

## Meeting Minutes

Multnomah County Library Bond Oversight Committee

April 25, 2022

4:00 - 6:00pm | Virtual Meeting

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### Committee Members Present

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

### 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; Tracey Massey, Director, Multnomah County Department of County Assets (DCA); Vailey Oehlke, Director, Multnomah County Library

### Welcome + Introductions

Library Director Vailey Oehlke welcomed attendees, shared a land acknowledgement, and reviewed the meeting agenda.

### Public Comment

Public comment was requested to be submitted via email ahead of the meeting. No known emails came in for public comment. No members of the public were in attendance.

### Committee Business

Jeffrey Scherer moved to approve minutes for the January 24, 2022 meeting, and Rob Edwards seconded. Meeting minutes were unanimously approved.

### Topic Spotlight: Regional Workforce

Mike Day shared an update about the recently-executed [Regional Workforce Equity Agreement](#) (RWEA), a type of project labor agreement — a partnership between Multnomah County, Metro, and the City of Portland to set regional hiring standards that require contractors to prioritize workforce diversity on large public projects (including the library bond). A copy of the agreement was shared with Bond Oversight Committee members ahead of time, and Day summarized desired outcomes and shared an example of how the RWEA would factor into something like a subcontractor guide.

Kate Vance followed, sharing progress on bond diversity, equity, and inclusion goals. In addition to the RWEA, the bond team also recently formed an internal equity oversight committee, which met for the first time in early April. Another recent highlight includes a joint outreach event with Metro focused on supplier diversity (this was a county-led event, and bond staff had a presence at the event). Vance also shared progress on Certification Office for Business Inclusion and Diversity (COBID) participation actuals (for design teams and contractors) against target rates (for the entire life of the project) for the five in-progress bond projects. Vance noted that once general

contractors begin work, a more thorough break-out on progress can be shared. In response to a question, Vance shared that project managers are charged with monitoring progress on COBID targets (which is a contractual obligation), and progress is reviewed internally on a monthly basis. Efforts are being made to address the currently-challenging labor market with lots of outreach and engagement, and some changes to the county's payment process and timeline to make opportunities more attractive and workable for smaller firms. Bond staff will plan to share more detailed information on progress as it becomes available at future meetings.

### **Bond Implementation Update**

Vance and Day shared an overall bond budget update, noting that the budget increased slightly (with funds pulled from reserves) to address seismic and program alignment issues on North Portland and Albina library projects — both of which involve historic buildings. Owner project contingency funds are just starting to be utilized (project managers have the authority to allocate funds under \$50,000, monitored by Bond PMO leadership).

A bond premium reserve use procedure was finalized since the Bond Oversight Committee last met. Vance gave an overview of how the process works, and Day shared an example of a snapshot highlighting a risk that is tracked at the PMO level within the reserve fund (escalation/inflationary impacts). Day noted that until the approval process results in committing funds, these things are tracked as "risks." In response to a question, Day shared how contingencies and escalation are managed in construction contracts with interactive budgeting cycles based on a variety of factors, including things like individual commodities.

Vance shared the following project-specific milestones, and Katie O'Dell provided updates on related community engagement efforts:

- The *operations center* (new facility) is on schedule. Permitting was recently submitted, which will allow work to start on a draft Guaranteed Maximum Price (GMP). Construction is planned to start this summer for an estimated opening in fall 2023. The budget is on target.
- *Holgate Library* (complete rebuild) is in the design development phase. Recent decisions include upgraded seismic resiliency (Category III) and a mass timber structural system. A traffic study requirement will impact completion of design review, but there are no schedule changes as of yet. The budget is on track, and the team is exploring making this project generator-ready. Community engagement work continues using a Community Design Advocate (CDA) approach, and the community in/around this location can vote on different interior design concepts May 9-20 (both in person and online). Completion is expected in spring/summer 2024.
- *Midland Library* (substantial addition and remodel) is about a month behind Holgate in the design development phase. Midland will maintain its existing seismic category. Vailey Oehlke added that the design team is exploring after-hours access at this location for things like neighborhood meetings, and the team is bringing on a technical advisor to support designing a space that is both welcoming and safe. The project budget is on target. The plan is to replicate the community engagement process used for Holgate at Midland, and completion is also expected in spring/summer 2024.

- *Albina Library* (historic renovation and addition) is in the schematic design phase, and the team is working through innovative structural engineering ideas to address seismic challenges. Bond premium reserve funds were recently committed to support this work. Completion is planned for fall 2024. Youth Opportunity Design Approach (YODA) work continues, and a new teen YODA cohort just kicked off. This group will work with teen librarians at both North Portland and Albina libraries to get some structured time together and to build community.
- *North Portland Library* (historic renovation and addition) is in the schematic design phase, which, similar to Albina, involves bringing the building up to code and addressing structural seismic issues. Bond premium reserve funds were recently committed to support this work, and completion is planned for summer 2024. In addition to YODA work, paid community focus groups are also being held to address any community input gaps for both Albina and North Portland.
- An extensive site search and review process is still underway for the *East County Flagship Library* (new building), after which a purchase and sale agreement will be executed.
- *Refresh Project* work is still in the early planning phases, and work is currently being prioritized. *Central Library* will be the first location where refresh work happens, with *Capitol Hill Library* to follow.
- *Technology*: A variety of technology projects are also planned to create better access, safer spaces, better efficiency, and self service. Research, planning, and/or design are still underway for things like Automated Materials Handling (AMH), RFID, and audio/visual options. Broadband is also being integrated into the design process.

Katie O'Dell noted that a summary report on community engagement for design is in progress now, and bond staff plan to invite the Bond Community Engagement Manager to the next committee meeting to share more information about this work.

Discussion ensued, with questions raised about market conditions (inflation, commodities volatility, escalation, supply chain issues), and overall risk management. Bond team staff agreed that the current climate is unprecedented, and all of these factors are being closely monitored regularly. The escalation forecast has been adjusted to realistically reflect current conditions (up from the 5% originally budgeted in 2019 to 8.12%). Staff shared other creative strategies they're looking into to address risk, including value engineering; issuing early work agreements with an eye toward purchasing long-lead items first and storing them until needed (when possible) and more; and how these things might also help meet bond spend-down requirements.

In response to a question, Day clarified that for major projects, the county's sustainability standard is LEED Gold, which will be the goal for major bond projects, as well. Other sustainability standards around fossil fuels, Energy Trust of Oregon Net Zero path, and Architecture 2030 goals are also guiding bond work.

In response to a question about funding support from The Library Foundation (TLF) for bond-related building features, Oehlke and Jeffrey Scherer (who is a TLF board member) shared that library staff are currently working with the Foundation to develop areas of focus for which

there might be donor interest. Oehlke clarified that private funds would be dedicated to support some items/features beyond what bond funds can pay for.

### **Action Items + Closing**

Oehlke and Maddelyn High closed by thanking committee members for their time, interest, and questions, and asked members to continue to share any feedback they have about the format and content for meetings. A few committee members expressed interest in potentially meeting in person, which High will look into.

The meeting was adjourned at 6:05 pm.