



## AGENDA

BENTON COUNTY BOARD OF COMMISSIONERS MEETING  
**Goal-Setting Work Session**  
**January 10, 2023, 9:00 AM**

| <b>How to Participate in the Board of Commissioners Meeting</b> |  |                         |
|---|--|-------------------------|
| <b>In-Person</b>  | <b>Zoom Video</b>                          | <b>Zoom Phone Audio</b> |
| Kalapuya Building   | <a href="#"><u>Click for Zoom link</u></a> | Dial 1(253) 215-8782    |
| 4500 SW Research Way  | Zoom Meeting ID: <b>925 5397 8493</b>      |                         |
| Corvallis, OR   | Zoom Passcode: <b>770968</b>               |                         |

**1. Opening**

- 1.1 Call to Order
- 1.2 Introductions
- 1.3 Announcements

**2. Review and Approve Agenda**

**3. Approve the April 12, 2022 and May 10, 2022 Goal Setting Meeting Minutes**

**4. Discussion Topics**

- 4.1 (30 minutes) Exotic Animal Ordinance: Next Steps Direction to Staff – *Joe Kerby, County Administrator; Jesse Ott, Natural Areas, Parks, and Events Interim Director*
- 4.2 (45 minutes) Coordinated Homeless Response Update – *Rebecca Taylor, Hope Project Manager, Health Services*
- 4.3 (30 minutes) Justice System Improvement Program (JSIP) Resourcing Concepts and Timeline – *Rick Crager, Financial Services Director; Nick Kurth, JSIP Manager*

- 4.4 (45 minutes) Regional Water Planning Discussion – *Joe Kerby, County Administrator; Darren Nichols, Community Development Director*

**A recess of approximately 30 minutes will occur following the conclusion of Agenda Item 3.4**

- 4.5 (20 minutes) Avery Fuel System Upgrades and Potential Impacts to Third Street Commons Project – *Joe Kerby, County Administrator; Andrea Myhre, Corvallis Housing First Executive Director*
- 4.6 (10 minutes) Future Impacts to the Corvallis Multiuse Trail at the Avery Facility – *Gary Stockhoff, Public Works Director*
- 4.7 (45 minutes) Leadership Policies Review – *Joe Kerby, County Administrator*
- 4.8 (45 minutes) Review County Administrator Draft Goals – *Joe Kerby, County Administrator*
- 4.9 (5 minutes) Philomath Area Chamber of Commerce Sponsorship Request – *Joe Kerby, County Administrator; Benton County Commissioners*
- 4.10 (5 minutes) Rotary Club of Philomath Sponsorship Request – *Joe Kerby, County Administrator; Benton County Commissioners*
- 4.11 (15 minutes) County Administrator Updates – *Joe Kerby, County Administrator*
- 4.12 (30 minutes) Commissioner Updates – *Benton County Commissioners*

## 5. Other

ORS 192.640(1)“ . . . notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.”

## MINUTES

### BENTON COUNTY BOARD OF COMMISSIONERS MEETING

#### Goal-Setting Work Session

April 12, 2022, 9:00 AM

**Present:** Nancy Wyse, Chair; Pat Malone, Vice Chair; Xanthippe Augerot, Commissioner; Jefri Van Arsdall, Sheriff; John Haroldson, District Attorney; Joe Kerby, County Administrator; Vance Croney, County Counsel; Bryan Lee, Emergency Operations Center; Joe Hahn, Equity, Diversity, Inclusion; Rick Crager, Jenn Ambuehl, Financial Services; Julie Arena, Sara Hartstein, Suzanne Hoffmann, Health; Nick Kurth, Justice System Improvement Program; Matt Wetherell, Juvenile; Gary Stockhoff, Public Works; Maura Kwiatkowski, Recorder, Board of Commissioners; Jennifer Brown, Sean McGuire, Sustainability; Chris Edmonds, Lindsey Hendren, Coastline Public Relations; Kelly Wheeler, CBRE; Cody Mann, Corvallis Gazette Times; Helen Higgins, Community Member

#### I. Call to order

Chair Wyse called the meeting to order at 9:03 a.m.

#### II. Review and Approve Agenda

The agenda was approved without changes.

#### III. Wildfire Season Preparation (15 min) – Sheriff Jefri Van Arsdall; Bryan Lee

Emergency Operations Center (EOC) Commander Brian Lee advised that Wildfire Preparedness month officially kicks off in May. A proclamation will come before the Board of Commissioners (BOC) in May for Wildfire Preparedness Month.

Lee stated the EOC will assist interested communities in practicing evacuation routes and getting familiarized with the notification process. Training is also being conducted for EOC staff, including mass care/sheltering, evacuations, and initial activations for wildfire response. The EOC is also working on a wildfire annex to streamline responses and developing more user-friendly protocols in coordination with the Health Department. Benton County is partnering with Lane, Linn, and

Lincoln Counties on evacuation and livestock sheltering. A livestock sheltering exercise is planned for August at the County Fairgrounds. Oregon State University's Carlson College of Veterinary Medicine and the Benton County 4-H Association are partners on this exercise.

The EOC's new social media specialist will start an unpublished incident web page, and develop various campaigns related to wildfire preparedness, safety, and sources of information so that dispatchers are not overwhelmed. Lee is working with state partners to update new defensible space requirements in state code for wild and urban interface and areas considered high risk. Guidance is not fully published and will be shared. Lee researched Zone Haven software and is talking with other Emergency Managers in the state who are using it. Dialog will continue with Zone Haven.

Malone stressed to the importance of getting fire danger information to the general public, especially about dangerous conditions and what activities can be dangerous when.

**IV. Discuss interest in a fire ban and fireworks ban (30 min) – Sheriff Jefri Van Arsdall; Vance Cronney, County Counsel; Bryan Lee**

Van Arsdall stated the forest deputy position vacated due to resignation of the previous forest deputy has been backfilled with Al Schermerhorn, who is reconnecting with forest land owners.

Cronney stated there was much conversation last summer about whether to implement a fireworks ban that morphed into a fire ban. Serious consideration did not occur until after July 4. In fall, there was talk about putting something together for the BOC to allow them to easily and effectively implement a fireworks ban and/or establish a fire ban in Benton County if the need arises. The Lane County model is a good template for allowing, via code, an option for a fireworks ban and no fire order, and is tied entirely and exclusively to the Oregon State Fire Marshal (OSFM). If OSFM declares a ban is implemented in any state fire district, it automatically affects all of the unincorporated sections of Benton County and triggers no fireworks usage. This avoids requiring the BOC to interpret fire danger data to make a decision and leaves the determination to fire experts. Bans would only apply to unincorporated areas; not within the cities. If a fireworks ban were implemented, the county may receive some pushback from vendors and organizations that generate revenue from the sale of fireworks because the ban would not go into effect until about June 1, which is late for them not to have notice. Chapter 32 Emergency Procedures section of code: Fire and fire danger do qualify as emergency procedure consideration.

Lee stated that some burn restrictions are the responsibility of the Benton County Fire Defense Board. Permits for sale of fireworks is regulated by the OSFM. Aerial

fireworks cause the most fires, and those are already illegal. Burn piles at inappropriate times are also an issue. The lack of alignment between the county and cities on sales and use can also cause conflict. Kerby said that initial reaction from Corvallis City Manager Mark Shepard last fall included concerns depending upon the context of bans. Community organizations losing revenue derived from fireworks events is a concern. If the BOC wishes, Kerby will reach out to other city and town managers and speak with Shepard again.

Malone indicated it was his understanding that the Lane County ban is dependent on ODF declaring fire season. Without data on the number of fires caused by fireworks, it is difficult to create a good message about what they can and should be doing. Emphasis should be put on education about when fire season starts and how it relates to personal activities. Wyse agrees we do not have any data that fires are being caused by sparklers and fountains; large fireworks are already illegal. Wyse believes the BOC needs to go yes or no, but not make it date dependent. Wyse does not favor a ban at this time. Fireworks are already banned in county parks. Croney pointed out the county can decouple the fire ban from the fireworks ban. Van Arsdall stated that ODF does come out with a fire ban; agrees with Wyse. Augerot stated this does not address all risks; the county needs to be talking with the elected representatives of cities and towns about risks. A quality education campaign is needed. Croney stated the idea behind burn ban in the code is that it applies to all properties in unincorporated areas, whereas private lands are not covered by an ODF ban. Lee sees value in a county burn ban; it reinforces the ODF message. Lee stated the State fire representatives will have a one-hour presentation/discussion at a BOC meeting in late May. Croney stated it takes 60 days from the date the ordinance decision is made to the date it is effective. Lee will talk further with regional coordinators later this week. Wyse summarized the BOC is not particularly interested in a fireworks ban at this point. The first reading of an ordinance will be on April 19. Kerby will engage with other city managers on their position. The county can wait for the second reading until additional information is received. If a second reading is not held, the ordinance dies. Kerby will do outreach today with city managers regarding this issue.

**V. Home, Opportunity, Planning, and Equity (HOPE) Update (15 min) – Suzanne Hoffman, Health Director; Julie Arena, HOPE Program Coordinator**

Hoffman shared that sheltering project manager, Rebecca Taylor, is onboard. The goal is to have the structure of a project plan for sheltering and entire HOPE portfolio implementation. This requires planning, training, and community engagement and will help to understand the interdependencies of initiatives. The previous recruitment for the grant writer and researcher position was unsuccessful, so services will be contracted, and hopefully will have this role filled in May. Mixed news on the city/county micro-shelter project is that there will be no micro-shelters

at the Fairgrounds in the near future because there is no service provider available. The proposer withdrew around the concept of coordinated entry. It is essential to have a strong coordinated entry system in place. Arena is doing intensive research so progress forward can be made in a more systematic way.

Arena stated the HOPE Advisory Board understands the county is beyond capacity to implement previous recommendations and that Board wants to help support implementation. It makes the most sense for the HOPE board to work on two topics: research and guest speakers attending their board meetings to educate the Board and the public. The HOPE Board will help support communication efforts. Separate from HOPE, Arena is researching implementation of best practices such as Built for Zero. Also, the Legislature signed HB 4123 into law, which will bring \$1M over two years to Benton County in coordination with the City of Corvallis for staffing a coordinated homeless response office. Malone requested additional information regarding HB 4123; Arena is still researching. Augerot expressed full support of the need for a coordinated entry system; however, questions the need for an additional database like Built for Zero. Arena stated she is researching enhancing the existing database and not implementing another one. Kerby expressed appreciation for the exhaustive amount of work that has been done on this issue. It is unfortunate that coordinated entry is a barrier, but it is vital for the system to work.

**VI. Discuss Implementation of Tobacco Licensing Legislation (30 min) – Vance Croney, County Counsel; Sara Hartstein, Healthy Communities Division Manager**

Croney stated the Tobacco Licensing Legislation presents philosophical and financial questions for the BOC to consider. The County's maintenance and administration of the Tobacco Retail Licensing (TRL) program will generate a higher fee for the retail sellers, which will likely cause some consternation among retailers. The proposed Benton County annual fee would increase from the current \$35 to \$560 per year – just a little more than half of the \$953 per year per location fee the state would charge. Jim Brewer, attorney for Corvallis and Philomath, asked whether the cost could be lowered or if the cost could be explained to retailers. Is the BOC willing to absorb some of the cost?

Hartstein gave a presentation in the absence of Andy Chuinard, Tobacco Prevention Coordinator. The 2021 legislative session included passage of SB587, which requires all Oregon tobacco retailers to obtain a license to sell tobacco, including vape products, beginning January 2022. Jurisdictions with existing TRL programs can either opt into the state retail license program, opt out and allow the local public health authority to maintain the program, or local city jurisdictions could maintain their own program as long as it meets the state standards. All the jurisdictions in the county, except for North Albany, will be under the same program run by the Benton County Health Department. This provides for county local control and maintains

the parts of the county code that are stronger than the state's. It also provides flexibility to strengthen the program in the future when emerging issues arise. The county program and TRL code need to be updated to meet state standards. Retailers will be able to apply for or renew an existing license and pay the annual fee through a single, countywide TRL hub.

