

Board Agenda

January 21, 2020
10:00 a.m.



Kathryn Harrington
Chair

Dick Schouten
District 1
Vice Chair

Pam Treece
District 2

Roy Rogers
District 3

Jerry Willey
District 4

Charles D. Cameron Public Services Building Auditorium
155 N. First Ave., Suite 300, MS 22, Hillsboro, OR 97124-3072, p: 503-846-8681

www.co.washington.or.us/BOC

Stephen Rhodes,
Interim County Administrator

Diane Taniguchi-Dennis,
Chief Executive Officer, Clean Water Services

BOARD OF COUNTY COMMISSIONERS



Kathryn Harrington, Chair: As Chair of Washington County's five-member governing Board, Kathryn Harrington represents all of Washington County. With an undergraduate degree in Electrical Engineering, Kathryn enjoyed a 22-year career in the tech industry. She led teams and business units that developed and sold new software products, at Wang Laboratories, Central Point Software, and Intel in Hillsboro, where she worked for ten years. In 2004, Kathryn left industry to give back to her community full time, working as a community advocate with Citizen Participation Organization 7 and several transportation planning committees. For twelve years from 2007 through 2018, Kathryn served as the elected District 4 Councilor at Metro, the regional government for this metropolitan area, representing the urban areas of northern and western Washington County. She has served on multiple leadership committees including the Joint Policy

Advisory Committee on Transportation, among others. Kathryn is passionate about improving our community, pushing for more effective land use and citizen input on county issues. In addition to livability, economic prosperity and improving transportation, Kathryn is focused on improving access to government for people of color, and improving safety and quality of life for elders and the young. Kathryn's term as Chair runs until December 2022.



Dick Schouten, District 1 Commissioner: Commissioner Dick Schouten represents District 1, the communities of Aloha, Beaverton and Cooper Mountain. He has been a Commissioner of the Washington County Board from June 2000 to present. **Background:** Commissioner Schouten's family immigrated from the Netherlands when he was four. Following a Fresno childhood, Dick completed his undergraduate work at Santa Clara University and law degree from University of California, Los Angeles (UCLA). Commissioner Schouten subsequently served as legal counsel for numerous California cities and special districts. Dick and his late, first wife, Karen and two daughters moved to Washington County in 1992. Dick practiced law in the Portland area in the 1990's, most notably representing "Make the Park Whole." This work helped lead to a critical, 22-acre

addition to the Tualatin Hills Nature Park in 2000. More recently the Intertwine Alliance gave Commissioner Schouten a 2014 "Force of Nature Award" and in 2015, Community Partners for Affordable Housing gave him a "Kerkof Award" for effective affordable housing advocacy. Dick is now happily remarried to State Representative Sheri Schouten, and they live in Beaverton's Murray Hill neighborhood. **Community Involvement:** Washington County's representative on the Metro Policy Advisory Committee (MPAC); Clean Water Services (CWS) Board of Directors; Regional Disaster Preparedness Organization Board; Washington County Museum, President of the Museum's Board of Directors; Institute of Metropolitan Studies Board of Directors; Council of Forest Trust Land Counties (alternate); Association of Oregon and California Counties Board of Directors (alternate); and Member of Washington County's Homeless Plan Advisory Board. Mr. Schouten's term runs through December 2020.



Pam Treece, District 2 Commissioner: Commissioner Pam Treece represents District 2, the northeastern corner including Bethany, Cedar Hills, Cedar Mill, Helvetia, Raleigh Hills, Rock Creek and portions of Beaverton and Hillsboro. **Background:** Pam Treece was born and raised in Portland. After teaching high school and running her own business, Pam moved to the private sector and worked for Pacific Power for 21 years, retiring as the vice-president of external affairs. She has served as the executive director of Westside Economic Alliance since 2012. She received her undergraduate degree from Portland State University and her masters' degree from Lewis and Clark College. **Community Involvement:** Oregon Department of Transportation's Region 1 Area Commission on Transportation (ACT), PCC Forward Bond Steering Committee, Portland Region Value

Pricing Policy Advisory Committee, Tualatin Hills Park & Recreation District's Foundation Board, Washington County Fairground Advisory Committee, Worksystem Inc's Board and Executive Committee, Washington County Transportation Futures Advisory Committee, TriMet - low-income task force, Chair of Beaverton School District Bond Advisory Committee, Intel's Community Advisory Panel, Metro's Equity Strategy Advisory Committee, Planned Parenthood of the Columbia-Willamette Board, YWCA Board, and American Leadership Forum Class XIII



Roy Rogers, District 3 Commissioner: Commissioner Rogers represents District 3, which includes the cities of Tigard, Tualatin, King City and Sherwood. Certified Public Accountant, Mr. Rogers is a partner in the firm of Pauly Rogers & Company PC, one of the largest municipal auditors in the State of Oregon. Mr. Rogers' other governmental experience includes the Washington County Clean Water Services Board; Mayor, City of Tualatin (1978-1985); President, Oregon Mayor's Association; Metro Policy Committee on Transportation Study; and League of Oregon Cities Committees. Roy Rogers has served on the Board of Commissioners since January 1985. His current term runs through December 2020.



Jerry Willey, District 4 Commissioner: District 4 represents a large portion of the rural area of Washington County including Banks, North Plains, Forest Grove, Cornelius and Gaston. Jerry worked for 33 years as a CPA and partner in the firm of Jones & Roth, CPA's retiring in 2010. He was elected as the Hillsboro Mayor in 2009 and served 8 years. Jerry is a graduate of Washington State University with a Bachelor of Arts in Accounting. He spent 4 years in the Navy including a tour in Vietnam. Jerry believes in giving back to the community and has volunteered for many organizations. In 1997 he was recognized as Hillsboro Citizen of the Year by the Hillsboro Chamber of Commerce. He has also received a Mayors leadership award from the Oregon mayors association in 2015, a special merit award from the chamber in 2016, and the James c. Richards memorial award from the league of Oregon cities in 2016.

