

**INFORMAL WORK SESSION MINUTES**  
**March 19, 2019 1:30 p.m.**

**Room 32, Courthouse**  
**535 NE Fifth St.**

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Present: Commissioners Richard L. "Rick" Olson, Mary Starrett and Casey Kulla

Staff: Ken Huffer, Justin Hogue, Christian Boenisch, Todd Sadlo, Josephine Ko, Mikalie Frei, Silas Halloran-Steiner, Lindsey Manfrin, Ken Friday and Joe Moore

Guests: Nicole Montesano, News Register; and Dave Adams – KLYC.

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Commissioner Olson called the meeting to order at 1:30 p.m.

**A. WORK SESSION:** This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:30 p.m.

1. Review/discussion of space needs analysis – Justin Hogue and Joe Moore

Mr. Huffer noted funds were set aside for the space needs analysis in last year's budget capital improvement project list. Mr. Hogue summarized the Request for Proposal (RFP) study which will include county buildings located in the downtown core (Exhibit A). He noted the assessment will not include leased buildings as they are not county owned but their use and functionality will be assessed. The space needs analysis review includes an RFP schedule and a scope of work. Commissioner Olson noted that some leased properties were missed noting the 2,000 square feet in the Beaumont Building, the OSU Extension, the former Public Works administration building, the Public Health building in Newberg and the Facilities space located on 4<sup>th</sup> St. Mr. Huffer clarified there are a few exclusions, but this analysis focused on the downtown core. Commissioner Olson stated he would like to prioritize projects once the full list is complete. Space needs analysis were done in 2006 and 2010.

b. End of work session

**B. INFORMAL SESSION:** This time is reserved for briefings, receipt of reports, consultation among commissioners and staff, reports from commissioners on recent actions in the areas of their responsibilities, and other personnel and administrative decisions as appropriate.

1. Department Updates –

a. Health & Human Services – Silas Halloran-Steiner

Mr. Halloran-Steiner reviewed the medically assisted treatment (MAT) grant award which will provide funding for two years to support the outpatient component, with a sub award to continue support for Provoking Hope.

Lindsey Manfrin discussed Community Health Improvement Programs (CHIP) priority areas, focusing on trauma reduction/community resiliency, preconception health, tobacco/vaping,

substance use, suicide prevention. She discussed tracking measures for various program outcomes which the observation groups will be monitoring over a five-year period. Ms. Manfrin discussed training programs for suicide prevention. Mr. Halloran-Steiner stated Oregon is following a national rural area trend in suicides. He noted the county continues to do prevention/postvention and school outreach.

Mr. Halloran-Steiner noted HHS is working with community partners regarding affordable/workforce housing. Ms. Manfrin discussed committee efforts though the affordable housing task force regarding solutions at the municipal level and funding opportunities as well as a future work session if needed.

b. Information Technology – Shane Hoffman

Shane Hoffman presented the IT quarterly update. IT staff John Burns and Christopher Garcia joined him. Mr. Hoffman reviewed current major projects and the completion of 2018-19 projects. Mr. Huffer noted an imminent conversion to a Shortel upgrade for the City of McMinnville. The county currently shares Shortel phone system to half of the city offices.

2. Thursday Formal Session Agenda Review

- a. Consent Agenda Review (keep or move to non-consent)
- b. Non-Consent Agenda Review (add to consent or leave off)

The consensus of the Board was to move items D1 - D3 as well as the Old Business, items C1 - C2, to Thursday's consent agenda. Item D4 will remain on non-consent.

3. Executive Session:

- a. ORS 192.660(2)(e) – Executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The meeting recessed at 2:46 p.m. to convene an executive session and reconvened at 3:03 p.m. with no decisions made by the board.

4. Commissioner Updates/Announcements/Discussion:

- a. Budget Committee Discussion (Ken Huffer)  
The consensus of the Board was to add item 4A to Other Business on Thursday.
- b. Oregon Legislative Session – Anti-2<sup>nd</sup> Amendment legislation (Mary Starrett)
- c. Discussion of declaring Yamhill County a 2<sup>nd</sup> Amendment sanctuary county.

(Mary Starrett)

The consensus of the Board was to add item 4C to Other Business on Thursday.

- d. Commissioner Updates (all commissioners)

Following commissioner updates the meeting adjourned at 3:46 p.m.

