

## Meeting Minutes

Multnomah County Library Bond Oversight Committee  
April 29, 2024  
4:00 - 6:00 pm | Hybrid meeting

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### Committee Members Present

Ana Brophy, Jason Green, Jeffrey Scherer, Kourtney Strong, Maralea Lutino, Nicole Pexton, Randall Edwards, Rosie McGown, and Sophia Suhu were present.

Shelley Denison was not available.

### Staff Present

Eric Arellano, Chief Financial Officer, Multnomah County; Kate Vance, PMO Deputy Director-DCA; Maddelyn High, Management Analyst Library Director's Office / Committee Staff Support; Maggie Chavez, Supplier Diversity Officer, Multnomah County Department of County Management; Mike Day, Bond Program Management Office (PMO) Director; Tracey Massey, Director, Multnomah County Department of County Assets (DCA); and Vailey Oehlke, Library Director.

### Welcome

Committee Support Staff Maddelyn High welcomed attendees, and DCA Director Tracey Massey shared a land acknowledgement and reviewed the meeting agenda. New committee member Maralea Lutino (she/her) introduced herself to staff and to fellow committee members.

### 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

Committee Chair Randall Edwards shared some words about Library Director Vailey Oehlke's legacy ahead of Oehlke's retirement in June 2024. Co-Chair Jeffrey Scherer expressed thanks and gratitude on behalf of The Library Foundation, noting that with a new library director and new foundation director, the coming months will be a new beginning.

Oehlke shared gratitude to Bond Oversight Committee members for giving their time and talents to support their public library system. Oehlke shared that she will continue to be involved in library building projects on a limited basis, post-retirement, and that she will continue to attend committee meetings until a new library director is hired.

Minutes for the January 29, 2024 meeting were approved with no edits.

County CFO Eric Arellano introduced himself to new committee members, and shared an update on the timeline for bond audit work. Arellano reminded that an independent financial audit was conducted for Fiscal Year 2022 (results covered in the committee's first [annual report](#)); and Edwards added that the bond ballot language requires an audit. For the Fiscal Year 2023 audit, the

agreed-upon procedures audit report should be available in early summer. Based on input from committee members Edwards and Nicole Pexton, an enhanced audit scope will also be conducted to evaluate the approval process for budget changes and for each project site in terms of budgeted vs. actual costs. This step will enhance the overall scope to better inform the committee.

### **DEI Spotlight**

Supplier Diversity Office Maggie Chavez (she/her) joined to share information about her work as it relates to the library bond; and to provide an update on progress. Chavez informed the committee that her role is focused on engagement and inclusion of COBID-certified firms in contracting and workforce. Chavez also attends trade fairs and all sorts of outreach events.

In response to a question about apprentices, Chavez explained that the Regional Workforce Equity Agreement (RWEA), which governs all major library bond projects, calls for 20% apprentices within each of the trades, and each year, targets for women and BIPOC inclusion are increased. Percentages apply for apprentice and journeyman levels.

The Bond PMO continues to implement the RWEA and county labor agreements through Phase 3 bond work. Chavez shared that Howard S. Wright (the CMGC for Northwest, St. Johns, and Belmont libraries) is developing participation plans now to meet COBID goals. Fortis (the CMGC for East County Library) is working through final bidding now and the participation plan for ECL has been established. Close-out for Holgate and Midland libraries, which will be complete this summer, is beginning and includes evaluating progress against goals. Chavez shared information about workforce participation breakdowns to date, noting that so far, 2,247 workers have worked on bond projects so far; and that overall, goals are being met (although Albina Library and the East County Library are still in the early project phases). About half of professional services costs are going to COBID-certified firms.

Chavez noted that the Labor Management Community Oversight Committee (LMCOC) continues to meet monthly (with ~50+ folks in attendance). This group discusses both COBID and workforce, providing another level of input and accountability. Attendees at these meetings range from CMCG partners, county project managers, union trade partners and trades council members, representatives from apprenticeship and pre-apprenticeship programs, and community organizations/other partners. Chavez reminded the Bond Oversight Committee members are welcome to attend these meetings, held on third Wednesdays of the month.

A conversation ensued about feedback, and providing avenues for anonymous feedback from LMCOC partners. In addition to monthly LMCOC meetings, Chavez shared that RWEA signatories form a steering committee that meets regularly to share information about RWEA implementation, including progress against and strategies to meet mutually-established goals. Multnomah County is the first entity to wrap a project since implementation of the RWEA, and project close-out involves going through each project by trade and evaluating progress against each metric. Day highlighted a particular challenge in engaging women at the journal-level (vs. apprentices level).

Oehlke thanked Chavez for joining the meeting, for building understanding around COBID-engagement, and for intentionality to ensure inclusion. Edwards noted that the committee may reach out to Chavez to help add context to its next annual report.

### **Bond Implementation Update**

Bond Program Management Office (PMO) Director Mike Day (he/him) introduced himself to new committee members, and shared a portfolio-level overview of bond work, starting with the schedule, which is still on track overall.

From a budget perspective, Day shared that the bond program has ~\$35 million in unspent funds, which is appropriate for this phase of the bond lifecycle. Energy Trust of Oregon incentive funds continue to capture additional revenue. Budget changes since the last quarter include: \$890k additional for St. Johns Library after scope refinement, coming primarily from interest earnings; \$400k additional for North Portland library (from Operations Center surplus), reflecting unforeseen underground site conditions like tree roots and utilities, and toward soft costs for security; \$50k from The Library Foundation for the outdoor children's space at Midland Library; a \$3.2 million contingency transfer from the Bond Premium Reserve Fund and Operations Center Surplus for East County Library after bidding completion, and additional revenue coming from City of Gresham and Trimet for offsite transit and sewer improvements.

PMO Deputy Director Kate Vance shared updates about bond-related communications and community engagement, including upcoming announcements coming about RACC artist selections, public voting on interiors, and other engagement efforts for Belmont, St. Johns, Holgate, and Northwest libraries.

Shifting to individual project updates, Vance spotlighted a few projects in particular, noting that *Holgate Library* just hit substantial completion, with tech and Automated Materials Handling installation, and collections about to move in. Vance explained that it typically takes a couple of months from substantial completion until opening to move in furniture and books, and to get staff back in the building and trained on any new systems/protocols. Holgate is expected to open this summer.

*Belmont Library* is deep into the construction documents phase, with lots of design work happening (including draft floor plans and renderings). The new Belmont Library will have a lot more space for patrons to utilize, as well as some opportunities for large art pieces.

*St. Johns Library* is also in the construction documents phase. Vance reminded that an addition will be added, and that this location is particularly small, so the team is planning for spaces that can have multiple functions.

Vance shared a new draft exterior rendering and draft floor plans for *Northwest Library*, which is moving to a new leased space that will be fully renovated.

Day gave an overview of program risk monitoring and mitigation strategies, noting that there has been some recent easing in terms of market volatility and inflationary trends. Some supply chain

issues (particularly for switchgear and elevators) are still challenging, and the team is working through early procurement strategies with CMCG partners to address this. The team also continues to manage unforeseen conditions during construction (and after), mostly specific to historic renovations. Appropriate contingencies to address any constriction issues are in place.

**Action Items + Closing**

High shared a reminder about the schedule of upcoming committee meetings, and the meeting adjourned at 5:54 pm.