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Limited to two minutes per individual; ten minutes total.	
2. CONSENT AGENDA	
The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Chair will indicate when it will be discussed in the regular agenda. A list of Consent Agenda items is included at the end of the agenda packet.	
3. PRESENTATIONS	
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CONSENT AGENDA

MINUTES

January 7, 2020

(continued)

CLEAN WATER SERVICES

- a. Approve Amendment to the Fiscal Year 2019-20 Position Allocation Report to Add Positions in the Business Services Department for Digital Solutions and Business Strategy and Performance Systems Programs and Adopt Amendment to the Pay Plan for Non-Represented Employees 13
- b. Award Master Contracts for Videography, Graphic Design, Public Affairs/Public Relations/Public Involvement, and Research Services 21

LAND USE AND TRANSPORTATION

- c. Approve Intergovernmental Agreement with City of Hillsboro for the Design and Construction of Water Infrastructure and Public Works Improvements on SW 209th Avenue 25
- d. Authorize Weight Restriction on B Street Bridge (Bridge No. 00459) (CPO 11, 12F) 29

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- e. Authorize Development of a Tobacco Retail Licensure (TRL) Ordinance 33

**BOARD OF COMMISSIONERS
MEETING CALENDAR**

Tuesday, January 21, 2020

Work Session – 8:30 a.m.
Board Meeting – 10:00 a.m.

Tuesday, January 28, 2020

Work Session – 1:00 p.m.
Board Meeting – 6:30 p.m.

Tuesday, February 4, 2020

Work Session – 8:30 a.m.
Board Meeting – 10:00 a.m.

Thursday, February 6, 2020

Roundtable – 9:00 a.m.

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AGENDA

WASHINGTON COUNTY BOARD OF COMMISSIONERS

Agenda Category: Presentation

Agenda Title: COUNTY AUDITOR'S ANNUAL REPORT AND PLAN

Presented by: John Hutzler, County Auditor

SUMMARY:

In accordance with the County Charter, the Auditor will **present** his annual report to the Board and the public describing the activities of the Auditor's Office during the preceding year and a plan for the upcoming year.

ADDITIONAL INFORMATION:

Community Feedback (Known Support/Opposition):

Legal History/Prior Board Action:

Budget Impacts:

DEPARTMENT'S REQUESTED ACTION:

Receive report.

Agenda Item No.	3.a.
Date:	01/21/20

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AGENDA

CLEAN WATER SERVICES BOARD OF DIRECTORS

Agenda Category: Presentation

Agenda Title: PRESENT LEADING UTILITIES OF THE WORLD RECOGNITION FOR 2019 TO CLEAN WATER SERVICES STAFF

Presented by: Mark Jockers, Government & Public Affairs Director

SUMMARY

Clean Water Services (District) was recognized as one of six new inductees into the Leading Utilities of the World (LUOW) network on November 13, 2019, during the American Water Summit in Houston, Texas. LUOW, an initiative of the Global Water Leaders Group, is a network that now includes 49 of the world's most forward-thinking water and wastewater utilities from 16 countries. LUOW recognition is intended to highlight water utilities that embrace the cycle of engagement, investment, improvement and pride in their innovations and operations. Its members represent the gold standard of utility innovation and performance throughout the developed world's water sector.

LUOW membership requires demonstration of outstanding innovation in three of the network's innovation areas:

- Network Operations
- Response to Drought or Scarcity
- Energy Efficiency
- Wastewater Treatment and Environmental Impact
- IT and Smart Water Systems
- Risk Management and Disaster Recovery
- Business Development
- Water Treatment and Quality
- Water Resources Development
- Stakeholder Engagement
- Response to Floods and Stormwater Management
- Human Resources Development
- Finance and Capital Project Procurement
- Overall Utility Productivity

Clean Water Services was recognized in Business Development, Energy Efficiency, and Wastewater Treatment and Environmental Impact. The District created innovative solutions that captured previously unutilized value, innovations that created new sources of energy and additional revenues for the utility, and innovations in wastewater treatment systems and the overall environmental sustainability of the region. An overview of each innovation area is provided below.

(continued)

The LUOW application will be provided upon request.

Agenda Item No.	3.b.
Date:	01/21/20

PRESENT LEADING UTILITIES OF THE WORLD RECOGNITION FOR 2019 TO CLEAN WATER SERVICES STAFF

01/20/20

Business Development: The District has reinvented the utility mindset to bring value to its ratepayers by building workforce capacity, investing in lean approaches and serving as a technology incubator and accelerator for positive impact across the region, the nation and throughout the world.

Energy Efficiency: The District combines the power of digester gas, cogeneration and solar energy to optimize the energy efficiency of wastewater treatment and resource recovery operations.

Wastewater Treatment and Environmental Impact: The District is leading the way on nutrient recovery, direct potable reuse, smart technology applications and holistic solutions to solve complex challenges at the regional, national and global scale.

ADDITIONAL INFORMATION

Community Feedback: No known feedback.

Legal History/Prior Board Action: None.

Budget Impact: None.



AGENDA

WASHINGTON COUNTY BOARD OF COMMISSIONERS

Agenda Category: Boards and Commissions

Agenda Title: APPOINT MEMBERS TO THE WASHINGTON COUNTY PUBLIC HEALTH ADVISORY COUNCIL

Presented by: Marni Kuyl, Director of Health and Human Services

SUMMARY:

The Public Health Advisory Council serves to advise the Board of Commissioners in its role as the Board of Health for Washington County and to make recommendations to the Board of Commissioners and the Public Health division manager on matters related to public health. The council is comprised of 15-17 members representing all dimensions of the community.

