



MARION COUNTY BOARD OF COMMISSIONERS
MANAGEMENT UPDATE

Minutes

Tuesday, October 6, 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, Danielle Bethell and Kevin Cameron.

Board's Office: Chris Eppley, Matt Lawyer, Jon Heynen, Trevor Lane, Toni Whitler, Jonathan Sanford, and Cameron Russell.

Business Services: Tamra Goettsch.

Health and Human Services (HHS): Wil Tester Naomi Hudkins, Jennifer Chun and Phil Blea.

Information Technology (IT): Steve Brooks, and Gary Christofferson.

Juvenile: Alicia Cozad and Julie Miller.

Legal: Jennifer Rogers and Andrew Mittendorf.

Public Works (PW): Brian Nicholas, Scott Wilson, Ryan Crowther, and Michael Pierce.

Assessor's Office: Natasha McVey

Commissioner Kevin Cameron called the meeting to order at 9:32 a.m.

Informational

1. Initial Board Review – Multiple Items

1.a. Helmick Road: Luckiamute River Bridge Request for Proposal (RFP)

– Ryan Crowther

Summary of Discussion:

PW proposed beginning work on the Polk County bridge project, including preparing an Intergovernmental Agreement (IGA) and seeking a consultant with steel-bridge retrofit expertise for design and permitting. The project is 89.73% federally funded, with Polk County providing the match. Staff anticipated returning with a negotiated consultant contract in approximately six months.

Initial Board Review Outcome:

PROCEED - Return to Management Update.

Direction & Follow-Up:

Return to Management Update before Board Session – YES.

Task: Draft the IGA, release the consultant RFP, and return with the negotiated contract.

Assigned To: Ryan Crowther.

Deadline/Timeline: Before Board Session.

1.b. Contract Amendment Approval Request for Vehicle Up-Fitting with Day Wireless – Michael Pierce

Summary of Discussion:

PW requested a \$250,000 amendment to the Day Wireless vehicle-upfitting contract, bringing its total to approximately \$1.45 million. The amendment would support upcoming vehicle builds while staff prepares new competitive solicitation. The Board confirmed the amendment could proceed to Board Session after compliance review.

Initial Board Review Outcome:

PROCEED – Board Session.

Direction & Follow-Up:

Board Session Placement – CONSENT.

Task: Continue preparing the replacement contract RFP.

Assigned To: Michael Pierce.

Deadline/Timeline: Expected to return within six months.

1.c. Requesting Pre-Authorization for RFP for Chestnut Street/ South Fork Ash Creek Bridge — Ryan Crowther

Summary of Discussion:

PW requested authorization to seek consultant support services for the City of Independence bridge project. Includes environmental studies, surveying and bridge design would be done in-house. Federal funding would cover 89.73%, with the City providing the match, and the county would be reimbursed for staff time and costs at fully burdened rates. Commissioners emphasized that work for other jurisdictions should not compromise the county's own obligations or overextend staff.

Initial Board Review:

PROCEED – Return to Management Update.

Direction & Follow-Up:

Return to Management Update before Board Session – YES.

Task: Release the RFP for support services and return with the negotiated contract.

Assigned To: Ryan Crowther.

Deadline/Timeline: Approximately six months.

1.d. Planning, Infrastructure, and Economic Revitalization (PIER) Subrecipient agreement – Mill city Pump Station — Brian Nicholas

Summary of Discussion:

PW reported that the county had received PIER awards for the Gate Sewer Collection System and Mill City Pump Station. The subrecipient agreement with Mill City was being prepared. Staff review is not complete; commissioners recommended legal review. The Board was also advised that Mill City's Tier Two project had been denied, while \$123,000 in funding was identified for administrative costs, subject to the necessary funding amendment.

Initial Board Review:

PROCEED – Return to Management Update.

Direction & Follow-Up:

Return to Management Update before Board Session – YES.

Task: Complete the subrecipient agreement and obtain the required review.

Assigned To: Brian Nicholas

Deadline/Timeline: One to two weeks.

1.e. HHS Workforce Development Training – Reed McClintock of Stillpoint Consulting — Will Tester and Naomi Hudkins

Summary of Discussion:

Health and Human Services described training on responding professionally to difficult or escalating interactions across clinical, residential, administrative, crisis, housing, and IDD settings. The training was presented as supporting the department's "any door" approach by helping staff manage their own responses and connect people with appropriate support. Staff confirmed a department representative would attend; the contract was under \$2,000.

Initial Board Review:

PROCEED – Administrative Approval.

Direction & Follow-Up:

Administrative Approval – The contract may be signed administratively and does not need to go to Board Session.

