



**MEETING DRAFT MINUTES**  
**PUBLIC PROCURMENT AUTHORITY**  
Board of Directors Meeting  
Wednesday, October 23, 2013

---

**CALL TO ORDER:** Jeff Johnson called the meeting to order at 9:05 a.m.

**ROLL CALL:**

☒ Mike Duyck, Chief TVFR  
☒ Dan Peterson, Chief Jackson County  
☒ Tim Moor, Chief Redmond Fire

Non- voting Members

☒ Jeff Johnson, CEO WFC

Staff: Heidi Chames, WFC

Guests: Crosby Grindle, NPP/FRGPO

**PUBLIC TESTIMONY:** No members of the public were present.

**STAFF/GUEST PRESENTATION:** Heidi Chames gave an overview of the Oregon laws regarding the formation of the PPA, the public procurement statutes and administrative rules that will govern and the applicability of Oregon Public Meetings, Records and Budget Laws. Crosby Grindle reported on the history and structure of NPP/FRGPO, the relationship with WFC, and the public contracting needs of NPP's government departments. Crosby also discussed the NPP cooperative procurement process, the required documents/templates, and the benefit that the PPA will provide. A brief discussion also held on revenue share between NPP and WFC and then to IAFC, other divisions and states.

**NEW BUSINESS:**

**A. Adoption of Board Policy:** Motion by Mike Duyck and seconded by Tim Moor to adopt Public Procurement Authority board policy with said changes in Policy #1 that would remove the words "public safety" to allow a broader application across all local government procurement. Motion passed unanimously. Discussion about future policy for electronic meeting and UWC. Discussion about the Administrator conducting the meeting in absence of the President.

**B. Election of Officers:** Motion by Mike Duyck and seconded by Dan Peterson to elect Chief Tim Moor as President of the PPA. Motion passed unanimously.

**C. Adoption of Administration Agreement:** Discussion of Insurance Requirements. Motion by Dan Peterson and seconded by Mike Duyck to adopt the Administration Agreement between PPA and WFC. Motion passed unanimously.

**D. Adoption of Oregon Administrative Rules for Public Contracting:** Discussion that Attorney General Model Rules is the best practice. Motion by Mike Duyck and seconded by Dan Peterson to adopt the Oregon Administrative Rules for Public Contracting. Motion passed unanimously.

**E. Direct Administrator to Solicit Proposal(s) for Legal Services:** Discussion that relationship will be between the legal counsel and the board itself. Jeff Johnson would like to focus on Bob Blackmore and his firm. May do a limited solicitation for legal services. Motion by Mike Duyck and seconded by Dan Peterson directing the Administrator to retain PPA board legal counsel. Motion passed unanimously.

**F. PPA/NPP Memorandum of Understanding:** Discussion regarding roles of NPP and PPA. Motion by Mike Duyck and seconded by Dan Peterson approving the Memorandum of Understanding. Motion passed unanimously.

**ADMINISTRATOR'S REPORT:** Discussion about best dates for future meetings, working on putting more detail associated with any actions and process that we need to advance, WFC board will approve a new contract between NPP and WFC that will give PPA ability to activate some of the things we have discussed. Jeff and Crosby thanked the Board for serving. Drop box will be created.

**GOOD OF THE ORDER**

Next Meeting is January 9, 2014 at 12:00 pm location to be determined. Dan Peterson discussed the possibility in the future of broadening the board to city officials and finance officers. Jeff Johnson suggested a meeting in the future to discuss how to be more inclusive.

**Meeting adjourned at 11:00 am**