The Public Health Advisory Council has one opening due to completion of two terms by member Rachel Shutz. Three applications were received by interested community members. In addition to the County recruitment process, the Public Health Division and current members of the council reviewed supplemental information provided by the applicants: Sonja Ackman, Peggy Horn and Tricia Lance. Based on this review, it is recommended to appoint Sonja Ackman as a new member of the Public Health Advisory Council. It is also recommended to reappointed three current members for a second term: Nicole Bowles, Eileen Derr and Hemi Pariyani.

ADDITIONAL INFORMATION:

Community Feedback (Known Support/Opposition): Recommendation provided in collaboration with Public Health Advisory Council members.

Legal History/Prior Board Action: BOC work session January 7, 2020.

Budget Impacts: None

Attachment: Matrix

DEPARTMENT'S REQUESTED ACTION:

Appoint Sonja Ackman as a new member to the Washington County Public Health Advisory Council for a term ending January 31, 2024. Reappoint three current members to a second term ending January 31, 2024: Nicole Bowles, Eileen Derr, Hemi Pariyani.

Agenda Item No.	4.a.
Date:	01/21/20

Public Health Advisory Council

Description: The Washington County Public Health Advisory Council (PHAC) has been appointed by the Washington County Board of Commissioners to fulfill any federal and state-mandated responsibilities and to advise the Board of Commissioners in its role as the Board of Health for Washington County. The Washington County Public Health Advisory Council will make recommendations to the Board of Commissioners and the Public Health Division Manager to improve the health and well-being of everyone in Washington County.

Member Description: The Council shall consist of a minimum of 15 and a maximum of 17 members representing many dimensions of the community and one non-appointed, non-voting position from the Washington County Board of Commissioners. The Public Health Advisory Council membership will seek to represent the whole community; members of communities that experience health and social inequities will be given preference for membership on the Council.

Term Length: 4 years **Term Limit:** 2

Vacancy Total: 1 **Applicant Total:** 3

	<u>District*</u>	<u>First Appointed</u>	<u>Term Expires</u>	<u>Position</u>
New Applicants Recommended for Appointment				
Sonja Ackman	1			1
Members with Expiring Terms Seeking Reappointment				
Nicole Bowles	1	3/21/17	1/31/20	9
Eileen A Derr	3	3/22/16	1/31/20	6
Hemi Pariyani	2	9/17/19	1/31/20	14
Other Applicants				
Peggy s Horne				
Tricia J Lance				
Current Members				
Pamela Treece	2	2/12/19	1/31/23	Non-Voting BCC Liaison
Karen B Reynolds	4	1/23/18	1/31/21	11
Sebastian Lawler	4	2/26/19	1/31/23	15
Dick Stenson	4	2/26/19	1/31/23	4
Larry Boxman	N/A	3/21/17	1/31/21	2
Leticia Vitela	4	2/26/19	1/31/23	5
David Eppelsheimer	4	2/1/19	1/31/23	8
Nicole Bowles	2	3/21/17	1/31/20	9
Eileen A Derr	2	3/22/16	1/31/20	6
Shabba Woodley	N/A	9/17/19	1/31/22	16
Larysa Thomas	1	9/17/19	1/31/22	13
Ann Marie Paulsen	3	9/17/19	1/31/21	12
Jennifer McElravey	2	9/17/19	1/31/21	10
Andrea Lara	2	9/17/19	1/31/23	17
Hemi Pariyani	2	9/17/19	1/31/20	14
Robin Bousquet	1	2/1/18	1/31/22	7
Tom Engle	2	2/1/18	1/31/22	3
Rachel Schutz	4	2/1/16	1/31/20	1 (Formerly Youth Representative)
Expiring Terms (Not seeking Reappointment)				
Rachel Schutz	4	2/1/16	1/31/20	1 (Formerly Youth Representative)

* For information purposes only; members are not appointed by Commissioner District.

N/A indicates the person does not live in Washington County but has work interests in the County.

Agenda Category: Consent**Agenda Title:**

APPROVE AMENDMENT TO THE FISCAL YEAR 2019-20 POSITION ALLOCATION REPORT TO ADD POSITIONS IN THE BUSINESS SERVICES DEPARTMENT FOR DIGITAL SOLUTIONS AND BUSINESS STRATEGY AND PERFORMANCE SYSTEMS PROGRAMS AND ADOPT AMENDMENT TO THE PAY PLAN FOR NON-REPRESENTED EMPLOYEES

Presented by:

Holly Dober, Employee and Labor Relations Manager

SUMMARY

Clean Water Services' (District) Human Resources staff has completed a classification and compensation review for the Chief Executive Officer that would result in a change to the District's Fiscal Year (FY) 2019-20 Position Allocation Report and the Non-Represented Employees Salary Schedule (Pay Plan), attached as Exhibit A. District staff met with the Board of Directors (Board) on December 17, 2019, and presented an organizational development plan and discussed the proposed changes.

The Position Allocation Report includes the addition of three full-time regular positions: Program Support Specialist, Software Engineer and an Information Technology Analyst. The Pay Plan includes one new job title: Business Practice Leader 2 – Strategy, Performance, and Innovation, which is a result of redesignating and restructuring existing work. The new positions and the redesignated position are described in Exhibit B. These changes better reflect both the needs of the District and the actual work needed to measure the District's performance and drive business improvements for delivery of the District Strategic Plan.

(continued)

Attachment: Resolution and Order
Exhibit A – Non-Represented Employees Salary Schedule FY 2019-20
Exhibit B – Redesignation and New Positions

REQUESTED ACTION

Amend Clean Water Services' Fiscal Year 2019-20 Position Allocation report to add one position to the Business Services Department – Business Strategy and Performance Systems and add two positions to the Business Services Department – Digital Solutions and adopt amendment to the Pay Plan for non-represented employees for Fiscal Year 2019-20.

