



MARION COUNTY BOARD OF COMMISSIONERS
MANAGEMENT UPDATE

Minutes

Tuesday, March 17, 2026, 9:30 a.m. – 11:30 a.m.
Commissioners' Boardroom
Courthouse Square, 555 Court St. NE, Suite 5231
Salem, Oregon 97301

Attendance:

Commissioners: Colm Willis and Kevin Cameron.

Board's Office: Trevor Lane, Jon Heynen, Chris Eppley, Toni Whitler, Alvin Klausen, and Matt Lawyer.

Legal Counsel: Steve Elzinga.

Public Works: Don Alexander, Carl Lund, Scott Wilson, and Brian Nicholas.

Finance: Chalyce MacDonald, and Jeff White.

Assessor's Office: Nate Combs, and Tom Rohlfig.

Health and Human Services: Carol Heard.

Commissioner Colm Willis called the meeting to order at 9:30 a.m.

Informational

1. North Fork Comprehensive Recreation Management Plan

-Carl Lund

Summary of Presentation:

- SE Group to develop comprehensive plan for Little North Fork Santiam corridor.
- Partner agencies:
 - U.S. Forest Service, Bureau of Land Management (BLM), and Oregon Department of Forestry.
- The total contract amount is \$242,300.
- Target board session date is April 1, 2026.
- Goal to create seamless recreation experience across multiple jurisdictions:
 - So, corridor can function as unified recreation area.
- Funding from American Plan Rescue Act (ARPA) dollars set aside for planning:
 - Some reallocation over time.
- Risk of federal and state partners may not act on plan, potentially leaving it unused.
- Non-binding agreement with partners stating collaboration intent and staff guidance.
- Long-standing pattern of informal cooperation in the corridor:
 - Fees, garbage service, and equipment sharing.
- Concerns about uneven follow-through from partners:
 - Interest in maintaining cooperative relationships.

Board Direction:

- Approved to move forward on consent.

2. Supply & Delivery of Aggregate for the 2026 Marion County Chip Seals

-Scott Wilson

Summary of Presentation:

- Contract with North Santiam Paving Company.
- Contract amount is \$345,280 for chip seal aggregate for the 2026 chip seal program.
- One year, intended to cover the 2026 summer season.
- Program will treat approximately 52 miles of roadway:
 - Focusing on the southwestern portion of the county.
- Vendor selected via competitive invitation to bid:
 - Based on specifications, supply reliability, and lowest responsive price.
- Fiscal Year (FY) 2026–2027 budget includes this expenditure.
- Approximately 25% per ton price decrease for aggregate compared to prior year.
- Oil price escalation is expected to offset some savings.

Board Direction:

- Approved to move forward on consent.

3. Intergovernmental Agreement (IGA) with Yamhill County for Wheatland Cost Sharing

-Scott Wilson

Summary of Presentation:

- Draft revision to the 2003 IGA with Yamhill County for Wheatland Ferry operations.
- Existing agreement operating cost split:
 - 76% Marion / 24% Yamhill with annual caps and no capital-cost sharing.
- Rising operating and capital needs have surpassed existing caps.
- New draft IGA provisions:
 - Remove annual contribution caps.
 - 76% Marion / 24% Yamhill population-based formula:
 - For operations, maintenance, and capital.
 - Semiannual coordination meetings.
 - Provide for biannual adjustments based on updated population data.
- Ridership patterns suggest large share of users travel from Yamhill into Marion.
- New formula aligns with concepts used in state gas tax distribution:
 - Population and vehicle registration.

Board Direction:

- Approved to move forward.

4. Contract Amendment #1 with Kay L. Dieter, MD for Professional Medical Supervision

-Carol Heard

Summary of Presentation:

- Extend contract term by two years to May 31, 2028.
- Add \$800,000 for revised not to exceed total of \$1,550,000.
- Services:
 - Psychiatric assessments.
 - Medication management.
 - Medical supervision of behavioral health clients using medications.
- Allows up to 36 hours per week of service:
 - Typical weekly hours are somewhat lower.
- Compensation is hourly within the not to exceed amount.

Board Direction:

- Approved to move forward on consent.