This improves consistency, enforcement, enhances inspections and retailer compliance, and allows inclusion of synthetic nicotine. The fee per year per location would provide retailer training opportunities, outreach and communication, the required annual onsite inspections for each retailer, the required legal sales age inspections, and remediation for retailers found to be in violation of TRL laws. The fee provides for a 0.25 FTE (Full-time Equivalent) staff to administer, implement, and enforce the program, as well as a temporary hire to assist with minimum age inspections each year.

The next steps are to bring the updated TRL code and proposed annual fee back to the BOC for consideration on May 3, 2022, with a second reading on May 17, 2022. The county needs to update city partners and tobacco retailers on the upcoming meeting dates. The tobacco retail license web page needs to be launched, and communication materials for retailers, including frequently asked questions, a training manual, and fact sheet, need to be finalized. All annual retail licenses must be renewed by June 30, 2022, so the county needs to expedite educational outreach so retailers can comply. The local municipalities of Monroe, Corvallis, Adair, and Philomath all want to be part of the county's program. Augerot indicated a preference for the \$560 amount to cover the entire program cost.

Hartstein stated due to the short timeline, there has not been the desired level of engagement with retailers. The county has reached out to extend current licenses to June 30, 2022 so retailers in all jurisdictions are on the same schedule. The county has communicated about the process and the rationale behind it, and advised the fee would be increasing significantly, but that it would be less than the state fee. Chuinard recently distributed an email to retailers outlining the fee and what it the fee covers, along with an invitation for feedback. Kerby noted the need to go back to city partners to ensure they know what the county is doing, and why, because it is different than what had been communicated to them previously.

Hoffman stated the fee would need to be reviewed annually, and costs for the first year tracked to determine whether the 0.25 staffing level is sufficient and whether the fee is appropriate. The BOC will not be subsidizing the fee. The program should pay for itself and be passed on to the retailers. Staff will reach back out to cities and bring the matter back to BOC on May 3, 2022 for public hearing and first reading of the ordinance, along with an order establishing the fee for the retail license; it will be the full fee.

**VII. Discuss 2022 State Legislative Short Session Equity Legislation (25 min) – Joe Hahn, Diversity, Equity and Inclusion Coordinator**

JoeHahn provided an overview of legislation passed in the2022 State Legislative Short Session:

- A. HB4071 relates to mental health and declaring an emergency; modifies the description of people eligible for financial assistance.
- B. HB4086 relates to workers' compensation provision amendment that makes it less uncomfortable and intimidating for workers to ask about workers' compensation.
- C. SB1514 relates to hiring/retention bonuses and pay equity; modifies the definition of compensation regarding pay equity. Kerby stated that Human Resources Director Tracy Martineau will talk with the BOC in May 2022 about changes the county will be making relative to this legislation.
- D. HB4113 relates to voter registration using a Social Security Number.
- E. HB4144 relates to election worker privacy and safety; allows workers to keep their personal address private.
- F. SB1505 relates to intercollegiate athletics; allows student athletes to profit from their image, name, and likeness on sports equipment such as jerseys.
- G. HB4117 relates to tax support for multicultural and rural communities serving organizations. Department of Human Services will adopt a grant program supporting the navigation of tax credits and benefits.
- H. SB1533 relates to funding for air filtration for schools and tribal governments.
- I. HB4013 relates to houseless support; modifies eligibility requirements for organizations that may receive grants to support unaccompanied homeless youth.
- J. HB4123 relates to houseless support system funding.
- K. SB1536 expands air conditioning access by limiting restrictions on portable cooling devices in residences by landlords, homeowners, and homeowner associations, condos, and local governments.
- L. HB4120 relates to minimum fine waivers and virtual hearings; promotes social justice by expanding options to a minimum fine.
- M. SB1543 establishes a universal representation fund to ensure legal representation for immigrants as they navigate the criminal justice system.
- N. HB4077 defines environmental justice and establishes the environmental justice council.
- O. HB4002 prohibits agricultural workers from working excess and overtime hours without overtime pay.

Malone suggested it would be beneficial to talk about pending legislation and where the county's focus should be in fall 2022 in advance so as to be prepared for the 2023 legislative session.



**VIII. Discuss Intergovernmental Agreement for Veteran Services (15 min) –  
*Commissioner Xanthippe Augerot***

Augerot stated that prior to 2017, a veteran services agreement included a Veterans Services Officer (VSO). With no funding provided, the county provided it from general funds. This changed in 2017 with Measure 96, which provided a regular funding source from lottery dollars, approximately \$450K per year to the Oregon Cascades West Council of Governments (OCWCOG) to provide these services. Benton County contracts out this service. Samaritan expressed concern about over little collaboration when there are opportunities for collaboration. Services to veterans have been reactive and about recovering benefits. More proactive services are needed because veterans are disproportionately represented in the county's houseless population. Financial Services oversees the contract, but there are no programmatic staff in the county to oversee this function. The Intergovernmental Agreement (IGA) for Veteran Services calls for the county to periodically evaluate the effectiveness of services under the agreement. Augerot suggests this clause needs to be activated; meet with the OCWCOG, review the IGA to evaluate effectiveness, and discuss how best to meet veterans' needs. Could the county take back this function? A financial analysis would be needed.

Malone agreed a review is appropriate and expressed that ongoing collaboration across entities is lacking. Wyse would like to know the pros and cons of bringing these services in-house. What are the current main concerns? How would those be addressed by bringing in a county employee? Has the county spoken with the OCWCOG about concerns? Wyse would like to have a conversation with them. Does the county have the capacity to do this? It would be helpful to hear from veterans and hear how their needs are or are not being met. Kerby stated it would be a longer-term goal (July 2023). He will explore issues and concerns with OCWCOG and report back on the situation, as well as any recommended changes. Augerot will participate in the conversations.

**IX. Discuss and Act on Stand by Me Program Financial Match Request (15 min) –  
*Commissioner Augerot***

Augerot stated the Stand by Me program received an AmeriCorps Grant for American Rescue Plan Act (ARPA) funds. This grant allows for the hiring of an administrative employee for the Stand by Me Financial Empowerment Program. Stand By Me is asking for a contribution of \$3,600 per year for two years, or a total of \$7,200, from each of three counties – Linn, Benton, and Lincoln – to serve as match money. Crager suggested the source of funding could be the BOC Office budget or other sources. Crager will discuss with the BOC Office Budget Analyst.

**MOTION:** Augerot moved that matching funds of \$3,600 per year, for two years, be provided to the Oregon Cascades West Council of Governments Stand By Me Oregon program to provide matching funds for the AmeriCorps grant for administrative services. Malone seconded the motion, **which passed 3-0.**

X. Chair Wyse recessed the meeting for 30 minutes.

**XI. Discuss 2040 Goals (30 min) – Joe Kerby, County Administrator; Sean McGuire, Sustainability Coordinator**

McGuire stated that in 2018 after a two-year public engagement exercise, the five core values were identified. Kerby convened a communications steering committee to develop the framework, tools, and methodologies to institute the core values. In 2019, Kerby directed departmental directors to identify goals and values to be incorporated into the budget. From January to February 2020, this was completed; then, the county's full focus became the COVID pandemic. Goals were still defined and finalized for the 2021-23 budget. McGuire reviewed the content of the previously provided memorandum and reports. The BOC will hear more about climate goals progress in May 2022.

Augerot indicated it was helpful to see all of this information in one place. For sharing with general public, there is a need to simplify and avoid redundancy; would like to see a crosswalk. Malone likes the idea of a user-friendly tool to distill down the raw data. McGuire indicated such a tool is being developed and would like to see departments rotate goalsetting meetings to discuss their progress. Augerot would like to have the reporting at meetings focused on BOC goals. Malone will think more about what type of summaries he would like to see.

Augerot pointed out that the Justice System Improvement Program (JSIP) is such a large item that the 10% progress may not reflect all that has been done. Kerby met on JSIP last week to define what the JSIP goal means and how it was worded. Language has been updated but is not reflected in the materials shown. McGuire is working on identifying the goals that need more specificity.

**XII. Justice System Improvement Program (JSIP) Update and Funding Discussion (45 min) – Nick Kurth, JSIP Manager; Rick Crager, Financial Services Director**

Crager presented a funding update regarding the cost of borrowing funds. One modification to the materials included in meeting packet is the historic courthouse. Crager reviewed the financial impact of \$20.4M debt, which is a low to moderate risk. Crager discussed considerations for more borrowing: 1) interest cost; 2) project readiness; 3) credit worthiness; and 4) impact on the General Fund balance. The most to borrow would be \$46.2M, which takes the county to the 30% line (maximum

borrowing). Crager recommends no more than another \$16M in borrowing above the \$20.4M that is considered low to moderate risk. Crager has consulted with the county's contracted financial advisor, who recommends waiting to borrow until there is a fully approved design plan and a site secured.

Kerby stated that when the bond measure goes to voters in May 2023, the county is looking to raise revenue from property taxes to repay any issued bonds. Identifying where the debt service will be coming from, as well as the budget implications, needs to be completed.

Kurth provided a JSIP update that included resources, a restructure of the JSIP organization, and zoning of the north site.

Chris Edmonds and Lindsey Hendren from Coastline Public Relations will be looking for ways to help assemble a clear, communicable need to the community that reflects direct benefit and value; highlight essential aspects of project, having a bond that is affordable and accurately priced for the community. They will be touring the identified facilities this week, and will have the first round of research back to the county in early June 2022. Kurth will schedule more engagement opportunities for the BOC and Coastline.

Malone indicated the current BOC had inherited some very serious facilities deficits. Some problems should have been taken care of decades ago.

**XIII. Discuss District Attorney's Office Co-location with New Courthouse (20 min) – *John Haroldson, District Attorney; Nick Kurth, JSIP Manager***

Kurth reported there were discussions with District Attorney (DA) Haroldson and strategic decisions by the BOC late last year about the location of the new DA offices and the new courthouse, and the funding constraints relative to that decision.

Haroldson stated that as the project moves forward, success will be defined by the capacity to communicate. In best cases, there is room for miscommunication. There is some perception people are hearing things for the first time even though there have been many engagement meetings. It is important to think about communication strategy; discussions and topics must be consistent. Haroldson proposes the vision is a criminal justice center that would include the courts and District Attorney, a jail facility that reflects the values of the community, Sheriff's offices, and other related criminal justices offices. Haroldson has observed some confusion in the community about how the community achieves the vision versus what the actual vision is. The county needs to be clear and intentional in the communication; discussion about funding the DA's office does not change the vision for the county.

Kerby indicated the purpose of revisiting this topic today is to make clear the BOC's decision about whether the DA will be co-located with the courts. Since then, a question has arisen about whether such was actually the Board's intent; the DA's office being co-located with the courts regardless of the cost impact or to pursue co-location with the courts only if the bond measure passes and there is money in the bond to support co-location.

Kurth indicated the need to issue a design request for proposals (RFP) for a new courthouse in the next 30 to 60 days. Will the RFP be for a courthouse that includes the DA's office or will a more flexible RP be issued? Kerby stated that Kurth needs as much clarity as possible to move the project forward for the next three months. Kerby indicated that his understanding from the BOC is that the vision includes co-location of the DA's office with the courts. The JSIP Executive Committee can have further dialog and explore operational considerations and come back to BOC.

**XIV. County Administrator Goals (15 min) – Joe Kerby, County Administrator**

Kerby stated that the County Administrator evaluation period runs from July 1 to June 30 each year and provided a status update on the current year's goals.

1.a. Completed on time.

1.b.1. Second round of JSIP community engagement initiated, target date May 1. This will not be complete by May 1, 2022 due to delay in recruiting a communications coordinator for JSIP.

1.b.2. Second round of public engagement designed, initiated, and to be completed by July 31, 2022. This item is on track.

1c. Facilitate a decision regarding facilities to be included in the 2023 bond measure proposal to voters. This goal is on track.

