

## Meeting Minutes

Multnomah County Library Bond Oversight Committee

April 24, 2023

4:00 - 6:00 pm | Virtual Meeting

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### Committee Members Present

Ana Brophy, Jason Green, Jeffrey Scherer, Karl Dinkelspiel, Nicole Pexton, Randall Edwards, Rob Edmiston, Cheryl Russell, and Kourtney Strong. Sophia Suhu was not available.

### Staff Present

Eric Arellano, Chief Financial Officer, Multnomah County; Judith Moses, Bond Program Administrative Assistant; Kathy Kiaunis, Library Bond Project Delivery Manager; 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; Suzanne Chou, Bond Community Engagement Coordinator; Tracey Massey, Director, Multnomah County Department of County Assets (DCA); and Vailey Oehlke, Library Director.

### Welcome + Introductions

Director of Libraries Vailey Oehlke 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, and no members of the public were in attendance.

### Committee Business

Minutes for the January 30, 2023 meeting were approved with no edits.

### Audit Discussion

Committee Chair Randall Edwards introduced County CFO Eric Arellano to discuss the plan for meeting the required ballot measure language around audits. The audit requirement was intentionally included in the ballot measure language to create accountability and transparency during the term of the bond project, both for the public and for county leadership.

Arellano noted that the county itself is required by state statute to conduct an annual financial audit every year, and while this audit touches on the bond, it's not specifically focused on that aspect of the county's work. At this phase, since construction work is still only just beginning, Arellano proposed an initial, independent procedural audit focused specifically on the bond, and asked for feedback from committee members on the proposed scope and structure. The proposed timeline is Fiscal Year 2022, and moving forward, to conduct an audit at the end of each fiscal year. The scope of this first procedural audit would supplement the construction audit that was recently completed, a summary of which was shared with the committee.

Committee members and staff discussed the proposed scope, and the timeline for completion – conducting the engagement in June 2023, with a report produced later in the summer. In subsequent years, Arellano noted that work could start at the close of the fiscal year with a report produced in January or February of the subsequent year. The committee agreed to move forward as proposed.

### **Annual Report Discussion**

The committee revisited tasks and the timeline for its first annual report, which will result in a written report and a presentation to the board of county commissioners. Committee liaison Maddelyn High offered to send a follow-up email including a new, streamlined report template (based on the common report elements already identified); and to call out report assignments and support any group scheduling needs. The committee will work to have a draft ready to discuss at its July meeting, along with audit results, and will aim for an early fall delivery.

### **Summary from Project Delivery Team Conversations**

Committee liaison Maddelyn High reminded that committee members Jeffrey Scherer and Karl Dinkelspiel met with bond project delivery teams in April and May to get their feedback and unique perspective on progress. Scherer and Dinkelspiel shared feedback with the group from their conversations, which they summarized in a separate notes document that will be shared out with the committee.

### **Bond Implementation Update**

Bond Program Management Office (PMO) Director Mike Day gave an overview of the overall bond portfolio, starting with the budget. Since the committee last met, the total project budget was adjusted to \$437.7 million (including contingency, for which Day shared a separate breakdown). Day also shared that the required spend-down for tax-exempt bonds is tracking well.

Day thanked Scherer and Dinkelspiel for sharing issues brought up by project delivery teams, adding that the Bond PMO is also tracking closure of the East County Library property sale (after which construction mobilization can begin). Day shared that compliance and oversight of the Regional Workforce Equity Agreement (RWEA) is going well and reporting has been fine-tuned with input from the Labor Management Community Oversight Committee (LMCOC).

Day shared updates on diversity, equity, and inclusion milestones, including disaggregated COBID target participation rates for professional services and across all active projects, and a newly-developed key that defines DEI terms (like MBE, Minority Business Enterprise). Metrics for Midland Library are tracking slightly below target, and Day shared that the LMCOC is strategizing how to improve COBID participation.

