

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, June 10, 2020

9:00 a.m.

Senator Hearing Room
555 Court Street NE
Salem, OR 97301

PRESENT: Commissioner Colm Willis, Commissioner Sam Brentano, and Commissioner Kevin Cameron. Also present were Jan Fritz, chief administrative officer, Jane Vetto as county counsel, and Brenda Koenig as recorder.

Commissioner Willis called the meeting to order at 9:00 a.m.

PUBLIC COMMENT

None.

PRESENTATION

(Video Time 00:00:31)

COVID-19 (Novel Coronavirus) update. –Katrina Rothenberger

- As of Tuesday, June 9, 2020:
 - Over last week:
 - Five new positive tests; and
 - Seven daily cases.
 - Total of 1,075 cases;
 - 1,043 positive tests; and
 - 11,300 negative tests.
- Approximately three percent of Marion County’s population has been tested;
- The rate of positive tests has been high, but has been declining;
- There has been a slight uptick in cases in the past week:
 - This was anticipated after Phase I reopening; and
 - The increase was primarily in Salem area ZIP Codes.
- Not the highest day yet of new cases and is still manageable;
- Ensuring timely follow-up;
- Eighty-nine percent of cases are followed up in a 24-hour period:
 - This rate is expected to increase.
- Monitoring race and ethnicity data closely:
 - Appropriately responding and incorporating feedback into planning efforts to communities disproportionately impacted by COVID-19.
- The most impacted population in the county is Native Hawaiians and Pacific Islanders:

- Have been working closely with community leaders;
- Attending community meetings; and
- Awarded mini grants to organizations serving that population.
- Focusing on increased testing;
- Working on contracts with mobile testing partners:
 - Will expedite mobile testing when needed.
- Oregon Health Authority (OHA) will be testing every citizen in long term care facilities:
 - Will fall to local public health authorities; and
 - The county is working on a plan.
- The team is strategizing to make sure they can quickly respond to an outbreak with:
 - Food processing facilities; and
 - Farm workers.
- Anticipates Marion County work sites will be reported by OHA:
 - Characterized by five or more cases in setting with 30 or more employees.

Board discussion:

- Oregon Occupational Safety and Health (OSHA) and the Oregon Department of Agriculture (ODA) collaborated on a manual for food processing facilities:
 - Marion County is working with OSHA and ODA to distribute the manual; and
 - The manual lays out the following guidelines:
 - Practicing social distancing;
 - Adequate sanitation;
 - Plexiglass dividers; and
 - PPE requirements.
- Commissioner Cameron thanked the Health Department for their work and leadership; and
- The county has applied for Phase II:
 - Currently under review by OHA;
 - The county should hear by Friday if it can move to Phase II; and
 - The county will notify all stakeholders and issue a press release.

CONSENT

(Video Time 00:09:40)

BUSINESS SERVICES

Approve a recommendation to uphold the pay grade for classification #653, Information Technology Supervisor; and adjust upward the pay grade for classification #648, Support Technician.

PUBLIC WORKS

Receive hearings officer's decision approving Administrative Review (AR) Case #20-005/Arnold and Hupp.

Schedule adoption of an administrative ordinance for June 17, 2020, granting Zone Change/ Comprehensive Plan (ZC/CP) Case #20-001/Chemeketa Community College on property owned by A&S Real Estate Management, LLC.

MOTION: Commissioner Brentano moved for approval of the consent agenda. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

ACTION

(Video Time 00:10:35)

BUSINESS SERVICES

1. Consider approval of the Contract for Services with Oregon Lock and Access in the amount of \$250,000 for Medeco Security Locks and Access Controls for all county owned and leased buildings through June 30, 2025. –Colleen Coons-Chaffins

Summary of presentation:

- The sole source procurement was approved by the board on May 13, 2020, after a protest was received and denied;
- The contract term is effective July 1, 2020, through June 30, 2025;
- The keyway system protects detention facilities, and can be used across county campuses:
 - The rest of the county is mostly under a card access system.
- Key boxes are in place with secure access;
- Medeco helps to keep the systems more secure; and
- This is a sole source contract because Oregon Lock and Access is the only company licensed in our zone by Medeco to make and distribute the keys.

Board discussion:

- Commissioner Willis thanked Colleen for her work on this contract.

MOTION: Commissioner Cameron moved to approve the Contract for Services with Oregon Lock and Access in the amount of \$250,000 for Medeco Security Locks and Access Controls for all county owned and leased buildings through June 30, 2025. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous.