Agenda Item No.	<u>2.a.</u>
Date:	01/21/20

APPROVE AMENDMENT TO THE FISCAL YEAR 2019-20 POSITION ALLOCATION REPORT TO ADD POSITIONS IN THE BUSINESS SERVICES DEPARTMENT – DIGITAL SOLUTIONS AND BUSINESS STRATEGY AND PERFORMANCE SYSTEMS PROGRAMS – AND ADOPT AMENDMENT TO THE PAY PLAN FOR NON-REPRESENTED EMPLOYEES
01/21/20

ADDITIONAL INFORMATION

Community Feedback: No known community feedback

Legal History/Prior Board Action: Board approved the District’s Pay Plan for Non-Represented and Represented Employees for FY 2019-20, on July 23, 2019, by Resolution and Order No. 19-20. Board adopted the District’s Fiscal Year (FY) 2019-20 budget on June 18, 2019, by Resolution and Order No. 19-10.

Budget Impact: The new position will result in a fiscal impact of approximately \$190,200 for the remainder of FY 2019-20.

Budget accounts: 101.050.8500.51100 and 101.020.8305.51100.

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BEFORE THE BOARD OF DIRECTORS OF CLEAN WATER SERVICES

In the Matter of Amending the Fiscal Year
2019-20 Position Allocation Report to Add
one position to the Business Services
Department – Business Strategy and
Performance Systems and two positions to
the Business Services Department – Digital
Solutions

) RESOLUTION AND ORDER
)
) NO. _____

The above-entitled matter came before the Board of Directors for Clean Water Services
(Board) at its regular meeting of January 21, 2020; and

It appearing to the Board that Clean Water Services maintains a Position Allocation Report
that specifies the number of employees that is monitored by the Human Resources Department to
track budgeted positions; and

It appearing to the Board that it is necessary to amend the Fiscal Year 2019-20 Position
Allocation Report to add 1.0 FTE Program Support Specialist, 1.0 FTE Software Engineer, and 1.0
FTE Information Technology Analyst effective January 21, 2020; now, therefore it is

RESOLVED AND ORDERED that the Fiscal Year 2019-20 Position Allocation Report is
amended to add 1.0 FTE Program Support Specialist, 1.0 FTE Software Engineer, and 1.0 FTE
Information Technology Analyst positions effective January 21, 2020; and it is further

RESOLVED AND ORDERED that the Chief Executive Officer is directed to make the
appropriate steps necessary to implement this Resolution and Order.

DATED this 21st day of January, 2020.

CLEAN WATER SERVICES

By its Board of Directors

Chair

Recording Secretary

EXHIBIT A
Non-Represented Employees Salary Schedule
FY 2019-20

Job	Grade	Minimum	Market Point (60th)	Award Point	Performance Based Lump Sum (up to 7% of Award Point)
Managing Director-Water Resource Recovery Operations and Services Managing Director-Utility Operations and Services	14	\$141,248	\$176,559	\$194,215	\$13,595
Business Strategy and Performance Systems Director General Counsel Regulatory Affairs Director Research and Innovation Director Watershed Management Department Director	13	\$133,290	\$166,612	\$183,273	\$12,829
Chief Financial Officer Government and Public Affairs Director Treatment Plant Services Manager	12	\$126,327	\$157,909	\$173,699	\$12,159
Business Practice Leader 2 – Digital Solutions Business Practice Leader 2 – Strategy, Performance, and Innovation Employee and Labor Relations Manager Engineering Division Manager Field Operations Division Manager Laboratory Services Division Manager Planning & Development Services Division Manager Plant Superintendent 3 Water Supply Project Manager Watershed Division Manager	11	\$119,364	\$149,205	\$164,125	\$11,489
Building and Facilities Services Manager Business Opportunities Manager Business Practice Leader 1 – Integrated Planning Business Practice Leader 1 – Strategy, Performance, and Innovation Compliance and Permitting Manager Construction Manager Digital Solutions Opportunities Manager Plant Superintendent 2 Principal Engineer Senior Assistant Legal Counsel Senior Water Resources Program Manager	10	\$106,433	\$133,041	\$146,345	\$10,244

Non-Represented Employees Salary Schedule - Continued
FY 2019-20

Controller					
Database Administrator					
Information Technology Enterprise Architect					
Risk and Benefits Manager					
Senior Engineer	9	\$94,496	\$118,121	\$129,933	\$9,095
Senior Operations Analyst					
Senior Process Technologist					
Software Engineer					
Water Resources Program Manager					

Asset Management Systems Analyst					
Budget & Support Services Supervisor					
Business Systems Analyst 2					
Communications & Marketing Manager					
Construction Coordinator					
Construction Inspection Supervisor					
Data Management Analyst					
Development Services Supervisor					
Electrical & Instrumentation Supervisor					
Engineer					
Field Engineer - Automation & Controls					
Field Engineer - Commissioning & Startup					
Field Engineer - Electrical					
Field Engineer - Inspection	8	\$84,549	\$105,687	\$116,255	\$8,138
Information Technology Analyst					
Laboratory Supervisor					
Operations Analyst 2					
Operations Supervisor					
Permit/Mapping Supervisor					
Plant Superintendent 1					
Programmer Analyst					
Reuse Manager					
Senior Management Analyst					
Water Resources Analyst - GIS					
Water Resources Analyst - Regulatory					
Water Resources Analyst - Watershed					

Control Systems Analyst 2					
Engineering Project Coordinator					
Engineering Project Coordinator-Wastewater					
Environmental Services Supervisor					
Field Construction/Maintenance Supervisor	7	\$75,597	\$94,496	\$103,946	\$7,276
GIS Analyst					
Inspection Program Manager					
Laboratory Systems and QA/QC Coordinator					

Non-Represented Employees Salary Schedule - Continued
FY 2019-20

Landscape Program Supervisor					
Mechanical Maintenance Supervisor					
Plan Reviewer					
Public Involvement Coordinator					
Senior Financial Analyst	7	\$75,597	\$94,496	\$103,946	\$7,276
Senior Human Resources Analyst					
Wastewater Treatment Support Supervisor					
Water Resources Project Manager					