2. Goal is complete in conjunction with Sheriff Van Arsdall, Brian Lee, and various other county staff.

2.a. Complete four different annexes to the county's emergency operations plan. This will be complete by July 31, 2022.

2.b. Community Wildfire Protection Plan by May 1, 2022. This item is running 30 to 90 days behind at the suggestion of Oregon Department of Forestry due to an update to the wildfire risk map, which may have funding implications for the county.

2.c. This goal is currently on hold; Brian Lee is working with the state and FEMA to update the county's hazard mitigation plan. Cannot advance this until FEMA provides the go ahead. Uncertain of this impact on the October 31, 2022 target date.

3.a. The Employee Engagement initiative has not yet begun and will not be complete by July 31, 2022. Kerby may engage Juvenile Director Matt Wetherell's skillset to help advance this.

4. Climate Crisis: There are two subsets:

4.a. Greenhouse gas reduction strategy is part of the greenhouse gas inventory target date. April 1, 2022 is scheduled with our Sustainability staff; will be sharing this information with the BOC on May 3, 2022.

4.b. The climate action plan update will come to the BOC on May 17, 2022 for discussion, well in advance of the July 31, 2022 target.

5. Co-applicant agreement between the Community Health Centers (CHC) and the BOC. Kerby, Carla Jones, and Tracy Martineau have met on three occasions to discuss. Crager and Hoffman will be participating in staff trainings to ensure understanding of operations, various regulations, obligations, etc. The target date of December 31, 2022 can be met to bring forward recommendations on the agreement.

**XV. County Administrator Updates (15 min) – Joe Kerby, County Administrator**

Kerby stated the lease of property at 4<sup>th</sup> and Van Buren to D&M Auto in Corvallis will not be renewed due to placement of the Crisis Response Center. The D&M lease expires June 30, 2022 and will extend by 30 days to provide the business owner time to explore next steps. The \$2,000 in monthly lease revenue will end after July 31, 2022 as a result of nonrenewal.

County Facilities and Sustainability staff have done an outstanding job of repurposing and reusing furniture at the refurbished Kalapuya Building to save money. Their work with the furniture vendor has resulted in a savings of \$425K to date for Phase I and Phase II.

Information will be coming May 3, 2022 on ARPA dollars and recommendations from the committee to evaluate requests. The group established preliminary recommendations, and Financial Services staff is conducting due diligence. Staff has done an outstanding job on this process.

There are two interviews this week for the Public Information Officer position, and three new applications were submitted this morning.

BOC staff member Teresa Farley has officially transitioned to part-time status and working strictly for County Counsel. New employee Larry Bogan, is onboard and being trained to take over Farley's previous BOC responsibilities.

The May 3 BOC meeting has a sizeable agenda including Dial-A-Bus, the contractor for the Benton Area Transit program. There will be recommendations regarding funding and the relationship. The current contract expires June 30, 2022, and the intention is to renew for one additional year.

The county is in preliminary discussions with Heartland Humane Society regarding their interest in the Martin property adjacent to the Fairgrounds. County staff is

exploring a property transaction that may potentially benefit multiple organizations.

**XVI. Commissioner Updates (30 min) – Board of Commissioners**

Wyse completed a 90-day goal work in review. As a liaison to Philomath, Adair Village, and Monroe, Wyse has been focusing on building and strengthening relationships, attending council meetings when possible, and one-on-one meetings with councilors and mayors. Wyse is a member of the Emergency Food and Shelter Program (EFSP) board through the United Way. Not enough applications were received, and Wyse encouraged anyone that can apply to do so. Wyse will be speaking at an engagement for Veterans for Peace on Saturday.

Malone attended the Philomath Samaritan Awards event last Wednesday. It was the second time in a week Malone saw Representative David Gomberg and is impressed at how engaged and active Gomberg has been. Malone served on the committee to interview the owner's representative. There were four applicants, and three were interviewed. Contract discussions are underway. Malone met with Blake Burke, regional director for the Department of Human Services (DHS), and toured the DHS building on Research Way. The building has space that might be usable for Community Health Centers, the OCWCOG, or the Veterans' Service Officer, who may be looking for a more substantial Corvallis presence. Malone attended the retirement party for former Financial Services Director Mary Otley on Saturday.

Augerot reported sending a copy of a letter of support for the 1115 Medicaid waiver renewal application submitted by the Oregon Health Authority (OHA) to Centers for Medicaid and Medicare services because it touches many aspects of services in our community. It would allow Medicaid funding to cover some elements of health, housing, and transportation and make it easier to provide for the needs of adults in custody or coming out of the state prison system to make sure people do not fall through the cracks. It also increases capacity to provide peer navigators and other elements that are supportive of the kinds of services that support people in need. Augerot is requesting the BOC's support for sending the letter.

**MOTION:** Augerot moved the BOC submit a letter of support for the 1115 Medicaid waiver as proposed by OHA to Centers for Medicaid and Medicare Services. The motion was seconded by Malone, **which was approved 3-0.**

Augerot met with Molly McCarthy from Senator Wyden's staff, along with Wyse, and reviewed the list of community-initiated spending requests. Augerot highlighted that the county is particularly interested in funding for the historic courthouse. McCarthy noted that a funding source for the historic courthouse is an economic development initiative. This fund is highly sought after because it is

extremely flexible. McCarthy tempered county hopes, since this is a very competitive category. Augerot advised McCarthy the county is looking for funds that can be leveraged to demonstrate the county is serious about the future of the historic courthouse.

Augerot has continued to receive inquiries from former Clackamas County commissioner Ken Humbertson about Benton County's interest in formalizing requirements or encouraging apprenticeship programs. Public Works staff is reviewing the information provided by Humbertson and will report back to the BOC.

At the last Community Health Centers (CHC) board meeting, the board put forth three policies for renewal, all of which would have impinged upon the relationship between the CHC and BOC. Augerot was grateful to be a liaison there and noted those proposed policies were deferred pending additional discussion.

Augerot was approached last week by Philomath constituents who own a cabinet shop with 35 employees. The company bought land for expansion and have extra land to build an industrial park. This would require the property owners to construct a road on their site, but they do not have funds for that. The property owner met with Economic Development Manager Kate Porsche and others to try to identify technical or financial assistance to help the owners build out the property.

Malone rode along with Deputy Eric Glass on Thursday. Glass is a 20-year veteran of the Sheriff's Office, and it was very instructive to ride along with someone with that level of experience. Deputy Glass is mentoring a more junior deputy in the department.

**XVII. Other**

No other business was conducted.

Chair Wyse adjourned the meeting at 3:06 p.m.

---

Nancy Wyse, Chair

---

Maura Kwiatkowski, Recorder

---

Melanie McNaughton, Transcriptionist



MEETING MINUTES

BOARD OF COMMISSIONERS GOAL SETTING WORK SESSION

Tuesday, May 10, 2022, 9:00 AM

Present: **Nancy Wyse**, Chair; **Xanthippe Augerot**, Commissioner; **Pat Malone**, Commissioner; **Jefri Van Arsdall**, Sheriff; **Joe Kerby**, County Administrator; **Vance Croney**, County Counsel; **Rick Crager**, Financial Services; **Tracy Martineau**, **Tammy Webb**, Human Resources; **Lynne McKee**, **Jesse Ott**, Natural Areas, Parks & Events; **Nick Kurth**, **Brenda Downum**, Justice System Improvement Program; **Darren Nichols**, **Greg Verret**, Community Development; **Gary Stockhoff**, **Rich Spofford**, Public Works; **Maura Kwiatkowski**, Board of Commissioners; **Joe Hahn**, Diversity, Equity, & Inclusion; **Keith Nicholson**, Fleet Manager; **Kailee Olson**, Health; **Dawn Dale**, Sheriff's Office; **Matt Wetherell**, Juvenile; **Nicholas Fowler**, Planning Commission; **Chris Edmonds**, Coastline Public Relations; **Cody Mann**, Corvallis Gazette Times; **Ron Dietrich**, **Jake Downer**

I. **Call to Order**

Chair Wyse called the meeting to order at 9:10 AM.

II. **Review and Approve Agenda**

One change was made to Agenda Item III. The January 11, 2022 Goal-Setting Meeting Minutes are not being presented for approval at this time.

III. **Approve February 8, 2022 Goal Setting Meeting Minutes**

**MOTION:** Augerot moved that the February 8, 2022 Goal Setting meeting minutes be approved as presented. Malone seconded the motion, which passed 3-0.



IV. **Transient Lodging Tax Collection – Fairgrounds – Lynn McKee, Natural Areas, Parks, and Events; Rick Crager, Financial Services**

Crager directed the Board's attention to the presentation on Transient Lodging Tax (TLT). The tax started July 1, 2019 and is 3% of the total retail price. Code dictates that no less than 70% of the tax be used to fund tourism and related (Fairgrounds) expenditures; the remainder goes to the General Fund. Revenue for Fiscal Years (FYs) 2020 and 2021 were adversely affected by COVID, and the same is true for FY 2022 year to date. The total revenue collected to date is \$1.368M. The Oregon Department of Revenue has access to data that will help Crager do more forecasting.

McKee reported on the use of TLT funds (\$193,879) at the Fairgrounds. Expenditures were focused on architectural and design services for a covered arena and exhibit hall, as well as auditorium upgrades. The Fairgrounds currently has a cash balance of \$800K in TLT funds. Crager is meeting with the county's underwriter tomorrow to talk about how the county might use some of these funds to leverage debt management.

Previously, the process was for the City of Corvallis to receive the TLT payments. The receiving agency changed to the Oregon Department of Revenue (ODOR) as of January 1, 2022, which is more efficient for collectors for paying and filing.

TLT is collected on a quarterly basis. Malone questioned Crager about the lag between collection and when the county receives the funds. Crager indicated it takes between 75 and 90 days to receive funds after the collection quarter ends.

Augerot expressed enthusiasm about the revenue the county will realize from the World Games held in Eugene; it should be a good third quarter payment.

Kerby indicated the dollars going to Community Development (CD) or the General Fund are sizeable numbers, and it is important these funds are put to their best use. Kerby will work with Crager on this. Also, as relates to CD, Kerby will meet with Crager and Nichols to discuss enforcement efforts and where they best reside within the county. Crager believes the ODOR also has a role in enforcement.

McKee noted that the state is now requiring online platforms such as Airbnb to collect the TLT; this collection was difficult to enforce previously.

Crager updated the Board on Federal Funding Requests; seven projects were put forward to Senators Merkley, Wyden, and DeFazio, with many questions from all three. The 53<sup>rd</sup> Street Project is the primary focus of questions; good support was received from the Oregon Department of Transportation (ODOT), but the project

is very expensive. The most popular project are Benton Area Transit and electric vehicle stations; legislators like these together. Merkley asked about electric buses; Crager believes they can work in some areas. A community path is another project for which information was shared with legislators. There were also some inquiries around the historic courthouse. The most significant cost is the seismic retrofitting, and there is also Americans with Disabilities Act (ADA) work and other renovations.

Malone understands there are no 20-person electric buses available. Stockhoff indicated there will be electric transit vans for shorter routes, but coastal routes are not suited to electric buses.

**The meeting recessed from 9:45 to 9:50 AM.**

V. **Compensation of Non-represented Employees – *Joe Kerby, County Administrator; Tracy Martineau, Human Resources; Rick Crager, Financial Services***

Martineau reviewed the policy, background, history, current information, and preparation for a recommendation normally made near the end of July. Martineau shared the county's compensation philosophy; it was adopted in 2011 and updated in 2016 to include performance pay. Martineau reviewed the purpose of the pay plan and periodic review/revisions and provided a history.

For the 12 months ending March 31, 2022, the Employment Cost Index (ECI) was 4.7%. The ECI has never before been at that level, and there is no end to its increase in the foreseeable future. Martineau expects the ECI at end of July 2022 to be between 5% and 7%. Current pay concerns include that salary adjustments have not kept up with the market and are beginning to lag behind the market.