5. US Bank General Banking Services 2026

-Jeff White

Summary of Presentation:

- Originally selected in 2013 via joint Request for Proposal (RFP) with Linn County.
- Subsequent extensions have used a cooperative contract with the City of Salem:
 - Now time to renew under that structure.
- County maintains significant balances with US Bank:
 - Earnings credits offset banking fees.
 - No direct net cost is anticipated.
- All County budget flows transit through US Bank accounts.
- Materials reviewed:
 - Board order for renewal:
 - Requires to list Jeff White as signer on disbursement account.
 - Multi-service agreement with US Bank:
 - Treasury staff as signers.
 - Addendum to City of Salem master services agreement.
 - Account appendices cover:
 - Master account.
 - Treasury management account.
 - Disbursement account.
- Internal controls:
 - Dual approvals on wire transfers.
 - Check positive pay services to verify check data.
 - Planned enhancement to verify payee names.
 - Potential adoption of US Bank managed escheatment services.
- Proposed term is three years, beginning 2026.

Board Direction:

- Approved to move forward.
- Correct board order to identify authorized signers before bringing them for approval.

6. Memorandum of Understanding (MOU) with BLM for Revisions of Documents in Resource Management Plans

-Steve Elzinga, and Alvin Klausen

Summary of Presentation:

- Purpose is to establish Marion County as a cooperating agency in BLM's revisions to:
 - Northwestern and Coastal Oregon Record of Decision and Resource Management Plan.
 - Southwestern Oregon Record of Decision and Resource Management Plan.
- MOU outlines mechanisms for County input:
 - Economic development.
 - Jobs.
 - Responsible management of federal lands within Marion County.
- Designated representatives:
 - Primary is Chris Chadwell:
 - Consultant to the Association of O&C Counties.
 - Alternate is Commissioner Kevin Cameron.
- BLM's first cooperating agency meeting scheduled immediately following time frame:
 - Making prompt approval important.

Board Direction:

- **MOTION:** Commissioner Cameron moved for approval to amend the Management Update agenda and change agenda item #6 from informational to taking action for a proposed Memorandum of Understanding (MOU) with the United States Department

of the Interior, Bureau of Land Management. Seconded by Commissioner Willis; motion carried with Commissioner Cameron voting aye. Commissioner Willis voting aye. Commissioner Bethell was absent from the meeting.

- **MOTION:** Commissioner Cameron moved to approve an order approving a Memorandum of Understanding (MOU) with the United States Department of the Interior, Bureau of Land Management, to provide input as a cooperating agency for the revision of the Northwestern and Coastal Oregon Record of Decision and Resource Management Plan, and the Southwestern Oregon Record of Decision and Resource Management Plan. Seconded by Commissioner Willis. Motion carried with Commissioner Cameron voting aye. Commissioner Willis voting aye. Commissioner Bethell was absent from the meeting.

7. Veteran Services Office (VSO) Update

-Chris Eppley, and Gary White

Summary of Presentation:

- Reviewed options for the future location and structure of the VSO.
- Main option is building out former Community Services space on first floor of Courthouse Square.
- Preliminary tenant improvement estimate:
 - \$502,609:
 - New interior walls:
 - Offices, conference room, and reception.
 - Storefront reconfiguration.
 - Heating, Ventilation and Air-Conditioning (HVAC).
 - Electrical.
 - Data.
- Access:
 - Direct customer entry from Court Street.
 - Eliminating need for clients to navigate internal office corridors.
- Restroom access would use existing public facilities near building lobby:
 - Would not be within the VSO suite itself.
- Financial comparison:
 - New space internal County rate is approximately \$1,819.99 a month rent.
 - Plus, Operations & Maintenance (O&M), and utilities:
 - Totaling about \$2,700–\$2,800 a month.
- Current VSO site is approximately \$2,229 a month for rent and utilities.
- Parking:
 - Courthouse Square is largely paid parking:
 - Potentially creating barriers for veterans and staff.
 - Current location includes free, dedicated parking.
- Service and governance concerns:
 - Health and Human Services (HHS) operate to leverage wraparound services:
 - Reservations due to current departmental structure and location.
 - Desire for veterans to access services seamlessly across departments:
 - Regardless of whether HHS formally operating the VSO or not.
- Vendor and accreditation:
 - Existing VSO contract expires June 30th.
 - New VSOs take up to a year to become accredited, so continuity is critical.
 - New vendor would likely need to retain current VSO staff:
 - To continue maintaining accreditation and continuity of service.
- Potential future operators:
 - Courtney Place currently lacks capacity and space.
 - Indicate willingness to reconsider if dedicated space is provided downtown.