1.f. Contract with Christina Puentes Consulting Group, LLS for Gang Intervention Services — Julie Miller

Summary of Discussion:

Juvenile described group, individual, and parent services intended to help youth exit gang activity and reduce violence. Commissioners requested outcome information, including the number of youth served and results tracked. To avoid a service gap, the Board directed staff to add \$30,000 to the existing contract rather than end services immediately, and to pursue an RFP for the next contract period.

Initial Board Review:

PROCEED – Administrative Approval.

Direction & Follow-Up:

Administrative Approval – The \$30,000 amendment may be signed administratively and does not need to go to Board Session.

Task: Provide the Board with available service and outcome data.

Assigned To: Juvenile Department

Task: Prepare an RFP for services following the current contract period.

Assigned To: Juvenile Department

Task: Explain the approved amendment approach and applicable system procedures to the juvenile contract specialist.

Assigned To: Matt Lawyer

2. Request for Approval of Purchase Orders from PW With: - Michael Pierce

- **Carson Oil**
- **Amendment #3 for Bulk Fuel Purchases**
- **For Card Lock Fuel Purchases and Management Services**
- **Custom Truck One Source for Aerial Lift Bucket Truck**

- **Freight Liner Northwest for a 10-Yard Dump Truck**
- **Roberson Motors, Inc for Six Fleet Replacements**
- **Dick Hannah Chevrolet for Nine Fleet Replacements**

2.a.i. Carson Oil – Amendment #3 for Bulk Fuel Purchases

Summary of Discussion:

PW requested a \$330,000 increase to the bulk-fuel purchase order to cover anticipated needs through December 31, 2027. The estimate reflected a 15-month period and fuel use trending above the historical annual average.

Direction & Follow-Up:

Board Session Placement – CONSENT.

2.a.ii. Carson Oil – Card Lock Fuel Purchases and Management Services

Summary of Discussion:

PW requested a \$330,000 contract for card-lock fuel purchases through June 2028. The cards are used when vehicles cannot refuel at county fueling sites.

Direction & Follow-Up:

Board Session Placement – CONSENT.

2.b. Custom Truck One Source for Aerial Lift Bucket Truck

Summary of Discussion:

PW requested approval to replace a 26-year-old bucket truck. Staff reported approximately \$164,000 in maintenance costs to keep the existing vehicle operational, compared with its original purchase price of \$53,000. The replacement was budgeted.

Direction & Follow-Up:

Board Session Placement – CONSENT.

2.c. Freight Liner Northwest for a 10-Yard Dump Truck

Summary of Discussion:

PW requested approval to replace a 21-year-old dump truck. Staff reported approximately \$269,000 in maintenance costs, compared with an original purchase price of \$128,000. The replacement was budgeted.

Direction & Follow-Up:

Board Session Placement – CONSENT.

2.d. Roberson Motors, Inc. for Six Fleet Replacements

Summary of Discussion:

PW requested \$268,572 for six Dodge Durango pursuit vehicles to replace vehicles selected under the county's fleet scoring criteria. Staff said replacements were based on age, mileage, and maintenance needs—not accident damage—and were budgeted through consolidated fleet.

Direction & Follow-Up:

Board Session Placement – CONSENT.

2.e. Dick Hannah Chevrolet for Nine Fleet Replacements

Summary of Discussion:

PW requested approval for Chevy fleet replacements selected using the county's fleet scoring criteria. Because the order window and final pricing were not yet available, staff included a 10% contingency, citing an anticipated 9% price increase and prior increases as high as 14%. Commissioners discussed how surplus proceeds affect fleet lease rates and requested a future presentation on general-fund vehicles and fleet replacement financing.

Direction & Follow-Up:

Board Session Placement – CONSENT.

Task: Arrange presentation on general-fund vehicles, replacement process, and effect of surplus revenue on fleet lease rates.

Assigned To: Public Works/Fleet Management

Deadline/Timeline: In the next budget cycle.

3. Contract with Legacy Wireless Services for Tower Climbing and Antenna Installation Services -Brian Nicholas

Summary of Discussion:

The tower-climbing contract, previously reviewed by the Board, was ready for Board Session. The Board agreed it could be walked on for the October 7 session.

Direction & Follow-Up:

Board Session Placement – CONSENT.

Expedited Review – Walk on for October 7th, 2026.

Task: Place the contract on October 7th Board Session agenda.

Assigned To: Brian Nicholas

4. Contract Amendment #2 with Professional Therapeutic Community Network -Jen Chun

Summary of Discussion:

HHS requested an \$800,000 increase and a two-year extension, through December 31, 2029. For clinical services required by the Psychiatric Security Review Board but not covered by Medicaid. Commissioners identified state boilerplate language requiring legal review before further consideration.

