

Meeting Minutes

Multnomah County Library Bond Oversight Committee
October 24, 2022
4:00 - 6:00 pm | Virtual Meeting

Committee Members Present

Ana Brophy, Cheryl Russell, Jason Green, Jeffrey Scherer, Karl Dinkelspiel, Kourtney Strong, Nicole Pexton, Randall Edwards, Rob Edmiston, and Sophia Suhu.

Staff Present

Judith Moses, Bond Program Administrative Assistant; Kate Vance, PMO Deputy Director-DCA; Katie O'Dell, PMO Deputy Director-Library; Maddelyn High, Library Director's Assistant / Committee Staff Support; Mike Day, Bond Program Management Office (PMO) Director; and Tracey Massey, Director, Multnomah County Department of County Assets (DCA).

Welcome + Introductions

Massey welcomed attendees, shared a land acknowledgement, and reviewed the meeting agenda.

Public Comment

Public comment was requested for submission via email ahead of the meeting. No known emails came in for public comment.

Committee Business

Minutes for the July 25, 2022 meeting were unanimously approved.

Topic Spotlight: Draft Annual Report Template

Ana Brophy, Jeffrey Scherer, Nicole Pexton, and Sophia Suhu shared a draft annual report template, organized by information categories, and asked for feedback on proposed content (common elements that will be carried forward into each successive report). The workgroup proposed the following introductory content: values, overall constraints and opportunities, how progress is measured, and lessons learned; as well as a second section containing a summary of the bond; member rosters; and bond guiding principles. A template for project-level updates was also proposed.

Discussion ensued and the following questions, considerations, and feedback was offered:

- How does this committee provide community perspective on measuring overall bond performance?
- It might be too early to share "lessons learned" at this time.
- Can we include information on how community engagement input influences overall design and how it will show up when the product is finally delivered? Is there a high-level summary of what the community asked for for each project that the committee's report can speak to?

- Budget section (overall background): What is the impact that inflation has had since the program was originally bonded, and what strategies have been deployed to manage cost increases.
- Be transparent about challenges (permitting, workforce, supply chain, etc.). Suggestion to create an overall challenges section and then to note any project-specific challenges separate (historic review, for example). Call out any systemic issues that might need fixing (like around permitting).
- Committee would like to query design and contractor teams to hear challenges from their perspectives.
- Suggestion to include updates on COBID compliance, workforce recruitment and retainment and RWEA updates. Talk about RWEA and CMCG inception and process and track that work going forward.
- The committee will want support and plan around dissemination of the report (preparing for the board meeting and public release).

Maddelyn High and Kate Vance reminded what resources already exist to support development of the report, including the committee dashboard, slide decks from prior committee meetings, meeting minutes, in addition to requested reports that bond staff can pull.

Committee members and staff also discussed the timeline for report data (calendar year or fiscal year), development, and release; and how that work might intersect with the committee's quarterly meeting schedule. High will draft a report schedule and related tasks based on feedback, and route to committee members and bond staff for further refinement.

Bond Implementation Update

Kaitie O'Dell shared an overview of the team's communications approach for bond work, including values like accessibility (reading level and translations), equity, and transparency. Communications about bond projects are designed to be straightforward and are translated into service languages appropriate for target audiences, and the bond team works closely with library staff who have bilingual and bi-cultural skills on the best ways to connect with their respective communities.

Bond information is communicated via a variety of internal (staff) and external (public) channels, including opt-in email newsletters, the library website, social media (library accounts and design team and partner accounts), radio, print media, QR codes, and more. O'Dell welcomed ideas from committee members on how to best share information with their respective communities and networks, and encouraged folks to share bond-related information via their own channels as well.

Mike Day gave an updated summary on the overall bond budget since July 2022, highlighting an increase allocated for RFID technology at refresh locations, and for purchase of the Albina Annex property. Day also noted an increase in the owner project contingency, and in response to a question, reminded that this source of funding resulted from the bond sale premium and is being utilized toward contingency costs. Dollars are committed using a specific allocation and approval process (previously shared with the committee).

Day shared that the Bond PMO continues to track and monitor risks are market conditions, supply chain, and permitting timelines with local jurisdictions; and that due diligence work for the East County Library continues, as does work to align program/scope for several projects.