Carolina Rook  
Secretary

Accepted by Yamhill County  
Board of Commissioners on  
8/29/18 by Board Order  
# 19-316

RO     MS     CK

## Study Area

The County is seeking proposals from qualified consultants to provide a comprehensive, professional, space needs analysis of approximately 19 County buildings/sites totally approximately 206,278 square feet. The inventory of buildings/sites to be analyzed includes:

### County Owned Properties

- Planning Department
- County Clerk's Office (Stern Building)
- County Administration (Fenton House and Spence House)
- Courthouse/Sheriff's Office/Jail
- Community Corrections (Annex)
- HHS Campus (HHS Admin House, Evans West, Ticor, Romain, and Davis Street Buildings)
- County Public Health
- Community Support Services (Abacus)
- Family and Youth (Moore Building)
- IT buildings

### County Leased Properties\*

- Developmental Disabilities Program and Veterans' Services (Kirby Building)
- Satellite HHS Services (Newberg Annex)

\*Assessment on leased properties will be strictly limited to use and functionality

### Exclusions

The study area for this project will exclude the following:

- Park properties
- Transit
- Public Works
- Residential Treatment

## Overview

### Facility Condition Assessment

The County would like to assess the condition of each of the County owned facilities, including, but not limited to the following:

- Substructure
- Exterior Enclosure
- Roofing
- Interior Construction
- Staircases
- Interior Finishes
- Vertical Transportation
- Plumbing

B.O. 19-316  
Item A1  
Exhibit "A"

- HVAC
- Fire Protection
- Electrical
- Site Improvements
- Civil & Mechanical Utilities

Additional services at select facilities will include a seismic assessment, and/or an assessment of compliance with Americans with Disabilities Act (ADA) requirements.

#### Facility Use Assessment

The County would like to assess current space usage and needs of each of its facilities including, but not limited to the following:

- Current capacity/office space
- Public accessibility
- Viability of leased properties
- Ability for expansion
- Merging department locations

### **Scope of Work**

The work of the Consultant shall generally consist of all activities necessary to develop facility condition information, including:

- 1) Review of existing facility information: Including but not limited to facility inventory data, facility drawings, and facility maintenance records.
- 2) Conducting on-site field surveys of architectural, site/civil, structural, mechanical and electrical systems for each facility.
- 3) Verifying basic facility information.
- 4) Documenting apparent facility conditions including:
  - a) Describe nature of the building systems.
  - b) Determining relative facility condition scores for systems.
  - c) Determine useful remaining life of systems.
  - d) Identify major maintenance deficiencies (i.e., greater than \$5,000) that are likely to be required to be replaced in a future ten (10) year period.
  - e) Document specific deficiencies of systems with narrative and photographs. Photographs shall represent major or significant deficiencies and shall be labeled to identify location.
  - f) Project cost estimates to repair or replace deficiencies.
  - g) Calculate backlogs in maintenance and repair for each facility.
  - h) Calculate current replacement values for each facility.
  - i) Calculate a Facility Condition Index (FCI) for each facility.
- 5) Preliminary Seismic Evaluations (if required) will include development of a summary seismic report consisting of ASCE Form 31-03 Checklist, type of construction/structural system, observations and comments, recommendations and conclusions, parametric estimate of structural upgrade costs.
- 6) Documenting compliance with Americans with Disabilities Act (ADA) requirements, and identifying significant deficiencies requiring correction.

- 7) Evaluate utilization of existing properties:
  - a) Evaluate current level of usage of existing inventory
  - b) Evaluate inventory's ability to meet existing needs and anticipated growth
  - c) Evaluate public access to County programs i.e. parking, transit, and shared County services
  - d) Evaluate functionality in consolidating or locating like services in close proximity to each other
  - e) Look at current footprint and assess opportunities for growth and expansion
  - f) Perform cost/benefit analysis of leasing versus purchasing properties

Additionally, Consultant is expected to generally address observed general hazardous materials (lead, asbestos, etc.) conditions and or concerning environmental considerations, based on known/assumed age and type of construction for each facility. Specialized destructive testing or hazardous material sampling/testing is not in the scope of proposed condition assessment.

The consultant shall inspect all identified facilities to produce an accurate analysis that identifies all components and elements requiring maintenance, repair, and/or major capital investment. It is anticipated that the consultant team will be an interdisciplinary team (potentially involving multiple firms) likely to include an Oregon licensed Civil/Structural Engineer, Mechanical Engineer, Electrical Engineer, Architect and Appraiser, as appropriate. The consultant will thoroughly examine building systems using non-destructive, on-site observations to compile a complete understanding of current building conditions for each facility.

The consultant shall have a thorough understanding knowledge of ASTM Designation E2018, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process, for each subject of the condition assessment. Original or renovation drawings for each facility will be supplied to the Consultant if they are available. If the drawings are not available, the condition assessment will be based solely on the field visit. No as-built drawings of the existing structures will be required to be created.

## Schedule

RFP Process:	May 1, 2019 – May 31, 2019 (Tentative)
Contract Negotiations:	July 1, 2019 – August 1, 2019 (Tentative)
Project Commencement:	August 1, 2019 (Tentative)
Project Completion:	December 31, 2019 (Tentative)

B.D. 19-316  
Item A1  
Exhibit "A"

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