(Video Time 00:31:41)

FINANCE

2. Consider approval of a resolution to adopt the Fiscal Year 2020-21 Marion County Budget. **(TO BE ACTED ON FOLLOWING THE PUBLIC HEARING)** –Debbie Gregg

(Video Time 00:14:06)

PUBLIC WORKS

3. Consider adopting an administrative ordinance for Legislative Amendment (LA) Case #20-001/Amending Marion County Code, Title #17, related to temporary hardship dwellings. –Joe Fennimore

Summary of presentation:

- On March 30, 2020, the board adopted a resolution initiating amendments to the Marion County Code, Title #17, related to temporary hardship dwellings:
 - Addressing how absences from the hardship dwelling impact the permit;
 - Defining language regarding licensed medical professional assessments; and
 - Adding criteria for the conversion of existing structures into temporary dwellings.
- The board held a public hearing on April 8, 2020:
 - The hearing was continued to May 6.
- The board approved amendments after considering all evidence and testimony;
- The ordinance was prepared and noticed on June 3, 2020;
- The board has the following options:
 - Approve the ordinance as prepared;
 - Direct staff to modify the ordinance; or
 - Take no action at this time.
- Staff recommends the board adopt the ordinance as written.

Board discussion:

- The ordinance will be effective once signed.

MOTION: Commissioner Brentano moved to approve an administrative ordinance for Legislative Amendment (LA) Case #20-001/Amending Marion County Code, Title #17, related to temporary hardship dwellings. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

(Video Time 00:16:05)

4. Consider approval of the Standard Professional Services Contract with DOWL, LLC in the amount of \$573,182.32 to provide architectural and engineering services for the River Road South, Willamette River, Independence Bridge project through June 30, 2022. –Ryan Crowther

Summary of presentation:

- The bridge begins at the intersection of South Main Street and River Road in Independence;
- It connects Polk and Marion counties;
- Extends 2,290 feet into Marion County;
- Marion County and Polk County have an Intergovernmental Agreement (IGA):
 - Marion County is responsible for maintenance of the bridge.
- Project scope includes:
 - Scour repair at the piers;
 - Concrete repairs; and
 - Construction of approach guardrail.

- Will review the design to determine the best use of the funds;
- Consultant Contract scope includes:
 - Project management;
 - Surveying;
 - Environmental permitting;
 - Utility coordination;
 - Geotechnical services;
 - Hydraulic analysis;
 - Roadway design;
 - Bridge design;
 - Cost estimating; and
 - Final plans, specifications, and estimate.
- Selected DOWL, LLC after issuing a Request for Proposal (RFP);
- Estimated budget for consulting contract is \$573,182;
- The state share is \$2,558,023 or 89.73 percent;
- The county share is \$292,777 or 10.27 percent;
- Construction is set to begin in 2022; and
- Staff recommends the board approve the contract.

Board discussion:

- Commissioner Brentano commented that the Independence Bridge is underutilized because of restrictions on River Road;
- Polk County is financially responsible for work on their portion;
- Consultant will provide engineering services; and
- There are many piers on the bridge and they cannot be repaired all at once.

MOTION: Commissioner Cameron moved to approve the Standard Professional Services Contract with DOWL, LLC in the amount of \$573,182.32 to provide architectural and engineering services for the River Road South, Willamette River, Independence Bridge project through June 30, 2022. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous.

(Video Time 00:22:57)

SHERIFF'S OFFICE

5. Consider approval of the incoming funds Intergovernmental Agreement with the City of Salem in the amount of \$150,000. Marion County adults in custody (AIC) will provide land maintenance services for the city through June 30, 2021. –Sheriff Joe Kast and Commander Kevin Karvandi

Summary of presentation:

- The contract term is July 1, 2020, through June 30, 2021;
- The cost per day has been increased from \$650 to \$700;
- There are eight AIC's per work crew;
- Appropriate COVID safety protocols have been implemented including:
 - Adequate PPE;

- Enforcing social distancing; and
- Using two vans with four AIC's and one deputy per van.
- The safety of AIC's and staff is of the utmost importance as the county moves from Phase I to Phase II of reopening.

Board discussion:

- Community Corrections has approximately 100 new intakes each month;
- Roughly half of all new intakes are from institutions, and half have been placed on probation by the court;
- The biggest change as the county moved into Phase I was face to face meetings rather than virtual:
 - Safety protocols are in place for face to face meetings:
 - Temperatures taken;
 - Social distancing requirements; and
 - Masks are required.
- The courts have slowed down significantly during the pandemic;
- A contract was previously in place to house adults in custody from the Department of Corrections for up to 180 days at the Marion County Work Center;
- The current program is focused on transition from jail to the community:
 - Contract with Pathfinder Network;
 - Funding for 1.3 facilitators at the transition center:
 - One male, one female.
 - Individual sessions over the phone with a counselor; and
 - Working on bringing face to face and group sessions back with appropriate social distancing.