Board Direction:

- Extend current VSO contract for two years:
 - Opt-out clause to allow notice of termination if County changes to new model.
- Begin planning detailed scoping for build out of Courthouse Square space:
 - Refinement of TI cost estimate and exploration of funding sources.
- Confirm with Commissioner Danielle Bethell:
 - Proceed with planning.
 - Recognize that construction and transition may take 12–18 months.

8. Legislative Update

-Alvin Klausen

Summary of Presentation:

- Letter of Support for Santiam Hospital & Clinics Renovation of the Women’s Center:
 - HHS received request from Santiam Hospital for general letter of support for renovation of the Women’s Center.
 - Should the letter come from the Board or solely from HHS.
- Endangered Species Act (ESA) rulemaking:
 - Federal rulemaking underway:
 - Proposed changes to listing and critical habitat processes.
 - Highlights:
 - Move from blanket threatened species protections to species specific.
 - Incorporation of economic considerations.
 - Mechanisms to exclude areas from critical habitat where warranted.
- Ambulance Service Plan rulemaking:
 - State revisions to ambulance service plan requirements are in progress.
 - Satisfied with current system and desire avoiding disruptive changes.
 - Woodburn Ambulance is on the Rules Advisory Committee (RAC).
 - HHS will attend as a member of general public and provide input as needed.
- Willamette National Cemetery expansion / Waldo House:
 - VA plans expansion that may involve demolition of the historic Waldo House.
 - House is eligible for listing on the National Register.
 - Planning staff drafted letter describing historic review policies and procedures.
- Veterans funding reallocation:
 - State legislation allows reallocation of unused county veterans’ funds.
 - Expected to benefit because it fully uses its allocation:
 - Others have recurring ending balances.
- Federal appropriations – Gates Sewer:
 - Ongoing request for \$1 million in federal support for Gates sewer connections.
 - Approximately 190–200 developed properties would benefit.
 - Framing roughly \$5,000 per connection in federal support:
 - Acknowledging broader project costs.
- Artificial intelligence (AI) and County operations:
 - Recognition of growing AI impacts on County processes:
 - Automated job applications, bot driven public records requests.
 - Propose an AI expert provide safety and policy presentation:
 - Assess vulnerability of existing processes and recommend next steps.

Board Direction:

- Letter of Support for Santiam Hospital & Clinics Renovation:
 - Policy implications related to potential changes in abortion policy associated with project:
 - Commissioner Willis would like more information before proceeding.
 - Not signing the letter at this time.
- ESA Rulemaking:
 - Distribute memo to commissioners and file with the policy analyst.
- Ambulance Service Plan Rulemaking:

- Continue monitoring and attending RAC meetings.
- Prepare comments if adverse impacts identified.
- Lane National Cemetery:
 - Bring options to a future management update.
- Artificial intelligence (AI) and County operations:
 - Authorize small group to meet with AI expert and clarify scope, deliverables, and risks.

9. Board Session

- **March 18, 2026 – Agenda**
- **March 25, 2026 – Preview Agenda**
- **April 1, 2026**

-Commissioner Colm Willis

Summary of Presentation:

- Overview of Agenda.

Board Direction:

- Good to move forward.

COMMISSIONERS’ COMMITTEE ASSIGNMENTS and UPDATE

Commissioner Danielle Bethell

- N/A

Commissioner Kevin Cameron

- N/A

Commissioner Colm Willis

- N/A

Other

Sole Source Contract Follow-Up

-Tom Rohlifing

Summary of Presentation:

- Sole source procurement for Helion property tax and assessment system.
- Supports county’s tax rolls and implements new commercial property module:
 - Better suited to larger counties.
- Other Oregon systems are limited or legacy:
 - Require at least five years of configuration and transition.
- Use sole source determination to exempt standard competitive procurement and directly award contract to Helion:
 - Recognize uniqueness and Oregon specific nature of product.
- Request is solely for approval of sole source determination, not the contract itself.
- Term and pricing:
 - Original planning assumed five-year term:
 - After discussion, three-year term is favored.
 - Minimal discount for five years and rapidly evolving technology.
 - Updated cost documentation totals roughly \$1,106,142 over planned term:
 - Adjustments representing increases and negotiated decreases.
- Concerns about approval before final price negotiation:
 - Could reduce bargaining leverage.
 - More mature contract discussions should precede future sole source requests.

Board Direction:

- Approved to move forward.

Adjourned – time: 10:39 a.m.

Minutes by: Mary Vityukova

Reviewed by: Gary L. White