Martineau would like to conduct a market compensation study; it has been five years since the county has done a study. Relatively significant changes should be expected for many positions, if not for all. Many of the county's positions are lagging between 5% and 18% depending on the job; some jobs move faster in the market than others. There is a sense of urgency to complete the study; the recommendation is to conduct the study in summer 2022 and receive the results by August 2022. Martineau would like to come to the BOC in July 2022 with an anticipated 5% adjustment.

Martineau is not able to define the true impact at this time of a market compensation study. Crager indicated that if the county were to start making ECI-related adjustments, the estimate is 4% to 6%. In a worst case scenario with an effective date of July 1, 2022, the cost would be \$750K to \$1.1M annually. There are also long-term impacts. The county does have the ability to make adjustments.

There are cost impacts, as well as positive impacts, to retaining the current workforce.

Augerot asked for clarification regarding the ECI index to salaries. Regarding non-represented/management confidential employees, has Human Resources done any evaluation of pay for performance for these employees? Is it having the incentivizing effect the county hoped for? Martineau indicated the county has continued to look at the types of goals established for these employees; there is a wide range of goals. The current bar for receiving a 3% or 4% increase is relatively low; engaging with employees, including conducting performance evaluations. The organization has struggled with goal-setting, so it is difficult to measure. COVID also impacted goals achievement. Martineau would like to expand the work of the consultant to examine what the county has done with Pay for Performance (PFP) and what they recommend for going forward. Augerot supports this strategy. Department heads want to continue the program to achieve aspirational goals.

Kerby noted the performance management team was used to meeting regularly but was on hiatus during the pandemic. Kerby finds the team valuable and would like to see it reactivated; believes compensation needs to be higher than what employees can achieve – the difference between satisfactory and star performance. Three to four percent is not sufficient to incentivize.

JoeHahn indicated pay for performance is a good motivator, but it does have some equity issues. Does the process include biases against women and people of color? What values are attributed to star performance? Hahn would like the process to be as equitable as possible.

Augerot reminded that compensation for elected officials and Commissioners are set by the community members of the Budget Committee and suggested the Citizen Budget Committee take a look at salaries. It is important to think about salaries for the District Attorney (DA) and Sheriff, particularly the Sheriff. With compression, the Sheriff will be earning less than some of his staff. State law requires that a sheriff must make a minimum of 1% more than the under-sheriff. Augerot also believes the Sheriff's salary has been kept artificially low for years.

Wyse asked for comment on reconvening the Budget Committee. Malone agreed it is timely to look at elected officials' compensation to ensure it is fair. Martineau indicated the statute states the Sheriff will make no less than the highest paid subordinate. The Citizen Budget Committee established the 1% to maintain some distance between the positions. If the under-sheriff receives increases, those would trigger the 1% increase for the Sheriff.

Wyse asked Martineau what Human Resources (HR) needs from the Board. Martineau would like to propose that HR or Crager collect additional information to further the project and come back to the BOC in June 2022 to ask for implementation of the ECI once it is published. Being able to respond quickly would be beneficial for Payroll staff to implement the changes. The Commissioners agreed this is an appropriate course of action.

Augerot would like the BOC make the final adoption of DA and Sheriff salaries or give criteria to the Citizen Budget Committee for making the final decisions. Wyse is comfortable having the BOC make these final decisions.

Kerby asked Martineau, regarding elected officials' compensation, when will the Association of Oregon Counties (AOC) updated report be available, and when will it be made available to the Citizen Budget Committee? Also, regarding the salary survey, why would the elected officials not be included? Martineau advised that the county's information had been submitted to the Association of Oregon Counties for a salary survey, but the date for release of the results is unknown. It typically takes two to three months from survey close, so it could be June or July 2022. HR does compile this information and provide it to the Citizen Budget Committee. Elected officials are not considered part of the labor market, and statistics are not gathered. There are different forces in play; some are compensated, some are not.

Kerby asked Martineau to provide context of previous Boards philosophies, which has not historically been to lead the market. Martineau stated it has historically been that governments identify the average compensation and then try to match compensation to be close to that average. Leading the market might be paying at the 75<sup>th</sup> percentile of the market. If the county sets this type of philosophy, it could lead for two years but would then fall behind. Augerot would support the 75<sup>th</sup> percentile. A question from Wyse: when looking at these averages, is the local economy and the cost of living in the locale considerations? Martineau indicated yes; when the study is complete, there is a geographical adjustment – could be up or down. Augerot asked about comparators and consideration of the regional market. It seems more relevant to look at the regional market. Also, how much leeway does the county have for the non-represented pool? Martineau indicated that when looking at this group of employees, it is a true market study. The consultant will look at government institutions in the western US and should also consider to what organizations the county is losing employees. This data gathering will help the consultant make recommendations; the data will not be limited to county comparables.

Once the study is underway, staff has typically brought the consultant in to meet with the Board for dialog and questions.

Kerby confirmed the Board was asking staff to convene the Citizens Budget Committee. Typically, the Budget Officer has worked with the Committee. Kerby and Crager will meet to discuss.

**MOTION:** Augerot made a motion to convene the Citizens Budget Committee to reconsider the second year of biennial compensation for the five elected officials of Benton County. Malone seconded the motion; **which was approved 3-0.**

VI. **Community Development and Planning Commission Planning Priorities – Darren Nichols, Greg Verret, Community Development, Nick Fowler, Planning Commission Chair**

Nichols gave a presentation regarding recent discussions with the Planning Commission (PC).

The BOC adopted a robust set of planning priorities in 2019. Some have been completed, some are underway, and some are not yet started. The issues the PC would like to put forward for joint discussions with the BOC include: 1) connecting recreation, transportation, wildfire, and fire safety; and 2) water availability and quality combined with data collection, management, and use.

The PC has two roles; one is as a quasi-judicial body that responds to land use applications; and a second is to serve as an advisory body that makes recommendations to the BOC regarding land use issues and long-range planning. The PC is before the BOC today to discuss the long-range planning component.

Fowler stated the county has an embarrassment of riches; an enthusiastic PC and some very deep competencies and enthusiasm in the areas listed. Fowler is looking forward to the May 23, 2022 Joint Work Session. Wyse is as well and is feeling very positive about the PC's role of advisory body; there is a great deal of opportunity for growth. Augerot is also feeling very positive about the opportunities; questions included the Community Wildfire Protection Plan (CWPP) and the resiliency piece; how do building codes fit in there? There is also the topic of agro-tourism; is that part of the short-term rental and home-based business? Does the PC have a role in building codes? Nichols is not sure and will research this.

Malone agrees with a proactive approach.

Verret noted that his time allocation will need to be worked out; Verret is interested in working with staff member Inga Williams on the CWPP update and ongoing fire issues.

Malone indicated the list seemed comprehensive. Telecommunications planning is important; would like to identify the county's partners in this area.

Augerot indicated it would be useful to see a matrix of items and who has the lead on the various items, such as the telecommunications relationship with Oregon Cascades West Council of Governments (OCWCOG). Community Development may have a secondary role there. Augerot asked about countywide communication: what does that mean? Nichols noted it is becoming increasingly difficult to send information or to get feedback from community members across Benton County. The county has work to do to better connect its work with partners because many communication channels are no longer in place.

Augerot would like to see the PC take the lead on joint meeting content; Wyse and Malone concurred. The agenda will be developed by the PC, and Wyse is happy to chair the joint meeting but is also open to other ideas. Nichols recommended Wyse and Fowler connect in advance of the meeting and discuss the desired meeting flow and chair duties.

The meeting recessed from 11:19 AM to 11:24 AM.

VII. **Justice System Improvement Program (JSIP) Update – Nick Kurth, JSIP Manager and Brenda Downum, JSIP Communications Coordinator**

Chris Edmonds from Coastline Public Relations presented the topic of naming the campus; calling it the north site implies there are other sites. Edmonds displayed the proposed campus structure and recommended treating the entire site as a single campus. This will help with ballot language and other communication.

Several naming opportunities were brought forward that combined the ideas of community safety and justice. There is a strong level of support for enhanced public and community safety. The top two proposed names were Community Safety and Justice Campus and Justice and Community Safety Campus. Of the two, Community Safety and Justice Campus is recommended. The Board was not being asked during the meeting to make a naming decision; simply looking for feedback on the Executive Committee's Naming Recommendation.

Malone was comfortable with the recommended name, and Wyse concurred. Augerot was one of the seven who voted for the name in the Executive Committee.

Edmonds discussed Community Sentiment Survey #1; it is the first of two community surveys. This survey will sample 300 registered voters in Benton County utilizing a 21-question, 11-minute survey. The survey will be conducted

between May 23 and 27, 2022, approximately one week before the primary election. The margin of error for the survey is 5.7%. Survey results will be presented to the Board at a later date.

Downum expressed appreciation for Nichols' comment regarding the need for two-way dialog and building on the last several years of good community engagement. Information will be pushed out to the public via development of a new micro website dedicated to this work. The site will be easy to find; the design is responsive on a variety of devices, and it will ADA (Americans with Disabilities Act) compliant. The goal for launch of the website is early June. Downum has been combing through a great deal of JSIP information on the website to distill where the County is heading, including goals and needs. FAQs are being compiled, and Downum encouraged others to share questions received for addition to the list. When the bond measure information is available, it will also be on website. The goal is to simplify information access, nurture trust, and promote transparency. Wyse asked whether there will be a link on the website to the previously completed criminal justice assessment. Downum indicated yes; the site will leverage a great deal of existing content, and the assessment is a key document.

Kurth informed the Executive Committee has a Communications Subcommittee and a Design/Implementation Subcommittee. Also, reactivation of the Community Advisory Committee (CAC) will be valuable for communications over the next six to eight months. The CAC membership will be updated.

Kurth discussed the complementary aspects of JSIP and HOPE though they are separate initiatives. Kerby noted the position is to keep things simple as we recognize the increasing complexity of what the county is taking to the voters. Both topics are complex and controversial, and Kerby does not believe connecting HOPE and the JSIP campus is appropriate. Augerot concurred; they are separate issues with overlapping programmatic components.

Malone also agreed with Kerby, The homelessness issue is important, and the county is working on it, but not in this context.

Wyse commented that the most appropriate place for such a conversation is a public meeting. Wyse appreciates when community members think outside the box, and the BOC should consider any input that comes its way.

Edmonds expressed alignment with the conversation and BOC comments.

The meeting was recessed from 12:11 PM to 12:41 PM.

**VIII. Apprenticeship Training Program in Construction Contracts (30 min) –  
Commissioner Xanthippe Augerot**

Augerot reported on outreach and documents received regarding promotion of apprenticeship training programs. Stockhoff expressed concerns about the bandwidth for handling the requirements that would be placed on county departments for the administration, monitoring, and oversight of the program. Croney noted the potential for reducing the available contractor pool; the county's options could be severely limited.

Kerby indicated Kwiatkowski has additional documents and share with all.

Malone agreed requiring an apprenticeship training program component in contacts may not be practical at this point, since the current response to Requests for Proposals (RFPs) is not robust. Wyse agreed.

Augerot would appreciate the Commissioners reviewing the aspirational resolution and whether the BOC would embrace that, which is about as far as the county might be able to go, given capacity and the contractor pool. If there is interest, Augerot will have this brought back to a future meeting. The aspirational resolution would communicate to the contracting community that the county hopes they will participate in training the next generation.

**IX. Staff Support for Advisory Boards, Commissions, and Committees (20 min) –  
Commissioner Xanthippe Augerot**

Augerot reported raising this issue intermittently over time. Augerot has served as the BOC liaison to various commissions and committees and has good exposure to various county advisory groups. Augerot indicated there is no real support for the principal staff that support these groups and no training on how to perform this support. There is often an issue of clarity of purpose, which results in losing committee members. There needs to be a clear role and mission. Augerot would like to see the county train support staff so there is clarity and to make the best use of a two-way communication channel.

An example is the Mental Health and Developmental Diversity Advisory Committee; the agenda is set almost exclusively by the community members. Lead staff have not been proactive in steering the agenda or helping the group move forward. It is a missed opportunity.