MOTION: Commissioner Brentano moved to approve the incoming funds Intergovernmental Agreement with the City of Salem in the amount of \$150,000. Marion County adults in custody will provide land maintenance services for the city through June 30, 2021. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous Names not listed in motion

(Video Time 00:31:41)

PUBLIC HEARINGS

9:30 A.M.

FINANCE

A. Public hearing to consider a resolution to adopt the Fiscal Year 2020-21 Marion County Budget. –Jan Fritz and Debbie Gregg

Summary of presentation:

- Ms. Fritz presented an overview of her budget message:

- The budget message and budget document become part of the county's permanent record;
 - They are historical documents; and
 - Will allow future generations to read how the county was impacted by the global pandemic.
- Ms. Fritz included the impact of COVID-19 in her budget message including:
 - The county's response;
 - The county's responsibilities;
 - How the pandemic affected the budget; and
 - The county's plans to manage and monitor into the future.
- Ms. Fritz commended the response and leadership from the commissioners and Health and Human Services Department Public Health Division;
- Ms. Fritz also recognized the leadership of the department heads, elected officials and dedication of staff:
 - Departments have continued services throughout the pandemic.
- The county developed a roadmap to reopen in Phase I:
 - Currently working on a plan for Phase II reopening.
- Ms. Fritz discussed strategies in the budget to meet the COVID response:
 - Increased ending fund balance;
 - Increased contingency; and
 - Put \$2,000,000 in a reserve for future emergency-related expenditures in General Fund.
- Laid out financial management strategies for the future:
 - The Budget Committee, Finance Department, and the Treasurer will meet monthly to:
 - Review revenue and expenditures;
 - Mitigate issues that surface early; and
 - Keep the county healthy.
- The community can be proud of the county's leadership, and the work and service provided by county employees; and
- Ms. Fritz thanked Jeff White, Debbie Gregg, and the budget team for the work they did over the last six months.
- Debbie Gregg presented the budget for adoption:
 - The budget hearing was properly noticed in the Statesman Journal on June 4, 2020;
 - Budget documents were available at the Board of Commissioners Office and online at the county's website;
 - The budget team presented department budgets;
 - Discussed significant changes in the budgets:
 - Approved decision packages; and
 - Department accomplishments.
 - Discussed the addition of the Human Resources Department:
 - Brings total number of county departments to 16.

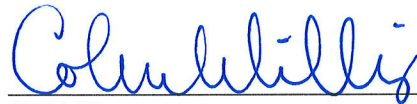
- Total of 35 Funds and 100 programs;
- Largest fund is the General Fund:
 - Approved budget of almost \$108,000,000.
- Current year property tax increase estimate is at 3.6 percent:
 - Tax revenues make up 73 percent of the General Fund resources:
 - Majority of these funds are allocated to public safety.
- The Resolution before the board:
 - Lists the total county budget of \$466,010,709;
 - Appropriation amount of \$397,306,466;
 - Imposes taxes for Fiscal Year 2020-21; and
 - In accordance with local budget law must be approved by fund.

Board Discussion:

- Commissioner Brentano expressed great confidence in the budget team, especially during the current crisis;
- The county has good resources to address the crisis;
- Commissioner Willis expressed his gratitude for the work of the budget team:
 - Often goes unnoticed year to year.
- Commissioner Cameron commented that the crisis requires close monitoring of the budget and adjusting accordingly; and
- He thanked the committee for their dedication, and for keeping the commissioners informed as things change.

MOTION: Commissioner Cameron moved to close the public hearing and approve a resolution to adopt the Fiscal Year 2020-21 Marion County Budget inclusive of the CAO budget message into the record. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous.

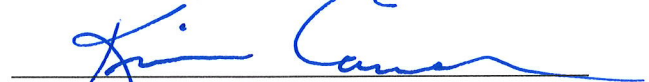
Commissioner Willis read the calendar.
Commissioner Willis adjourned the meeting at 9:47 a.m.



CHAIR



COMMISSIONER



COMMISSIONER

Board Sessions can be viewed on-line at

<https://www.youtube.com/playlist?list=PLSUQ1gg6M78UsBE3q6w4rdf59Z5rXkEi5>