Business Systems Analyst 1					
Contracts Coordinator					
Control Systems Analyst 1					
Easement Acquisition Specialist					
Financial Analyst					
GIS Specialist					
Human Resources Analyst					
Landscape Coordinator	6	\$67,640	\$84,549	\$93,004	\$6,510
Office Manager					
Operations Analyst 1					
Payroll Coordinator					
Project Manager 1					
Risk and Safety Analyst					
Senior Accountant					
Senior Public Affairs Specialist					

Control Systems Specialist					
Graphics Specialist					
Human Resources Specialist					
Operations Coordinator					
Operations Specialist - Research	5	\$59,682	\$74,602	\$82,063	\$5,744
Procurement Coordinator					
Program Support Specialist					
Public Affairs Specialist					
Technical Editor and Communications Specialist					

Accounting Specialist					
Administrative Assistant	4	\$52,719	\$65,899	\$72,489	\$5,074
Information Technology Technician					

Administrative Associate	3	\$46,751	\$58,439	\$64,282	\$4,500
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Intern - University	2	\$38,793	\$48,492	\$53,341	\$3,734
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Intern	1	\$26,000	\$32,500	\$35,750	\$2,503
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EXHIBIT B
Redesignation and New Positions

1. Redesignate 1.0 Information Systems Division Manager at the Salary Range NONREP 11 (\$119,364 - \$164,325) to the new position Business Practice Leader 2 – Strategy, Performance, and Innovation at the Salary Range NONREP 11 (\$119,364 - \$164,325) in the Business Services Department – Business Strategy and Performance Systems.

The Business Practice Leader 2 – Business Strategy and Performance Systems leads and directs innovation, research and development, and project management as it relates to Business Strategy and Performance, to accomplish the District’s vision, mission, and strategic initiatives and goals. Develops and implements a growth-related vision and strategy for Performance Excellence that maintains a strong foundation while innovating new solutions to achieve the District’s Strategic Plan.

2. Add 1.0 Program Support Specialist at the Salary Range NONREP 5 (\$59,682 - \$82,063) in the Business Services Department – Business Strategy and Performance Systems.

The Program Support Specialist provides varied program support under the guidance of professional staff related to complex administrative, technical and advanced engineering and/or database management duties.

3. Add 1.0 Software Engineer at the Salary Range NONREP 9 (\$94,496 - \$129,933) in the Business Services Department – Digital Solutions.

The Software Engineer designs and builds high-quality, innovative and fully performing software in compliance with coding standards and technical design. Recommends cost-effective solutions in line with industry best practices. In addition, this position enhances and maintains a wide range of business applications, at various levels of application architecture, using a variety of programming languages and technologies.

4. Add 1.0 Information Technology Analyst at the Salary Range NONREP 8 (\$84,549 - \$116,255) in the Business Services Department – Digital Solutions.

The Information Technology Analyst works as part of a team to manage and maintain the District’s network infrastructure, data and voice communication hardware, servers, personal computers, operating systems and system software.

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Agenda Category: Consent**Agenda Title:** **AWARD MASTER CONTRACTS FOR VIDEOGRAPHY, GRAPHIC DESIGN, PUBLIC AFFAIRS/PUBLIC RELATIONS/PUBLIC INVOLVEMENT, AND RESEARCH SERVICES****Presented by:** Mark Jockers, Government & Public Affairs Director (kd)**SUMMARY**

The Clean Water Services (District) Government and Public Affairs Program facilitates responsible, honest and multifaceted communication to meet program goals that include:

- Ensuring District policies, programs and initiatives are aligned with District’s Board of Directors, customer and stakeholder values, needs and expectations.
- Building trust, credibility and awareness of District and its role in the community.
- Continuously improving our engagement of and relationships with stakeholders to share influence and resources to achieve mutually beneficial goals and outcomes.
- Influencing our customers to change their behaviors to be more supportive of the health of the watershed.

To efficiently meet these goals and ensure a consistent District message, brand and identity, the District issued a Request for Proposals for Master Contracts for Videography, Graphic Design, Public Affairs/Public Relations/Public Involvement, and Research Services on November 15, 2019. District received 22 proposals and evaluated them based on staffing, management, qualifications, approach and fees in their respective category of services.

Each Master Contract will have a term of three years, with an option to renew for two additional one-year terms. When the need arises, District will, after considering factors that promote the efficient use of public resources and do not discourage competition, select a consultant from those holding Master Contracts or request informal proposals from contract holders and select the most advantageous to the District. The selected consultant will work with the District to develop a scope of work for a particular project, and enter into a Task Order to the Master Contract specifying the scope of work, price and schedule.

(continued)

Attachment: Exhibit A — Master Contract List for Videography, Graphic Design, Public Affairs/Public Relations/Public Involvement, and Research Services

REQUESTED ACTION

Award a Master Contract to each of the consultants in Exhibit A for the services listed.

Agenda Item No.	2.b.
Date:	01/21/20

**AWARD MASTER CONTRACTS FOR VIDEOGRAPHY, GRAPHIC DESIGN, PUBLIC AFFAIRS/PUBLIC RELATIONS/PUBLIC INVOLVEMENT, AND RESEARCH SERVICES
01/21/20**

ADDITIONAL INFORMATION

Community Feedback: None.

Legal History/Prior Board Action: None.

Budget Impact: The Government & Public Affairs program has budgeted \$324,000 in Fiscal Year 2019-20 for professional services. Funds for individual Task Orders will be allocated as needed.