Croney reported hearing this perspective from nearly every Commissioner in his tenure. Many people who come onto boards and committee either have a passion



for the purpose or have a specific agenda they want to drive through the committee. Once that has run its course, interest in the committee wanes. This resulted in the implementation of term limits. Also critical to effectiveness for committees is the leadership style of the chair, which sets the tone of the group through energy, etc. Describing the purpose of these committees in their bylaws is very difficult; the county has not always done a good job with the description and conveying the purpose to potential and active committee members. Even when this is done well, the committee needs to have new projects in their queue as they complete existing projects.

Wyse agreed clear expectations are critical and drive the potential for success. Some good things we may be able to use came out of the City of Corvallis committee revamp project. Augerot agreed. Also, the BOC should take a look at the portfolio of committees, as well as have directors talk about their committees in department meetings with the BOC. Staff resources also need to be available to support these groups. Staff commitment levels vary based on the role of the committee. Wyse indicated the Association of Oregon Counties might be a helpful resource. Another issue is bandwidth; is it available?

Croney pointed out there has been a great deal of staff turnover. Some committees are being staffed by shorter-tenure staff who are not fully educated about the roles of the committees. A key component is the relationship between the department and committee. Has that been lost over time? Croney asked the BOC to consider what level of emphasis will be placed on these committees.

Wyse asked whether the BOC can ask the boards and assigned staff about this issue. Malone and Augerot expressed a preference for discussing with individual departments in BOC/department head meetings.

Kerby indicted part of responsibility for committees falls on the County Counsel, and staff supervision falls in the County Administrator arena. A robust focus on this issue will require a significant effort by Kerby and Croney, as well as other staff. Current evaluation periods for the County Administrator and County Counsel have goals defined for the period through August 2022. Perhaps this could be a shared goal for the next evaluation period. Kerby would appreciate prioritization of this by the BOC.

Malone noted that training and orientation would be valuable for staff and committee members; an annual reset to discuss purpose, bylaws, etc. Croney indicated that when he did a revamp of bylaws a few years ago and met with staff, a frequent comment was "should my committee be an ad hoc committee to be resurrected only when there is a project for them to work on?" Are there too many committees; should some be standing and others ad hoc?

Wyse noted that some bodies have each committee report to the BOC at least once annually.

Augerot noted that when a committee sees a BOC liaison at their meeting, the committee feels more valued, and it eases pressure on staff. Croney heard similar comments from committee members; a BOC presence helps keep stakeholders, including staff, engaged.

Kerby commented that a good model is the activity being undertaken with the Planning Commission. Kerby believes each committee should have an annual work plan that is endorsed by the BOC. There are times when county staff is “looking” for things for committees to do.

This issue will be put on hold and addressed at evaluations and goal planning for Kerby and Croney.

X. **County Administrator Goals (15 min) – Joe Kerby, County Administrator**

Kerby updated the BOC on Goals 1, 4, and 5.

**1. JSIP**

a. Site selection is complete.

b.1. The second round of engagement is designed and initiated. Work is in progress but will not meet the target date.

b.2. Engagement designed and completed by July 31, 2022. This goal has been set back several months by failed recruitment for the JSIP communications position.

c. Completed on schedule.

**4. Climate Crisis – on track**

a. Present Greenhouse Gas Reduction Strategies to Board

b. Complete Climate Action Plan update

**5. Co-applicant agreement between BOC/Community Health Centers Board.**

This is on track. Currently working on foundational training.

XI. **County Administrator Updates (15 min) – Joe Kerby, County Administrator**

A signed Offer Letter has been received from Cory Grogan for the Public Information Officer role. Grogan’s first day of work is June 29, 2022 following completion of National Guard duty. Kwiatkowski shared her comments from the reference checks. The ability to telework was a component of Grogan’s interest in the role. Teleworking is now a major recruitment tool.

EDI Efforts: The Book Club is in progress with the reading of Invisible Women. Also, the BOC previously approved the Juneteenth holiday, which will be observed on June 20, 2022. JoeHahn will conduct Juneteenth training during the June Leadership Team meeting. Juneteenth training will also be conducted for the individual departments.

Now is a good time for the BOC, Croney, and Kerby to take a tour of the Kalapuya Building, particularly Phase 2. Kwiatkowski will coordinate with Facilities Management to schedule this tour.

**XII. Commissioner Updates (30 min) – Board of Commissioners**

Augerot reported a conversation with Randy and Ann Comeleo, who have been most active in the Agriculture and Wildlife Protection Program (AWPP) alternative predator control. The Comeleo's wanted to meet with Augerot to measure the program from when the program was simply a concept and to share Comeleo's with the BOC that they are thrilled to have Sheanna Steingass in Public Works on the program. The Comeleo's would like to make recommendations to the BOC to expand AWPP funding and ratchet down the funding that goes to the Legal Kill program. They will work with Shay on a work session agenda for a BOC level discussion. The Comeleo's have been actively working with Dan Mayfield, who introduced a bill for a statewide AWPP. The bill will be reintroduced in the upcoming long session; it is gaining some traction with other state legislators.

Augerot had discussions with Vineyard Mountain (VM) residents Unsworth and Snelling. VM used to be a large private property acquired by an Oregon State University (OSU) faculty member. The owner sold off lots to primarily OSU faculty. VM has some of its own autonomous districts, but some help is needed from the county. The county does not have a clear relationship with VM, especially regarding wildfires. VM was denied Fire Wise grant money because they do not meet high risk classification. VM would like to rekindle relationships with county Public Works road staff; changes in staff have resulted in less mutual support. The county should think about how to work more with VM, especially on fire risk reduction and access.

Malone reported the Corvallis airport resurfacing is proceeding. Malone is the liaison with the Corvallis Legislative Committee; the committee had a meeting regarding the long session next year. It appears the committee would like to take some time out and regroup in early fall 2022 to define some legislative priorities. Malone attended the electric vehicle show at the Fairgrounds and toured Public Works, including a good conversation with Fleet manager Keith Nicholson. Malone was inspired by Wyse to revisit some departments.

Wyse met with Shawn Gallagher, Interim Superintendent of the Alsea School District, and feels positive about the direction Gallagher is taking. Wyse also toured the Monroe Community Health Center on May 9. Wyse met with all but one of the Adair City Councilors and has a meeting scheduled with Philomath School Board members. Wyse and Sheriff Van Arsdall attended the last school board meeting and thanked the board for moving the timing of the district's bond measure.

Kerby spoke about an email tracking system for constituent contacts; had a meeting with Information Technology. John Larsen is taking the lead on the project and evaluating whether the county should develop on its own system or purchase a "plug and play" solution.

Kwiatkowski noted that May 24, 2022, the first in-person meeting of the Board since the pandemic, will be an Information Sharing meeting. There will be a dress rehearsal on May 18 with Horsepower Production and the Information Technology team.

XIII. **Other**

There was no other business.

Chair Wyse adjourned the meeting at 2:22 p.m.

---

Nancy Wyse, Commissioner

---

Maura Kwiatkowski, Recorder

---

Melanie McNaughton, Transcriptionist

# Benton County Coordinated Homeless Response Office

## Background

The number of individuals experiencing homelessness in Benton County has increased dramatically (more than 95%) since 2015. Benton County has one of the highest rates of income inequality in Oregon. Forty percent of all renters pay more than half of their income on rent; this number rises to 83% of extremely low-income individuals. For every 100 families in Benton County with extremely low income, only 14 affordable rental units are available. Benton County recognizes that unified leadership along with local, regional, and holistic collaboration are essential components of a solution based homeless response system with successful outcomes.

## HB 4123: Coordinated Homeless Response System Pilot

Building upon the work of the Home, Opportunity, Planning and Equity Advisory Board to strengthen local and regional partnerships among stakeholders, provide unified leadership in a collaborative response to address issues surrounding housing and homelessness, Benton County pursued funding through House Bill 4123 (2022) and was awarded \$1 million, to establish a pilot homeless response office, along with 7 other pilot communities in Oregon. These pilots are intended to support existing work in the pilot communities by:

- Centralizing communication, policy development and overarching coordination for improved efficiency and accountability through the formation of a joint office among member governments/agencies.
- Identifying opportunities to leverage existing funding and resources for effective implementation of homeless intervention strategies.
- Improve existing system(s) to provide more equitable access to residents experiencing homelessness.

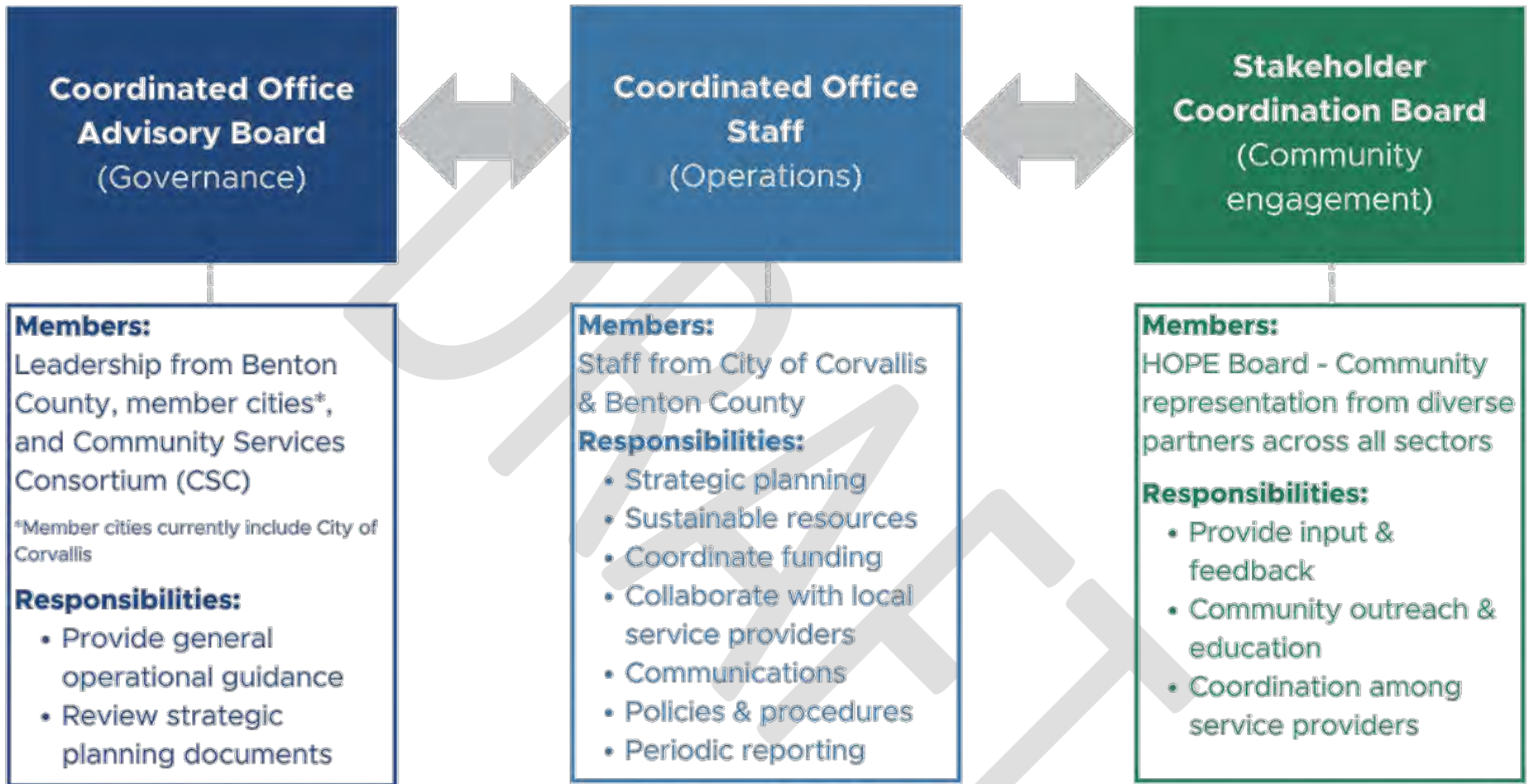
Pilot communities must meet minimum standards by specific deadlines. Minimum standards include:

