
 - Request from Oasis to comment during rulemaking.
 - Extends prevailing wage mandates to off-site manufacturers.
 - Financial and logistical burdens:
 - Costly for counties.
 - Difficult to monitor off-site prevailing wage compliance.

- Draft letter to Oregon Bureau of Labor and Industries (BOLI):
 - Seek exemption for county governments.
 - List which items should be excluded from the requirement.
- Oregon Forest Management Plan:
 - Open for public comment until January 31.
 - Overlapping regulatory layers:
 - Northwest Forest Management Plan (federal).
 - State Habitat Conservation Plan.
 - Oregon Forest Management Plan (state lands).
 - Recent federal-level changes:
 - Trump administration plans to revise rules.
 - Potentially affecting acceptance of Oregon's habitat plan.

Board Direction:

- House Bill 2688:
 - Draft a letter of strong opposition and concerns.
 - Reference previous opposition to bill and reiterate county's stance.
 - Coordinate with Oasis and potentially include broader county or association input.
- Oregon Forest Management Plan:
 - Provide link to plan documents.
 - Review full 186-page plan.
 - Prepare a summary for commissioners to facilitate review and feedback.

17. Board Session Agenda Review

-Commissioner Danielle Bethell

Summary of Presentation:

- N/A

Board Direction:

- N/A

COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATE

Commissioner Danielle Bethell

- N/A

Commissioner Kevin Cameron

- Willamette Valley Council of Governments (COG) meeting:
 - Financial advisory board actively working to keep organization solvent.
 - Full board meeting to be scheduled for further recommendations.
 - Maintain key fiscal decisions with full COG board:
 - Instead of delegating to executive committee.
 - Improved oversight and accountability.
- Materials Management Advisory Council (MMWAC) meeting.

Commissioner Colm Willis

- Potentially leave SEDCOR's board:
 - Will be discussed further at a later meeting.

Other

Veteran's Cemetery – MacLeay

Commissioner Danielle Bethell

Summary of Presentation:

- Calls from the public and group leaders regarding cemetery development.
- Concern over a county planner's interactions with the public:
 - Condescending manner and suggested they were speaking for the county.
- Only the commissioners officially represent the county's position.
- Planning staff were reminded to refer all cemetery project questions to the designated staff contact, Alvin Klausen.
- No local planning process involved.

Board Direction:

- Agreed.

Adjourned – time: 11:33 a.m.

Minutes by: Mary Vityukova

Reviewed by: Gary L. White