Budget account: 101.020.8110.52240

EXHIBIT A

VIDEOGRAPHY, GRAPHIC DESIGN, PUBLIC AFFAIRS/PUBLIC RELATIONS/PUBLIC INVOLVEMENT, AND RESEARCH SERVICES MASTER CONTRACT LIST

Videography Services

1. Bridge City Media Group LLC
2. Colehour + Cohen Inc.
3. No Sunrise Wasted, LLC
4. Sheepscot Creative, LLC
5. The Program Management, LLC
6. W.B. Creations, LLC

Graphic Design Services

1. Brave New Day, Inc.
2. Bologna Sandwich LLC
3. Colehour + Cohen Inc.
4. Coates Kokes, Inc.
5. W.B. Creations, LLC

Public Affairs/Public Relations/Public Involvement Services

1. Colehour + Cohen Inc.
2. Coates Kokes Inc.
3. EnviroIssues, Inc.
4. JLA Public Involvement, Inc.
5. Lara Media Services LLC
6. Samara Group, LLC
7. Sheepscot Creative, LLC
8. Stanton Global Communications LLC

Research Services

1. Davis, Hibbitts & Midghall, Inc
2. Probolsky Research LLC
3. EnviroIssues, Inc.

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AGENDA

WASHINGTON COUNTY BOARD OF COMMISSIONERS

Agenda Category: Consent – Land Use & Transportation (CPO 6)

Agenda Title: APPROVE INTERGOVERNMENTAL AGREEMENT WITH CITY OF HILLSBORO FOR THE DESIGN AND CONSTRUCTION OF WATER INFRASTRUCTURE AND PUBLIC WORKS IMPROVEMENTS ON SW 209TH AVENUE

Presented by: Stephen Roberts, Director of Land Use & Transportation

SUMMARY:

The 209th Avenue (Alexander Street to Blanton Street) improvement project was selected for funding through the Major Streets Transportation Improvement Program (MSTIP) Bonding Cost-sharing Program. The 209th Avenue (Blanton Street to Kinnaman Road) improvement project was selected for funding through MSTIP 3E and City of Hillsboro. The projects will be designed and constructed together.

The combined project proposes to improve 209th Avenue to a five-lane section between Alexander Street and Kinnaman Road, modify the traffic signal and rail crossing at 209th Avenue and Tualatin Valley Highway intersection and construct sidewalks, bike lanes and a water quality facility. The project will also widen Tualatin Valley Highway by adding turn lanes and TriMet bus stops at 209th Avenue.

The City of Hillsboro proposes to include the construction of waterline improvements, sanitary sewer improvements and gateway improvements on 209th Ave within the limits of the County's road project. This agreement will regulate all activities that the County and City of Hillsboro require to design and construct the utility and gateway improvements in coordination with the road project. City of Hillsboro will fund the design and construction of their improvements.

(continued)

Attachment: Vicinity Map

DEPARTMENT'S REQUESTED ACTION:

Approve [agreement with City of Hillsboro](#) and authorize its execution upon completion of the County's contract review process.

COUNTY ADMINISTRATOR'S RECOMMENDATION:

I concur with the requested action.

Agenda Item No.	2.c.
Date:	01/21/20

APPROVE INTERGOVERNMENTAL AGREEMENT WITH CITY OF HILLSBORO FOR THE DESIGN AND CONSTRUCTION OF WATER INFRASTRUCTURE AND PUBLIC WORKS IMPROVEMENTS ON SW 209TH AVENUE
BOC 01/21/20

The estimated cost for the City of Hillsboro’s proposed utility and gateway upgrades is \$519,600.

Construction for the 209th Avenue project and the City of Hillsboro’s improvements is scheduled to begin in fall 2020 with expected completion by fall 2022.

ADDITIONAL INFORMATION:

Community Feedback (Known Support/Opposition): None known at this time

Legal History/Prior Board Action:

The SW 209th Avenue improvement projects were selected by the Board as part of the MSTIP Bonding Cost-sharing Program in June 2015 and MSTIP 3e in Oct. 2016.

Budget Impacts:

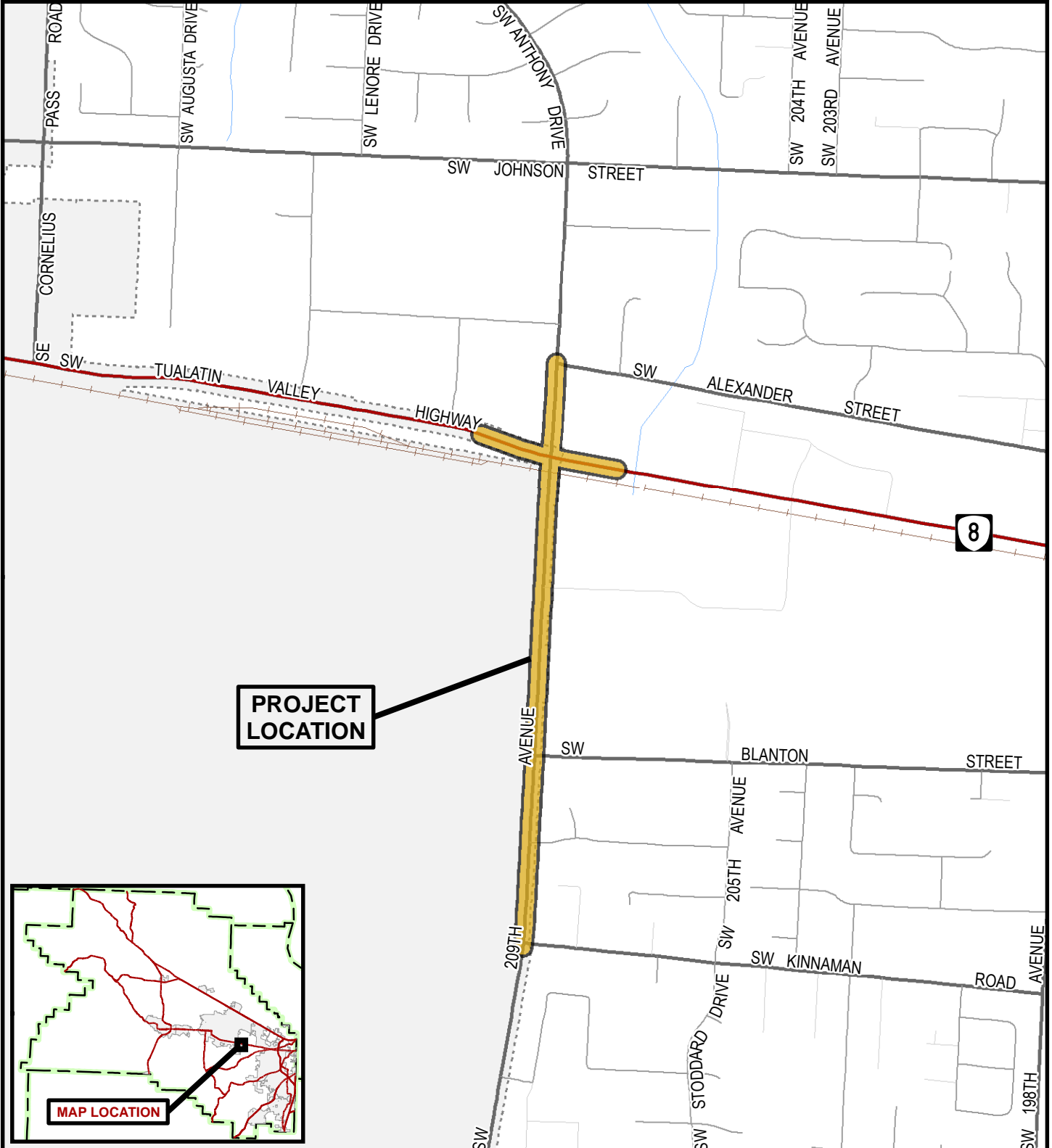
Project Budget:	\$ 23,630,750
Spent to date (as of December 6, 2019):	<\$ 2,196,235>
This Amendment:	\$ 519,600
<hr/>	
Balance Available:	\$ 21,954,115