- Prepare and sign an MOU with partnering agencies for the formation and management of a coordinated homeless response office.
- Develop a 5-year strategic plan that coordinates community partners and existing efforts in homeless response and prevention

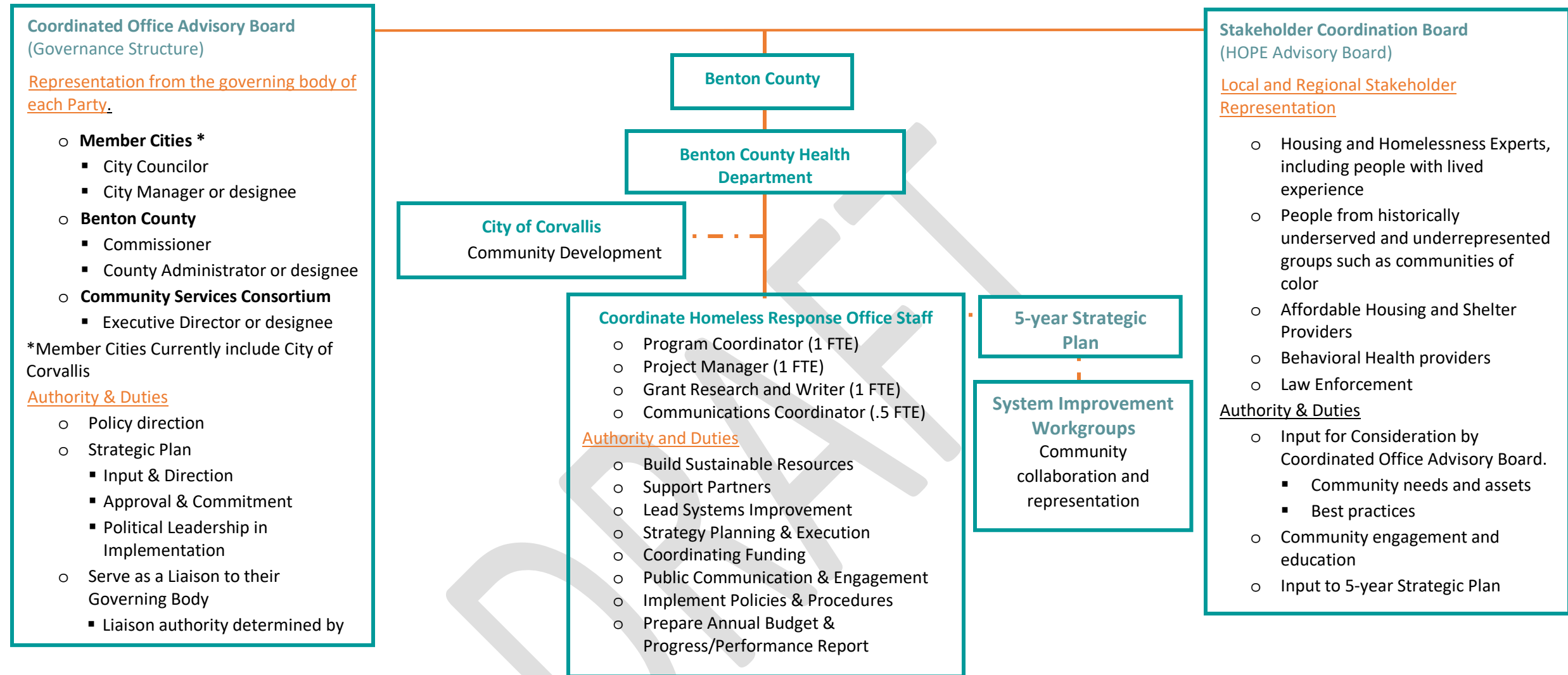
On September 30, 2022, Benton County, the City of Corvallis and Community Services Consortium entered into a Memorandum of Understanding (MOU), pursuant to HB 4123. Initial outreach to the city managers of Adair Village, Monroe, and Philomath was conducted between July 2022 and December 2022, to identify opportunities for coordination and potential formal membership into the pilot (i.e. advisory board representation) through inclusion in the MOU. At the request of the smaller cities further engagement and outreach is scheduled for 2023, to continue education and discussions on coordination and partnership.

The HOPE Advisory Board has worked since December 2019 to research, collect data, engage the community, and create 12 policy recommendations regarding housing and homelessness for the City of Corvallis and Benton County. The Coordinated Office provides the structure and resources to operationalize these policy recommendations with added staff capacity focused on policy implementation and a 5-year strategic plan.

## Coordinated Office Structure



## Coordinated Homeless Response System Framework and Office Structure



# Benton County Board of Commissioners

*Work Session: Regional Water Planning*

Joe Kerby, Benton County Administrator  
Darren Nichols, Community Development Director  
James Wright, Associate Planner

January 10, 2023





# PURPOSE

1. Recap Planning Commission / BOC - planning priorities discussions
2. Present a consensus-based CONCEPT for approaching Regional Water Planning
3. Overview of available water data . . . and gaps
4. Seek BOC feedback, direction

# PURPOSE

1. Recap Planning Commission / BOC - planning priorities discussions
2. Present a consensus-based CONCEPT for approaching Regional Water Planning
3. Overview of available water data . . . and gaps
4. Seek BOC feedback, direction

# BOC Planning Priorities: 2019

- FC Amendments completed
- Property Line Adjustment chapter completed
- Transportation System Plan completed
- Accessory Dwelling Units (ADUs) completed
- Statute amendments completed
- Community Wildfire Protection Plan update in progress
- Transitional Housing/Vehicle Camping in progress
- Marijuana/Hemp in Residential Zones in progress
- Urban Industrial Uses in progress
- Short-Term Rentals & Home-Based Businesses in progress
- Transportation
- **Water Supply for Development**
- Code Enforcement
- **Housing**
- **Floodplain**
- Historic Preservation code – update to model code
- Airport Overlay – update per OARs
- Cell Towers
- **Align urban fringe zoning to city comp plan designations**
- Commercial zones update
- **CWPP update** in progress
- Historic Preservation code update – model code
- Regulation of items building code no longer applies to

# Planning Commission Brainstorm

- Planning Commissioner Training & Capacity Building
- Transportation
- Recreation Related Issues
- Wildfire/Fire Safety
  - Prevention, Response, & Resilience
- Water Availability and Quality
- Telecommunications Planning
- Housing Affordability and Homelessness
- Solid Waste Management
- Data Collection, Management & Use
- County-wide Communication

# PURPOSE

1. Recap Planning Commission / BOC - planning priorities discussions
2. Present a consensus-based **CONCEPT** for approaching Regional Water Planning
3. Overview of available water data . . . and gaps
4. Seek BOC feedback, direction

# CONCEPT for a Consensus-Based Regional Water Plan

Q: Why?

A: **WATER**

# CONCEPT for a Consensus-Based Regional Water Plan

Q: Why?

A: **WATER =**

life, culture, ecosystems, economy, food,  
housing, landscapes, history/future, security  
. . . *everything.*

“**Whiskey** is for drinking; **water** is for fighting over.”

– Mark Twain (?)



# Collaborative Engagement Assessment

## Columbia River Gorge National Scenic Area



# Assessment Report

September  
2012



Great Lakes Commission  
des Grands Lacs

Page 41 of 125

## Great Lakes 2020

### A Vision for a Healthy and Resilient Great Lakes Basin

Great Lakes Commission 2020 Federal Priorities

**Protecting an Economic Asset and Ecological Wonder**

The Great Lakes are the economic, ecological and cultural backbone of our eight-state, two-province region. With nearly one-third of U.S. and Canadian economic activity centered around the Great Lakes and 95 percent of our nation's fresh surface water, the Great Lakes are a natural treasure and a vital economic asset. Restoring, protecting and wisely managing them is an enduring, bipartisan priority for our nation and for the people of the Great Lakes region and their elected leaders.

**A Leadership Agenda for the Great Lakes**

The Great Lakes Commission convenes the states and provinces—Illinois, Indiana, Michigan, Minnesota, New York, Ohio, Ontario, Pennsylvania, Québec and Wisconsin—to speak collectively for a healthy, vibrant Great Lakes-St. Lawrence River Basin. Established by the Great Lakes Basin Compact of 1955 and authorized by Congress in 1968, the Commission promotes, plans for, and invests in the use, development and conservation of the water resources of the Great Lakes Basin.

Following interstate and federal agreements under the Great Lakes Basin Compact, the Great Lakes Commission urges Congress and the administration to:

- Fund and reauthorize the Great Lakes Restoration Initiative to help communities clean up degraded areas and create new economic opportunities along their waterfronts.
- Safeguard drinking water and modernize clean water infrastructure to protect public health, support business and industry, and help revitalize communities.
- Strengthen the Great Lakes navigation system to support the national economy, create jobs, and reduce traffic congestion.
- Protect against invasive species like invasive carp, zebra mussels and sea lamprey.
- Promote agricultural conservation to protect water quality, reduce nutrient pollution, and prevent harmful algal blooms.
- Build resilience to protect the people, places, economy, and environment of the Great Lakes Basin.
- Invest in a collaborative, data-driven approach such as Blue Accounting to set Basinwide goals and track progress.

### Looking Ahead: Challenges for the New Decade

- Harmful Algal Blooms
- Safe Drinking Water
- Resilient Great Lakes Basin
- Aquatic Invasive Species
- Infrastructure

These priorities outline specific investments that will strengthen our nation, create jobs, protect public health and revitalize communities.

The Great Lakes Commission:  
Convening Leaders and Facilitating Basinwide Solutions

## A FRAMEWORK for a RESILIENT GREAT LAKES BASIN

The binational Great Lakes Basin contains 20 percent of the world's surface freshwater. The Basin also supports an estimated \$6 trillion economy—in many ways serving as the engine of innovation for North America. These world-class assets face challenges from a wide range of changes in the global economy, innovations in technology and transportation, changing populations and communities, aging infrastructure, and variability in weather, precipitation and lake levels.

The Great Lakes Commission urges the United States to pursue policies and investments that ensure the Great Lakes Basin will be protected, productive, durable, and resilient for generations to come.

The Commission also continues to advance collaborative Basinwide work in:

- Looking forward to the next generation of federal, state and local investment in Great Lakes restoration and revitalization
- Investing in a modern, efficient and connected maritime transportation system
- Building a concerted binational effort to manage and eradicate aquatic invasive species
- Supporting consensus-based, binationally compatible ballast water policy
- Cultivating a shared understanding of resilience in the Great Lakes Basin
- Developing an action plan designed to build and support a resilient Great Lakes future for:

- Resilient communities
- Resilient waters and shorelines
- Resilient agriculture and food production
- Resilient infrastructure
- Resilient and sustainable economies
- Resilient transportation systems
- Resilient ecosystems

As we explore ways to invest in a resilient Great Lakes Basin, we invite and encourage the Great Lakes Congressional Task Force, Congress and the administration to join the Commission, the Great Lakes states and provinces and the Great Lakes Basin community as **we all work together to ensure a healthy future for the environment, economy, people and communities of the Great Lakes Basin.**

To support the Commission's work in the area of resilience, the Commission has appointed a standing committee on climate resilience. In 2020 the Commission also intends to appoint or reestablish several other standing committees—each focused on one of a wide range of topics and each designed to meet the unique needs and interests of the Great Lakes Basin and its states, provinces and communities.

