



MARION COUNTY BOARD OF COMMISSIONERS
WORK SESSION

Facility and Construction Update
Minutes

Tuesday, May 5, 2026, 1:30 p.m. – 2:30 p.m.
Commissioners' Boardroom
Courthouse Square, 555 Court St. NE, Suite 5231
Salem, Oregon 97301

ATTENDANCE:

Commissioner's: Danielle Bethell and Colm Willis.

Board's Office: Jonathan Sanford, Toni Whitler, and Matt Lawyer.

Legal Counsel: Steve Elzinga, and Michelle Teed.

Business Services: Kevin Dial, Wesley Miller, Geoffrey Bonney, Tamra Goettsch and Pedro Meza Garcia.

Commissioner Colm Willis called the meeting to order at 1:35 p.m.

1. Welcome & Introductions

-Commissioner Kevin Cameron

2. Projects Discussion

-All

- Health & Human Services (HHS) Campus Projects:
 - Focusing on HHS and Juvenile buildings.
 - New health building and old health building:
 - First floor of old health building being remodeled for Beverly staff:
 - Doors, signage, paint, minor office reconfiguration, and lobby.
 - Phased move of 100+ employees from Beverly buildings to campus:
 - Targeted for around July 1st.
 - Fresh Start Market:
 - Kitchen remodel to include:
 - Installation of automatic dish machine.
 - New grease trap.
 - Island and prep sink, with adjustments to counters/condiment area.
 - Electrical system and service upgrades due to existing overloads.
 - Installation of transfer switch now to support future generator.
 - Replace walk-in cooler and freezer with boxes and refrigerant systems:
 - Under separate Capital Improvement Plan (CIP).
 - Construction window specified in bid:
 - Oct 1 – Nov 30 to align with shutdown needs.
- Juvenile Campus / Old Juvenile Building:
 - Juvenile Detention:
 - Replace about 80% of rooftop Air Condition (AC) units:
 - Original from 2005.

- Replace heat recovery units serving pods, kitchen, and intake.
 - Pressure wash, repair concrete and expansion joints, repaint block, and seal surfaces.
 - Variable Refrigerant Flow (VRF) systems:
 - From court annex project.
 - VRF equipment is problematic and unreliable:
 - Repeated compressor failures.
 - Concept plan exists to transition to a more reliable long-term solution.
 - Old Juvenile building:
 - Discussed demolishing and building a multi-use facility:
 - Health/juvenile/treatment offices
 - Maximize use of site.
 - Target size concept:
 - About 50,000 square feet (sq ft):
 - Two stories with about 25,000 sq ft footprint.
 - Informed by Silverton Road facility and current health building:
 - About 32,000 sq ft.
 - Consideration of including:
 - Silverton Road Health programs to exit leased space.
 - Juvenile administration offices in better controlled environment:
 - Possibly use portion of Alternative Program (AP) yard.
 - Potential use for 4H/Oregon State University (OSU) Extension:
 - If partnership and funding are available.
 - Parking and stormwater:
 - Campus experiences frequent flooding:
 - Tree roots intruding into sewer lines.
 - Survey and design to address stormwater and parking.
 - Convert front yard of 3030 into parking:
 - Create pathways across campus avoiding Center Street.
 - Parking behind Juvenile and underused areas will be analyzed.
- Campus Wide Parking & Site Design:
 - CIP covers campus paving/line clearing but not added front yard parking.
 - Anticipated need to:
 - Expand scope to include new parking in front of 3030.
 - Seek additional funding via CIP modification once design and cost estimates available.
 - Design services:
 - Competitive Request for Procurement (RFP) completed:
 - West Tech Engineering selected as design firm.
 - Their scope includes:
 - Overall campus paving and drainage design.
 - New parking in front of 3030.
 - Paving behind Juvenile.
 - Rec yard astroturf drainage coordination.
- Modular/Facilities Staff Space:
 - Purchased modular intended for facilities staff offices and lunch room:
 - Located behind old health building.
 - Now has mold issues and is no longer viable.
 - Staff working in mechanical room with constant equipment noise and no breakroom.
 - Desire to:
 - Dispose of mold affected unit likely at no cost to a taker.
 - Acquire replacement unit to provide offices and breakroom.