Day also shared an update on diversity, equity, and inclusion milestones, noting that bond staff will be able to share more detailed information as projects move through the design process into construction and Regional Workforce Equity Agreement (RWEA) compliance. Day shared a snapshot of a dashboard the team uses to track DEI metrics on a monthly basis, which shows 32% Oregon COBID-certified firm participation overall so far for professional services. This percentage increases to over 50% if firms not registered in Oregon are included (Adjaye, Holst, and Noll + Tam). Day also announced that a new Labor Management Community Oversight Committee (LMCOC) has now been formed to provide oversight and identify and propose solutions to gaps related to DEI goals. This committee's work is similar to the process used for both the county courthouse and health headquarters.

The overall bond project sequencing schedule remains unchanged, and Vance gave project-level updates as follows:

- The *operations center* (renovations and additions) is now in the demolition phase, and permitting (an appeal for a few items) and the final FF&E package are being finalized. LEED Gold is the sustainability target, and the project is in good shape for energy net zero. Work is still on schedule for a target opening in November 2023. Funds were added to this project's budget for broadband, and Vance noted that allocations for broadband and materials collections will be applied across projects.
- *Holgate Library* (new construction) is awaiting permit approval. GMP came in high, and Value Engineer (VE) efforts are now in progress. The building's exterior color (green) was selected via public vote, and staff are working with RACC on art, and on finalizing the number of patron computers. LEED Gold is the sustainability target. Holgate is the first branch that will close to the public on 12/5/2022 and construction mobilization will begin in January (moving staff out and decommissioning the building). The project is currently still on schedule for completion in spring/summer 2024.
- *Midland Library* (addition and renovation) is about a month behind Holgate in terms of schedule. GMP also came in high, and VE is in progress. The team is also tracking an FF&E budget gap. LEED Gold is the target for this project as well. Midland will close to the public on 12/23/2022 for construction mobilization in February, with opening still planned for spring/summer 2024.
- *Albina Library* (historic renovation and addition) is nearing design development completion, and a historic landmark commission presentation is anticipated in November. Purchase of the adjacent Knott Street house went through. This project is also tracking toward LEED Gold, and VE efforts are underway for design development alignment. The public closure date is still being determined, and construction mobilization is expected in late March 2023 for a fall 2024 opening as planned.
- *North Portland Library* (historic renovation and addition) is moving toward completed permit set drawings for November submission, and design for the Black Cultural Center is being finalized based on community input. The team is currently determining if LEED Gold can be achieved. Permitting delays continues to be an issue, and bond staff has engaged in

outreach to try to troubleshoot (city permitting is under-staffed). There are no substantial budget changes, and construction mobilization is expected in May 2023 for opening in summer 2024.

- Day provided an update on the *East County Library* (new building), sharing a rendering of the site and conceptual site plan overviews. An LOI with Trimet for the Park & Ride site was recently extended by 60 days, and bond staff are developing strong partnerships with the City of Gresham and Trimet to phase the permitting process to meet timelines. The team feels confident about achieving LEED Gold for this project. The budget has been revised from what was originally approved in June 2021 now that the team has more specific info, and bond staff will ask to commit bond reserve funds to meet increased costs related to escalation and specific site requirements. Community engagement kicked off in a big way in September 2022 with 5 events, and results are being summarized now. Project completion is expected in fall 2025.
- *Refresh Project* work is still in progress, with active working happening now at Central, Capitol Hill, and Gregory Heights. Woodstock, Hillsdale, and Troutdale are slated for work starting in December.
- *Technology* planning also continues. A survey to assess user technology needs for the new East County Library was completed, and the public computing analysis for Chapter One bond locations is complete. A/V design continues.

In response to questions about GMP bids coming in higher, bond staff shared that market escalation and inflation were contributors, as was an identified need to get back to the market for additional subcontractor coverage. The team continues to analyze these factors to determine what is due to the market or inflation, and what might be due to any other factors.

Action Items + Closing

High will follow up with a proposed annual report schedule draft, and to schedule quarterly committee meetings for 2023.

Committee members who would like to learn more about participating as a panelist for A&E and CMCG for Belmont and St. Johns Library should share interest via email; and the same goes for committee members who would like to be invited to LMCOG meetings.

Jeff Scherer shared that The Library Foundation is working hard to raise funds for early childhood and teen-related features in new buildings.

The meeting adjourned at 6:03 pm.