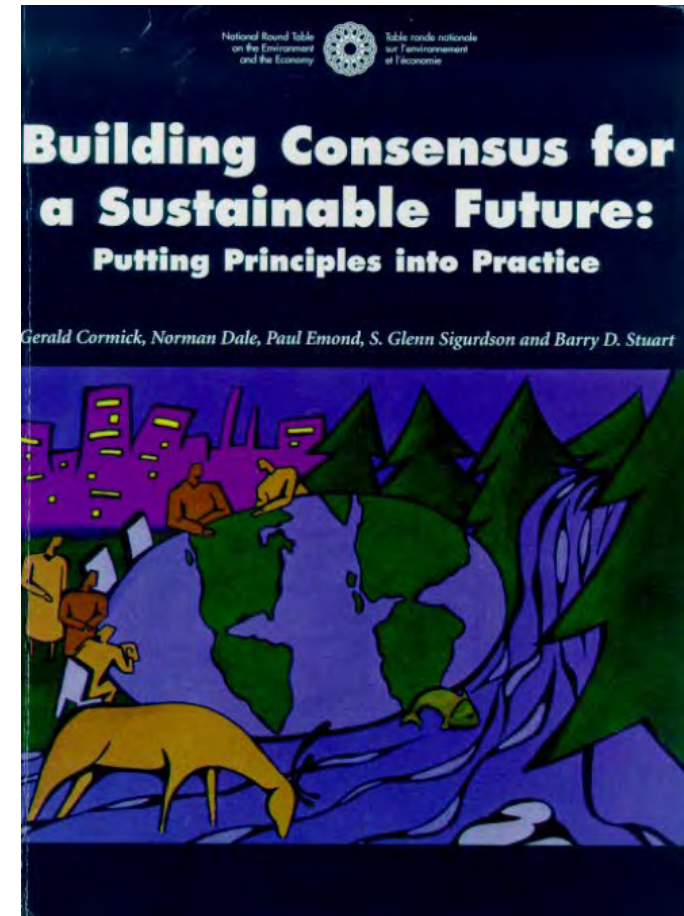
**About the Great Lakes Commission** The Great Lakes Commission convenes the states and provinces—Illinois, Indiana, Michigan, Minnesota, New York, Ohio, Ontario, Pennsylvania, Québec and Wisconsin—and other key voices to develop best practices and evidence-based policy and to speak collectively for a healthy, vibrant Great Lakes Basin. Established by the Great Lakes Basin Compact of 1955 and authorized by Congress in 1968, the Commission promotes the use, development and conservation of the water resources of the Great Lakes Basin.

Great Lakes Commission  
des Grands Lacs

1300 Victoria Way, Suite 1350, Ann Arbor, MI 48108-5203  
Contacts: Darren Nichols, [dnichols@glc.org](mailto:dnichols@glc.org); Eric Brown, [ebrown@glc.org](mailto:ebrown@glc.org)  
734-971-9135 [www.glc.org](http://www.glc.org) FEBRUARY 2020  
[facebook.com/greatlakescommission](https://facebook.com/greatlakescommission) @GLCommission

# Building Consensus for a Sustainable Future – 10 Principles

1. Purpose Driven
2. Inclusive, Not Exclusive
3. Voluntary Participation
4. Self-design
5. Flexibility
6. Equal Opportunity [. . . [\*access to relevant information\*](#)]
7. Respect for Diverse Interests [. . . [\*perspectives and data\*](#)]
8. Accountability
9. Time Limits
10. Implementation



# Data Sources . . .

## State of Oregon:

- OWRD
- DLCD
- DSL
- OWEB
- DEQ
- DOGAMI
- ODA
- ODF
- ODFW
- State Parks
- OSMB
- RSO
- DOJ . . . .

## Counties

- Benton County
- Linn County
- Polk County
- Lane County
- Marion County
- Lincoln County

## Private Sector:

- NGO
- Agriculture
- Forestry
- Recreation
- Owners
- Mining
- Nurseries
- Real Estate
- Technology
- . . . .

## Cities/Communities

- Adair Village
- Albany
- Alpine
- Alsea
- Corvallis
- Kings Valley
- Monroe
- Philomath
- . . . .

## Tribes

- TEK
- First Foods
- Administrations

## Oregon State University

- INR
- Climate Science
- Water Conflict
- Forestry
- Agriculture

## Federal Agencies:

- USACE
- EPA
- DOC/NOAA
- DOI/BOR/USFWS
- FEMA
- DHHS/CDC
- DOD
- HUD
- USDOT
- DOS
- CEQ
- . . . .

University of Oregon – PPM, Natural Hazards

Portland State University –

CTG, SUSP, NPCC



. . . And MANY more!

# Benton County – potential roles . . . ?

- Public Works - Engineering
- Environmental Health
- Natural Areas, Parks & Events
- Health Department
- Sustainability
- Assessment
- Community Development
- IT, Finance, BCSO ? ? ?

# CONCEPT for a Consensus-Based Regional Water Plan

# CONCEPT for a Consensus-Based Regional Water Plan

## Step-Wise Approach

### 1. Clearly define the objective.

- What is the challenge(s) we want to solve?
- *What is the opportunity we want to capture?*

# CONCEPT for a Consensus-Based Regional Water Plan

## Step-Wise Approach

### 2. Situation Assessment (and identification of interested parties)

- What are the top needs / opportunities / challenges around water?
- Who has an interest(s) or is impacted? Who else should we ask . . . ?
- Who ***must be*** included to achieve an inclusive, trusted consensus?
- How should those interests best be included?
- What else should we be asking?

- *Is this situation “ripe” for a consensus-based solution?*

# CONCEPT for a Consensus-Based Regional Water Plan

## Step-Wise Approach

### 3. Resource Assessment

- Who has information/data to inform solutions?
- Who has valued expertise or resources?
- What work is underway or already done? [Willamette Basin Study, WB 2100]
- Who are potential partners / coalitions?
- What role(s) could Benton County play? What alternatives exist?



# CONCEPT for a Consensus-Based Regional Water Plan

## Step-Wise Approach

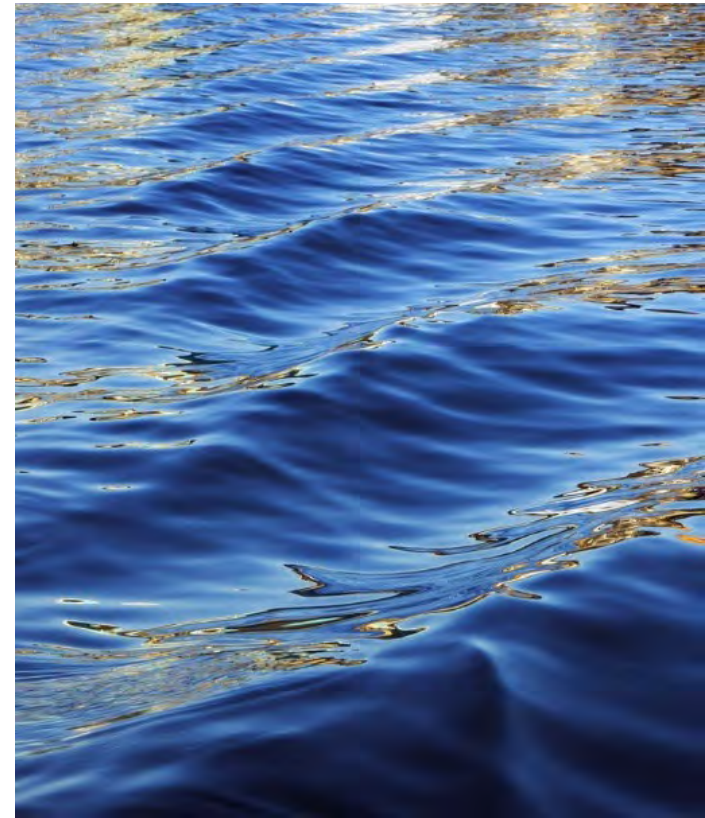
### 4. Project(s) Assessment/Development/Coordination

- What outcomes are **most urgently needed?** and which are **most important to advance?**
- What role(s) could Benton County play? **What *alternatives* exist?**
- What resources would be needed and how could those be secured?
- What time frames are realistic to complete the work?
- Who should convene, facilitate . . . **Is a third party neutral needed?**

# PURPOSE

1. Recap Planning Commission / BOC - planning priorities discussions
2. Present a consensus-based CONCEPT for approaching Regional Water Planning
3. Overview of available water data . . . and gaps
4. Seek BOC feedback, direction

CONCEPT:  
Benton County  
Water Data  
Assessment



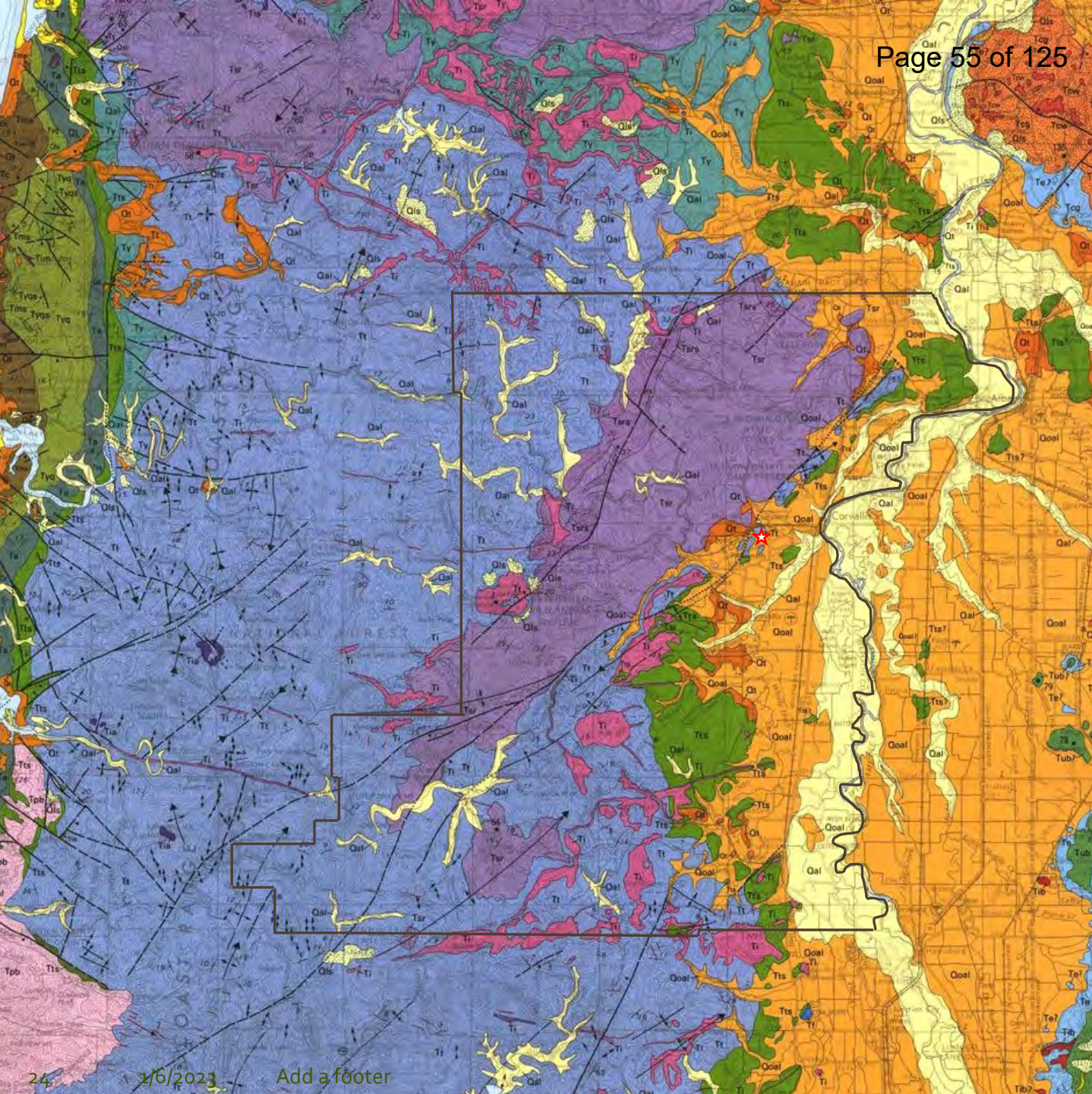
# Benton County Strategic Water Assessment Outline







- Oregon State Water Law
- Benton County Geology
  - Benton County Hydrogeology
- Benton County Water Assessment
- Population and Projection Population
- Overview for Strategic Water Plan
- Question and Suggestions

# Oregon State Water Law

- Groundwater- English Rule vs American Rule
  - English law (1843)- unlimited pumping.
  - American law (1862)- Limited pumping rate.
- Prior appropriation (1909/ 1955) –First to obtain a water right is last to shut off in times of low flow.
- Exempt uses of groundwater include
  - Stock Water
  - Lawn or noncommercial gardening of no more than one-half acre
  - Single or group domestic purposes not exceeding 15,000 gallons per day.
  - Industrial or commercial use not exceeding 5,000 gallons per day.
- Prior to 2009 landowners did not need to notify OWRD or register a well that is used exclusively for exempt purposes.
- Use it or lose it- the water right must be regularly exercised in order to remain valid, if not used for five or more years it is subject to cancellation.