VICINITY MAP

SW 209TH AVENUE ALEXANDER ST. TO KINNAMAN RD.

Map Date: December 12, 2017
Prepared by: KLF
Not to Scale



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AGENDA

WASHINGTON COUNTY BOARD OF COMMISSIONERS

Agenda Category: Consent – Land Use & Transportation (CPO 11, 12F)

Agenda Title: **AUTHORIZE WEIGHT RESTRICTION ON B STREET BRIDGE (BRIDGE NO. 00459)**

Presented by: Stephen Roberts, Director of Land Use & Transportation

SUMMARY:

Land Use & Transportation seeks authority to implement a weight restriction on bridge #00459 on B Street south of Forest Grove.

A recent load rating performed by Oregon Department of Transportation (ODOT) identified the need to restrict certain single-unit truck configurations from crossing this bridge. This bridge was designed prior to the use of single-unit trucks with four or more axles and ODOT is recommending that Washington County place a weight restriction on this structure. The bridge is scheduled for replacement in 2020 at which time the restriction will be removed. The proposed restriction for this bridge is shown in Exhibit A, and the location of the bridge is illustrated in Exhibit B.

ADDITIONAL INFORMATION:

Community Feedback (Known Support/Opposition): None known at this time

Legal History/Prior Board Action:

The Board is authorized to place restrictions on roads under County jurisdiction pursuant to ORS 810.030. Furthermore, Resolution and Order 17-139 requires Board of Commissioners approval for vehicle restrictions lasting longer than 30 days.

Budget Impacts:

The cost to procure and install signs notifying drivers of the weight restriction is estimated at \$1000 and will be funded through the Road Fund.

Attachments: Exhibit A: Proposed Bridge Restriction
Exhibit B: Location Map

DEPARTMENT'S REQUESTED ACTION:

Authorize weight restriction on bridge #00459 on B Street as described above.

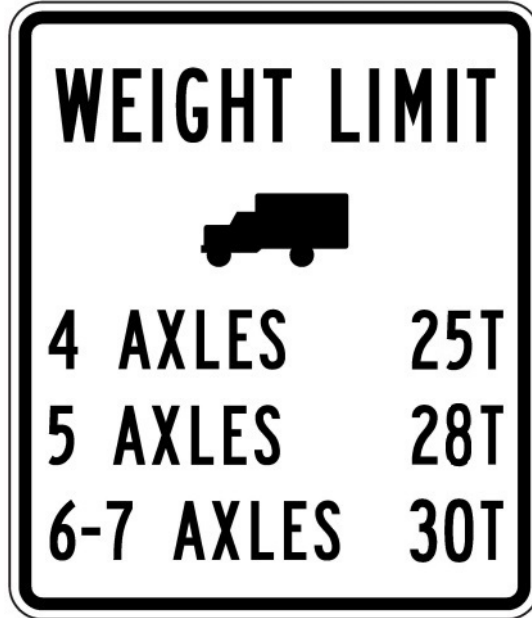
COUNTY ADMINISTRATOR'S RECOMMENDATION:

I concur with the requested action.

