**REGIONAL RURAL REVITALIZATION**

**Board Meeting**

**Work Session**

**Thursday, May 25, 2023**

**City of Burns Council Chambers  
242 S Broadway Burns, Oregon 97720**

**Immediately following Board Meeting**

**THE PUBLIC IS WELCOME AND ENCOURAGED TO JOIN THE MEETING VIRTUALLY VIA ZOOM**

Members of the public and media wishing to address the board of directors during any public comment period will be able to join the webinar as an “attendee.” Attendees will be able to view the webinar on a desktop, laptop or mobile device such as a smartphone or iPad by using the following link:

[**https://us02web.zoom.us/j/**](https://us02web.zoom.us/j/)**9020143459 Meeting ID: 902 014 3459**

1. **OPEN AND ROLL CALL**
2. **APPEARANCE OF INTERESTED CITIZENS**

Members of the public desiring to address the board shall first be recognized by the presiding officer and then state their name and address for the record. Unless otherwise designated by the presiding officer, each person shall have up to three (3) minutes to present their comments. The board of directors and staff normally will not directly respond to a public comment during the public comment period. Board and staff member comments will be held until the Board comment period.

1. **CONSENT AGENDA**

Information concerning matters listed in the Consent Agenda has been distributed to each board member for reading and study, is routine, or will be enacted or approved by one motion of the council without separate discussion. If separate discussion is desired concerning a particular matter listed in the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any board member.

Attachments:

* None

**WORK SESSION TOPICS**

**Public Contracting Rules.** R3 anticipates receiving funds from state and federal sources, including funding provided by the Department of Administrative Services (DAS) through HB3138. The Board should adopt public contracting rules and procedures that include compliance with the DAS personal services requirements. These public contracting rules will guide the expenditures of R3’s funding. They will act as a reference guide for the Board to follow when procuring goods and services by establishing the methods for procurement, dollar thresholds for various selection procedures, and procurement authorities delegated to staff versus those reserved for the board of directors. This is discussed further on Agenda Item 9.

**Records Retention and Public Records Requests.** ORS 192 defines the statutory requirements for all public agencies in Oregon concerning records, public reports, and meetings. The Board should maintain a written policy that sets forth the Consortium’s use, retention, and ownership of public records. The policy should ensure that public records are being maintained and managed consistently within the Consortium from the time of creating a public record to the time of final disposition. The Consortium will also need to adopt a public records request policy and establish a fee schedule for responding to records requests. The Consortium should also consider creating a website for public information related to R3. This is discussed further in Agenda Item 10.

**Administrative Staff.** The board of directors has the authority to hire or contract with a Managing Director (Section 4 and Schedule 4.2.2). The Consortium may also elect to employ additional administrative staff or contract with one of its member cities or an independent agency for these services. Whether the Board chooses to employ staff or contract for services will determine whether additional administrative items are needed, such as an employee handbook. This topic is discussed further on Agenda Item 11.

**Anticipated Projects.** The IGA includes anticipated projects from each founding party. The Board will need to determine a standard method for evaluating its investments in these projects. These projects are discussed in Agenda Item 12.

**Operating Budget.** The fiscal year for the Consortium is July 1 through June 30. The Consortium is not required to adopt an operating budget for its first fiscal year (FY23-24). However, the structure of the budget and anticipated costs and revenues can be developed and implemented prior to the start of the new fiscal year. A proposed budget structure is discussed in Agenda Item 13.

**SUBJECT:** **AGENDA ITEM NO. 6 – PUBLIC CONTRACTING RULES**

Attachment(s)

* None

**BACKGROUND**

Per IGA Section 4.1, the Consortium’s managing director may enter into contracts subject to and in accordance with the IGA, Laws (defined in the IGA) and all Board policies (including, without limitation, all applicable public contracting rules and procedures).

R3 anticipates receiving funds from state and federal sources, including funding to be provided by the Department of Administrative Services (DAS) through HB3138. The Board should adopt a public contracting rules and procedures that include compliance with the DAS personal services requirements.

These public contracting rules will guide the expenditures of R3’s funding and will act as a reference guide for the board to follow when procuring goods and services by establishing the methods for procurement, dollar thresholds for various selection procedures, and procurement authorities delegated to staff versus those reserved for the board of directors.

**DISCUSSION**

A contracting agency may adopt its own rules of procedure per ORS 279A.065(6) by prescribing the rules of procedure the agency will use. Alternatively, the agency will be subject to the model rules adopted by the Attorney General, as defined in ORS 279A.070.

A local contract review board by ordinance, resolution, administrative rule or other regulation may also designate certain service contracts or classes of service contracts as personal services per ORS 279A.055.

**NEXT STEPS**

Draft public contracting rules for future review and approval.