### **Community Engagement Update**

Bond Community Engagement Coordinator Suzanne Chou joined to share updated information on bond community engagement efforts since last presenting to this group in July 2022. Chou reoriented committee members to the various community engagement methods the bond team uses to reach different audiences, and shared photos from recent engagement events.

Chou shared how bond staff and design teams use community input after it's gathered. For any given project, thousands of comments/input data points are received and then coded and tagged to help themes emerge, and Chou shared some examples. Ultimately, synthesized data is utilized by design teams alongside other important data and project needs. Chou then shared examples of how community and staff input have influenced building designs at Holgate Library.

In response to a question about representative sampling, Chou responded that while the bond team does collect demographics in surveys, these questions are always optional. The numbers the bond team has are not representative for all libraries, and the team is aware of this limitation. Chou commented that part of the qualitative research process is not to generalize and say things like "this community wants x." Discussion about how to account for spoken languages beyond the library's five service languages is also on the engagement team's radar, and the team is examining this in conversation with community leaders.

Library Director Vaile Oehlke thanked Chou for her expertise in engagement and design.

### **Bond Implementation Update - Project Progress**

PMO Deputy Director-DCA Kate Vance shared project-level updates, highlighting what's unique, different, or new from the team's last update to the committee.

Overall, there is no change to project sequencing, although the team expects the schedule for Albina Library may be delayed as a result of permitting; and the interim operations site is also a bit delayed. Vance noted that all bond projects are now active, and that bond teams are very busy.

Vance shared other project-level updates:

- The *operations center* (renovations and additions) is continuing as planned with no significant changes to the schedule or budget – only minor changes to the GMP contingency.
- *Holgate Library* (new construction) is moving along. Demolition is complete and progress is being made on site work. Vance shared progress photos and noted that there are no major budget changes and no contingency has been used.
- *Midland Library* (addition and renovation) is also progressing as planned. The GMP was recently finalized and the construction phase is just beginning. There are no major budget changes since GMP approval and no changes to contingency at this time.
- *Albina Library* (historic renovation and addition) is about a month behind schedule. The design is being finalized, and permitting is still in process. The winning interior concept was shared, chosen by community vote. Vance noted that changes are expected with GMP approval coming up soon.
- *North Portland Library* (historic renovation and addition) is slated for GMP and permit approval in May. Vance encouraged committee members to watch the [fly-through](#), and shared the winning interior concept, also chosen by community vote after first being developed and vetted with the Black community. Vance noted that the team expects to use some bond reserve for this project.
- *East County Library* (new building) is now in the design documents phase (the schematic design phase is complete), and VE is well underway. The team is working to balance what

the community wants, needs, and expects from a flagship library to align with the budget. Chow added that community engagement work has been very active, and will continue throughout the summer.

- *Refresh Project* work is now starting to move forward into design. Central Library is closed through the fall, and Capitol Hill and Gregory Heights libraries are up next. Closure timelines for remaining refresh libraries are still being determined. A summary of a recent presentation to the Board of County Commissioners on refresh priorities and the inspiration for design development for Central Library was shared. The bulk of the budget for this work is attributed to Central Library, and there are no major changes to the overall budget for refresh projects.
- *Technology* planning also continues, including AMH details, video and AV decisions, and work to determine self-checkout kiosks – with a focus specifically on the East County Library.

Oehlke closed by sharing a summary of the road map going forward, reiterating the importance of the East County Library and the why – to make sure East County folks have the same iconic building and MCL access that downtown patrons have enjoyed for 150 years. Oehlke expressed gratitude to The Library Foundation for the extra work they are undertaking to support funding needs to make the ECL truly great.

In response to a question about how any remaining contingency funds will be reallocated if not used, Vance shared that the team has a contingency release plan, determined on a project-by-project basis, confirming that any remaining funds from one project can be used to support remaining bond projects. Every project also has a buy-back list, and the bond team works to create parity amongst branch and project types.

### **Action Items + Closing**

The meeting adjourned at 6:15 pm.