Direction & Follow-Up:

Legal review is required, and the item must return to Management Update. Contracts staff should also check for similar language in related agreements.

Task: Review the contract language and brief Contracts staff so similar provisions in other agreements can be identified.

Assigned To: Legal Counsel. Jennifer Rogers to coordinate with Phil Blea.

5. Comcast Services Agreement in Support of MC and state Data Center Co-Location Project - Steve Brooks & Gary Christofferson

Summary of Discussion:

IT presented an agreement for a second internet circuit at the state data center. As well as two point-to-point fiber circuits between the county and the state. Staff explained that Comcast was the provider available for the end-to-end fiber service and described separate provider contracts with Starlink and others to connect remote county locations. Commissioners discussed contract review practices for internet services.

Direction & Follow-Up:

Board Session Placement – CONSENT.

6. Tax Refund Dit to CH REED, LLC -Natasha McVey

Summary of Discussion:

Refund resulted from improvements being placed on the wrong account. Funds would be refunded and the correct account charged. The Board agreed that routine roll corrections due to duplicate-payment refunds involving the same account and owner do not need to return to Board Session, regardless of amount. Nonroutine refunds for roll corrections over \$20,000, including tax-court or magistrate-court matters, will continue to receive Board review after legal review.

Direction & Follow-Up:

Board Session Placement – CONSENT.

Task: Establish the revised tax-refund routing process.

Assigned To: Matt Lawyer.

7. Foreclosed Property Buyout - Andrew Mittendorf

Summary of Discussion:

The item concerned small residual parcels from property-tax foreclosure settlements that are unlikely to sell effectively at auction. The Board recalled its prior direction to buy the listed properties. The current item was to advance the related board order. Potential future disposition or county use was discussed, but no specific disposition was determined.

Direction & Follow-Up:

Board Session Placement – CONSENT.

8. Change in Facilities Policy 801 - Andrew Mittendorf and Tamra Goettsch

Summary of Discussion:

Business Services and Legal presented updates to Facilities Policy 801. Related procedures, and forms to reflect current facility-use needs. Legal counsel emphasized maintaining clear hallways, accessibility, and safe access to public services, including ballot drop-off locations.

Direction & Follow-Up:

Board Session Placement – CONSENT.

9. Legislative Update - Alvin Klausen

Summary of Discussion:

N/A

10. Board Session

- **October 7, 2026 – Agenda**
- **October 14, 2026 – Agenda Draft**

-Commissioner Colm Willis

Summary of Discussion:

Briefly reviewed upcoming Board Session agendas. Commissioner Willis noted he will be absent from the following week's Board Session due to serving as a chaperone at his child's

school event. Commissioner Cameron is expected to attend next week's Board Session, ensuring a quorum.

COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATES

Commissioner Danielle Bethell

- Leaving for New Jersey for a presentation at a conference.

Commissioner Kevin Cameron

- N/A

Commissioner Colm Willis

- N/A

Other

11. Request for Additional Ballot Drop Boxes – Tamra Goettsch

Summary of Discussion:

Raised Bill Burgess' request for two additional ballot drop boxes on county property, supported by state funding. The Board declined the request at this time, noting that safety and access are important but that changes requiring county facilities work should be planned and discussed earlier. Temporary lighting and parking arrangements for election workers were also discussed

Direction & Follow-Up:

Declined at this time.

12. Courthouse Square Parking-Garage Security - Commissioner Danielle Bethell

Summary of Discussion:

Concerns about late-night loitering and access to the parking garage, including a stairwell door that may have been left unsecured. Tamra Goettsch indicated she could discuss additional checks with Chariots Security.

Task: Discuss periodic checks of the garage access points with Cherriots Security.

Assigned To: Tamra Goettsch

13. City Letter and Reporter Information Request - Commissioner Danielle Bethell

Summary of Discussion:

Received letter from the City and an informal reporter request for information related to the county's health-authority jurisdiction. The Board favored discussing the jurisdictional issue in executive session; the reporter's request was to be handled through the appropriate county process. The communications representative reported that press releases were prepared pending the outcome of the day's hearing.

Task: Provide letter to Andrew Mittendorf and coordinate with Legal Counsel and Steve Elzinga on an executive-session discussion.

Assigned To: Danielle Bethell and Andrew Mittendorf.

14. Press Release Drafts – Communications Update - Jon Heynen

Summary of Discussion:

Four press release drafts had been prepared. The appropriate release depends on outcome of the day's hearing. Each draft included a quote from the Board Chair.

Adjourned – time: 10:49 a.m.

Minutes by: Mary Vityukova

Reviewed by: Gary L. White