Agenda Item No.	2.d.
Date:	01/21/20

Exhibit A

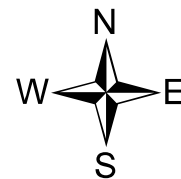
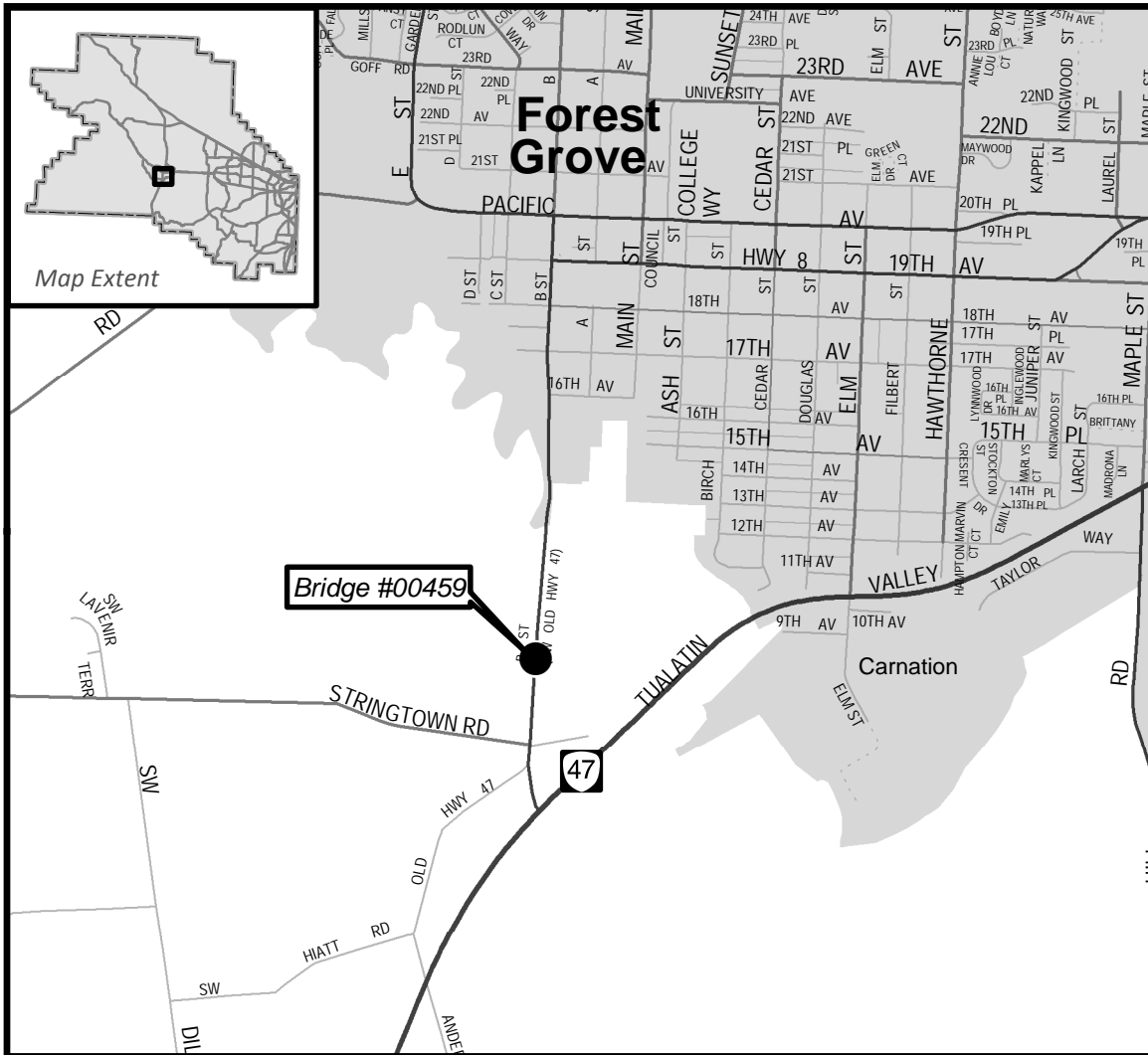
Bridge Restriction



Bridge #00459
(B Street)

VICINITY MAP

Bridge Location



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AGENDA

WASHINGTON COUNTY BOARD OF COMMISSIONERS

Agenda Category: Consent – Health and Human Services

Agenda Title: **AUTHORIZE DEVELOPMENT OF A TOBACCO RETAIL LICENSURE (TRL) ORDINANCE**

Presented by: Marni Kuyl, Director of Health and Human Services

SUMMARY:

Washington County Public Health has been leading efforts to reduce tobacco access and use by minors. Tobacco 21, which is a state law, and tobacco retail licensure (TRL) can prevent youth from using and becoming addicted to nicotine and end tobacco-related disease.

TRL will require every business that sells tobacco and nicotine products to have a license, similar to licenses required to sell alcohol and marijuana. TRL is a necessary tool to enforcing existing laws and changing federal, state and local laws.

The ordinance would apply to unincorporated Washington County. Cities will have the opportunity to develop similar ordinances and enter into intergovernmental agreements with the Public Health Division for oversight and enforcement.

On August 6 and October 29, 2019, the Board participated in work sessions in which they received policy briefings from Health and Human Services staff on the development and potential components of a TRL program. HHS was directed to move forward with a development process including engaging with city administrators and city mayors. Public Health staff and County Counsel attended a monthly meeting of both the city administrators and city mayors. Both groups were supportive and asked staff to bring forward draft information and align with them on this important tobacco prevention policy. The first step in the ordinance process is for the Board to authorize County Counsel to file a proposed ordinance with the Clerk. Thereafter, the Board may consider the proposed ordinance.

(continued)

DEPARTMENT’S REQUESTED ACTION:

Authorize County Counsel, in consultation with Washington County Public Health, to file an ordinance that requires businesses that sell tobacco and nicotine products to secure a County-issued license and comply with County code.

COUNTY ADMINISTRATOR’S RECOMMENDATION:

I concur with this requested action.

Agenda Item No.	2.e.
Date:	01/21/20

**AUTHORIZE DEVELOPMENT OF A TOBACCO RETAIL LICENSURE (TRL) ORDINANCE
BOC 01/21/20**

ADDITIONAL INFORMATION:

Community Feedback (Known Support/Opposition):

Supported by Public Health Advisory Council and Youth Substance Use Prevention Council.

Legal History/Prior Board Action:

Approval and direction provided as part of previous work sessions on August 6 and October 29, 2019.

Budget Impacts:

Staffing and program support would be funded through establishment of a new fee which is being developed for the 20/21 FY budget.