



O R E G O N

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 19<sup>th</sup> 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 2<sup>nd</sup> 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.
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#### **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