- Veterans Services Office (VSO) – Space & Storage:
 - Provide the following:
 - Secure storage area:
 - Convert fenced locked space to walled card access storage.
 - Break room, reception area, and two offices:
 - Ability to add third office later by reconfiguration.
 - Conference room options:
 - Converting part of current storage.
 - Convert room immediately off main entrance.
 - Bathroom access:
 - Use nearby existing restrooms through lobby corridors:
 - Interior doors would need new card access to maintain security.
 - Public restroom access likely to remain via transit/public facilities:
 - Restroom construction would be expensive due to structure and plumbing constraints.
 - Get cost to add bathroom near break room using existing plumbing.
- Respite Housing/Health Department Lease:
 - County leased house used for respite beds flagged for:
 - Questionable conditions, including animals-biting clients.
 - Legality concern and code status of Accessory Dwelling Unit (ADU)-type structure on property.
 - Health and facilities teams:
 - Review lease, inspection history, and current occupancy.
 - Evaluate if this should continue to be used and under what conditions.
- Center Street Building – HVAC & Elevators:
 - Current building’s mechanical systems:
 - Assess every fan powered box to determine scope and cost:
 - About 213 zones.
 - Address noise, temperature control, and airflow issues.
 - Project and budget to be developed to replace original zone boxes.
 - Roof equipment:
 - Heat pump serving elevator equipment room scheduled for replacement in coming months.
 - This will complete updating nearly all rooftop equipment.
 - Flooring / elevator lobby:
 - Loose and cracking floor tiles in elevator area:
 - Work intentionally delayed until after major construction.
- Evidence Building & Jail D Pod:
 - New evidence building:
 - Construction nearing completion:
 - Punch list expected to start second week of June.
 - Demobilization and turnover to county targeted for first week of July:
 - Just before July 4 holiday.
 - Ribbon cutting event to be scheduled:
 - Interest in tour within next few weeks.
 - Jail D Pod project:
 - Proceeding with awarded contractor.
 - Submittals, shop drawings, and measurements in progress.
 - Work involves extensive epoxy, welding, and grinding:
 - Pod to be vacated during construction for ventilation and safety.
 - Coordinate with jail leadership for housing plan during work underway.
- Third Floor Remodel:
 - The third-floor remodel is effectively complete.

- Remaining work limited to project Audio Visual (AV) and conference room adjustments:
 - Finalize AV configurations in conference rooms.
 - Coordinate with IT for appropriate AV capabilities in rooms needing it.
- Audio Visual (AV) Scope and Governance:
 - Facilities staff handle physical build out.
 - IT (Gary's team) handles AV wiring, equipment, and sound systems.
 - Gary had considered bringing the AV work back to the Board.
 - AV work is already part of approved scope and budget for remodel.
 - Sensitivity around departments making spending decisions beyond clearly discussed project scopes in past.
- Silverton Road & Horizon House Related Properties:
 - Silverton Road Public Works (PW) building and parcel for Horizon House under contract with closings targeted for June 15th.
 - Remodel for Silverton Road building on hold pending confirmation of funding.
 - For the Horizon House replacement:
 - Only programmatic wish list exists so far:
 - Spaces, functions, program needs.
 - No design has been approved:
 - Design must come to board in work session before proceeding.
 - Commissioners emphasized:
 - Alignment with prior direction and program intent:
 - Stabilization/step down/skill building facility.
 - Avoid informal design decisions without board review.
- Woodburn Health Building:
 - Began as extensive remodel but scaled back to paint and carpet:
 - Funded by county.
 - Bidding:
 - Solicitation drew many bidders:
 - Multiple disqualified for licensing, claims history, or incomplete documents.
 - Non-winning bidder filed protests:
 - Lead to significant administrative work.
 - Final decision was to cancel procurement and rebid project.
 - Finance and procurement are working through requirements to reissue bid.
- North Block Project (Downtown):
 - North block improvements remain board priority but continue to be delayed.
 - Current limitations:
 - Small facilities team focused on loan funded projects with fixed deadlines.
 - Structural analysis and design work has not been initiated.
 - Without deliberate plan project may perpetually be deferred.
 - Interest in exploring external resources by RFP to move project forward.
- Behavioral Health Crisis Center (BHCC) Playground & Generator:
 - BHCC outdoor space:
 - Outdoor improvements desired but depend on generator installation.
 - Generator done first to avoid tearing up finished improvements.
- Custodial & Grounds:
 - Custodial:
 - New custodial director hired.
 - Scheduled to start May 11th with onboarding following.
 - Skills in systems analysis and coordination.
 - Grounds:

- New trailer and mower acquired via CIP to improve efficiency:
 - Trailer will allow equipment to stay loaded, saving staff time.
 - Grounds team has three staff members:
 - Manage extensive county properties.
 - Performance recognized positively.
- Campus Connectivity & Gardens:
 - Improving pedestrian pathways:
 - Parking and site design updated:
 - Interest in walking path from buildings out to OSU Extension gardens.
 - Provide staff and visitors with quiet, non-parking area for walking and breaks:
 - Respect Master Gardener operations.
 - Coordinate with OSU Extension to design path that preserves garden integrity but allows public use.

3. Other

-All

- Veterans Services Contracting & Location:
 - Discussion of long-term vision for Veterans Services:
 - Transition contract oversight from Community Action Agency to organization focused specifically on veterans.
 - Should county host VSO as tenant or employing staff directly:
 - Given Public Employees Retirement System (PERS) and fund constraints.
 - Parking limits at current site a concern for relocation or expansion.
- Position Requests & Hiring Freeze:
 - Facilities submitted request to fill vacant position:
 - Waiting for approval due to county wide hiring freeze.
 - Obtain list of all outstanding position fill requests across departments.
 - Review county capacity:
 - Prioritize critical roles for efficiency and productivity despite freeze.
- Her Place To/Additional Health Projects:
 - Health project referred to as "Her Place to" appears to have stalled.
 - Meeting with HHS leadership to clarify status and re-energize effort.
 - Facilities support available if project direction has construction or acquisition.
- Design Input from External Facilities:
 - Tour May 18th of similar facilities in Astoria and another location with Horizon House leadership:
 - What works and does not in similar step down/stabilization housing.
 - Insight on kitchen design, storage, laundry, parking, and operation flow.
 - Ask operators what features they wish they had or do not use
 - To inform Horizon House 2.0 planning.

4. Next Steps

-All

- Capital & Design Work:
 - Proceed with West Tech Engineering contract execution and begin:
 - Full campus paving, drainage, and parking design:
 - Including front of 3030 and behind Juvenile.
 - Cost estimate to support future CIP changes for more parking funds.
 - Develop conceptual options and high-level cost estimates for:

- Demolition of old Juvenile building.
 - Construction of new, consolidated facility:
 - HHS.
 - Juvenile.
 - Treatment.
 - Possible 4H/OSU functions.
 - Advance planning for north block by:
 - Exploring RFP for external structural and design consultants.
 - Identify path to make incremental progress despite internal workload.
- Building & System Projects:
 - Beverly building remodel and phased move of staff to campus around July 1st.
 - Fresh Start Market kitchen project in October–November construction window.
 - Continue Juvenile Detention mechanical upgrades and painting/sealing work.
 - Replace elevator equipment room heat pump, finalize assessment and cost proposal for all fan powered boxes in Center Street building.
 - Continue D Pod jail project preparations:
 - Schedule confirmation and coordination for resident relocation during construction.
- Evidence Building & Tours:
 - Begin punch list work on evidence building second week of June.
 - Target building turnover by first week of July.
 - Schedule tour of evidence building around end of May or June.
 - Plan and coordinate ribbon cutting event.
- Third Floor Remodel:
 - AV and conference room adjustments may proceed as part of remodel.
 - Inform IT that AV work covered in this work session and is approved under existing project.
 - Ensure AV changes remain consistent with what was budgeted and previously described to the Board.
 - No additional Board approval is required, as long as:
 - Work stays within the existing project scope.
 - Costs remain within the budget already approved.
- Horizon House & Silverton Road:
 - Close on Silverton Road PW property and additional parcel by June 15th.
 - After funding confirmed, reconvene health and county teams with board to:
 - Review design concepts for Silverton Road Public Works remodel.
 - Hold dedicated work session on Horizon House 2.0:
 - Confirm program model and priorities.
 - Translate operational needs to design criteria before formal design work begins.
- Facilities Staff Space & VSO:
 - Work with budget team to:
 - Identify funds to purchase manufactured unit for staff office and breakroom.
 - Determine disposition plan for mold damaged modular.
 - Refine floor plan options for VSO to:
 - Create secure storage, conference room, reception, and break area.
 - Analyze ability and pricing for extra bathroom using current plumbing.
 - Lock and access strategy for restroom use by staff versus public.
- Respite Housing:
 - Continue investigation of respite house/ADU conditions and legality.
 - Decide to maintain, modify, or terminate use of property for client housing.
 - Implement clear housing standards and inspection protocols going forward.

- BHCC Playground & Generator:
 - Finalize sequencing plan so generator installation precedes any other work.
 - Generator needs and subsurface work into design to avoid later disruptions.
- Staffing & Governance:
 - Provide the board with consolidated list of:
 - All outstanding position fill requests across departments.
 - Facilities' staffing needs, including pending request, for review during hiring freeze.
 - Restart discussions with HHS leadership on Her Place To and clarify facilities' role in any construction or renovation.
- Campus Pathways & Gardens:
 - Incorporate pedestrian pathway concepts into campus design, including:
 - Defined walking route from main buildings to OSU Extension gardens.
 - Coordinate with Extension/Master Gardeners to ensure paths respect garden layouts while permitting visitor access.

Adjourned – time: 3:37 p.m.

Minutes by: Mary Vityukova

Reviewed by: Gary L. White