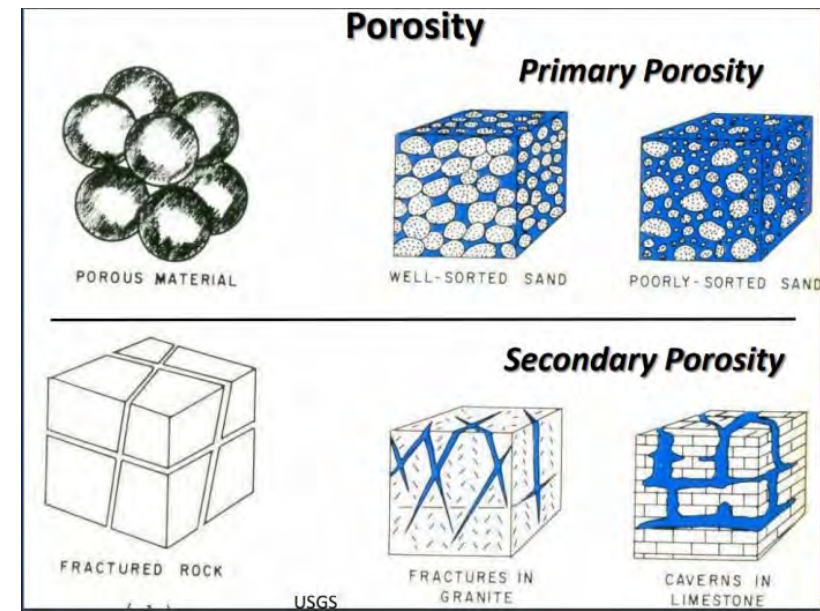
| Geologic Unit  | Average Thickness (ft) | Lithology   | Occurrence   | Hydrologic properties  |
|--|------------------------|---|--|--|
| Younger Alluvium (Qal)   | 35                     | Coarse Sand- 6" Cobbles   | Willamette River   | Yields large quantities, especially when pumping next to recharge river  |
| Older Alluvium (Qoal)  | 20-200                 | Sand and Gravel with Silt and Clay (lenticular bodies of gravel)                      | Forms and lies beneath the main valley plain.  | Yields Moderate to large quantities of water to wells in the valley plain.   |
| Terrace Deposits (Qt)  | 10-100                 | Poorly sorted gravel, sand, and clay unit   | Occurs as dissected benches which rest on bedrock shelves that are higher than the valley plain. (Oakridge Cemetery) | Small Quantities of water to wells   |
| (Siletz River Volcanics) (Tsr)   | 3,000                  | Zeolitic pillow lava and basalt flows with tuffaceous siltstone, shale and fine tuff. | Composes the uplands near Philomath and Corvallis  | Important aquifer, supplies water for many new homes and subdivisions. Yields small to moderate quantities of water. Most water is obtained from small saturated zones perched above the regional water table. |
| Tuffaceous Sandstone (Tts)<br>Includes upper part of Spencer Formation | 500-4500               | Consist of medium to coarse grain tuffaceous sandstone                                | Forms Oliver and Winkle Buttes near the town of Monroe. Forms parts of the foothills and uplands on the west side    | Yields small quantities of water to wells. Yield poor chemical quality beneath the valley plain.   |
| Tye Formation (Tt)   | 5,000                  | Sandstone, siltstone, and shale   |  | Yields small quantities of water to wells<br>Poor chemical quality locally. Some water is obtained from small saturated zones .  |



| Geologic Unit  | Hydrologic properties  |
|--|--|
| Younger Alluvium (Qal)        | Yields large quantities, especially when pumping next to recharge river  |
| Older Alluvium (Qoal)         | Yields Moderate to large quantities of water to wells in the valley plain.   |
| Terrace Deposits (Qt)         | Small Quantities of water to wells   |
| Siletz River Volcanics (Tsr)  | Important aquifer, supplies water for many new homes and subdivisions. Yields small to moderate quantities of water. |
| Tuffaceous Sandstone (Tts)   | Yields small quantities of water to wells<br>Poor chemical quality beneath the valley plain                          |
| Tye Formation (Tt)          | Yields small quantities of water to wells<br>Poor chemical quality locally.  |

# Benton County Hydrogeology

- Primary Porosity- Movement of water between sand grains
  - Typically found in the valleys and riverbanks
- Secondary porosity- Movement of water in fractures and joints within formations
  - Typically found in foothills and uplands



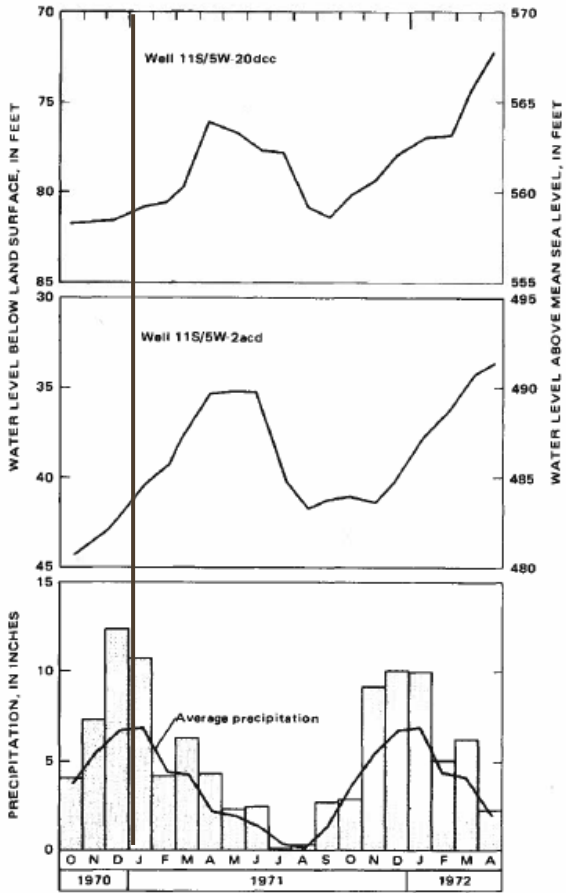
- Tye, Spencer, Eugene and tuffaceous sandstone have **low permeability**
- Younger/ Older alluvium, and terrace deposits typically have **high permeability.**

| Township and range | Number of wells | Geologic unit                  | Depth      |              | Yield       |               | Specific capacity  |                      |
|--------------------|-----------------|--------------------------------|------------|--------------|-------------|---------------|--------------------|----------------------|
|                    |                 |                                | Range (ft) | Average (ft) | Range (gpm) | Average (gpm) | Range (gpm per ft) | Average (gpm per ft) |
| 11S/5W             | 22              | Siletz River                   |            |              |             |               |                    |                      |
|                    |                 | Volcanics .....                | 53-498     | 196          | 4-55        | 17            | 0.03-3.75          | 0.55                 |
| 11S/6W             | 7               | do .....                       | 50-370     | 175          | 3-27        | 14            | .08-5.50           | .39                  |
| 10S/4W             | 15              | Tye and Spencer Formations ..  | 70-300     | 156          | 6-40        | 16            | .07-1.0            | .25                  |
| 11S/4W             | 5               | do .....                       | 74-250     | 232          | 4-45        | 16            | .02-1.1            | .57                  |
| 12S/5W             | 6               | do .....                       | 92-220     | 142          | 3-16        | 10            | .02-0.47           | .14                  |
| 12S/6W             | 8               | do .....                       | 38-360     | 182          | 2-30        | 9             | .01-3.7            | .55                  |
| 12S/6W             | 4               | Intrusive and related rocks... | 107-501    | 276          | 5-30        | 21            | .02-2              | .59                  |

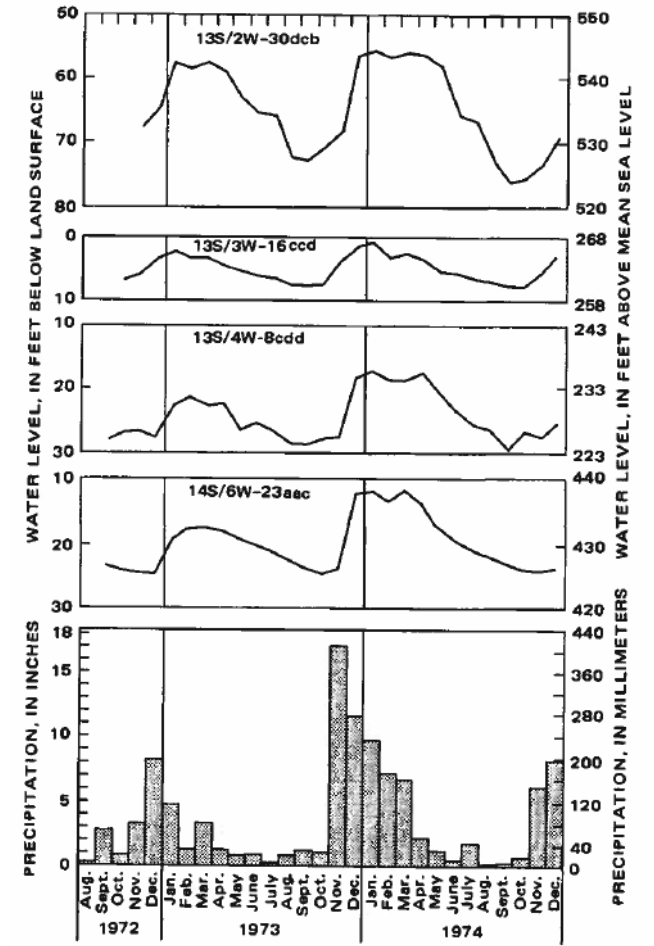
| Township and range | Number of wells | Geologic unit        | Depth      |              | Yield       |               | Specific capacity  |                      |
|--------------------|-----------------|----------------------|------------|--------------|-------------|---------------|--------------------|----------------------|
|                    |                 |                      | Range (ft) | Average (ft) | Range (gpm) | Average (gpm) | Range (gpm per ft) | Average (gpm per ft) |
| 10S/3W             | 3               | Younger alluvium..   | 30- 45     | 38           | 60-90       | 73            | 7- 15              | 11                   |
| 10S/4W             | 2               | do .....             | 30- 33     | 32           | 600         | 600           | 33- 40             | 37                   |
| 11S/4W             | 9               | do .....             | 32- 38     | 34           | 40-500      | 307           | 6-310              | 82                   |
| 11S/5W             | 5               | do .....             | 33- 41     | 37           | 300-750     | 450           | 38-375             | 142                  |
| 12S/4W             | 6               | do .....             | 28- 43     | 34           | 265-800     | 535           | 28-200             | 75                   |
| 12S/5W             | 3               | do .....             | 31- 45     | 36           | 100-150     | 100           | 3- 12              | 9                    |
| 12S/3W             | 13              | Older alluvium ..... | 35- 93     | 68           | 20-365      | 103           | 1.7- 7.8           | 3.7                  |
| 12S/4W             | 10              | do .....             | 45-146     | 71           | 20-175      | 66            | 1.7- 25            | 6.9                  |
| 12S/5W             | 7               | do .....             | 37-114     | 66           | 10-220      | 76            | 1.2- 15            | 4.2                  |



# Benton County Hydrogeology

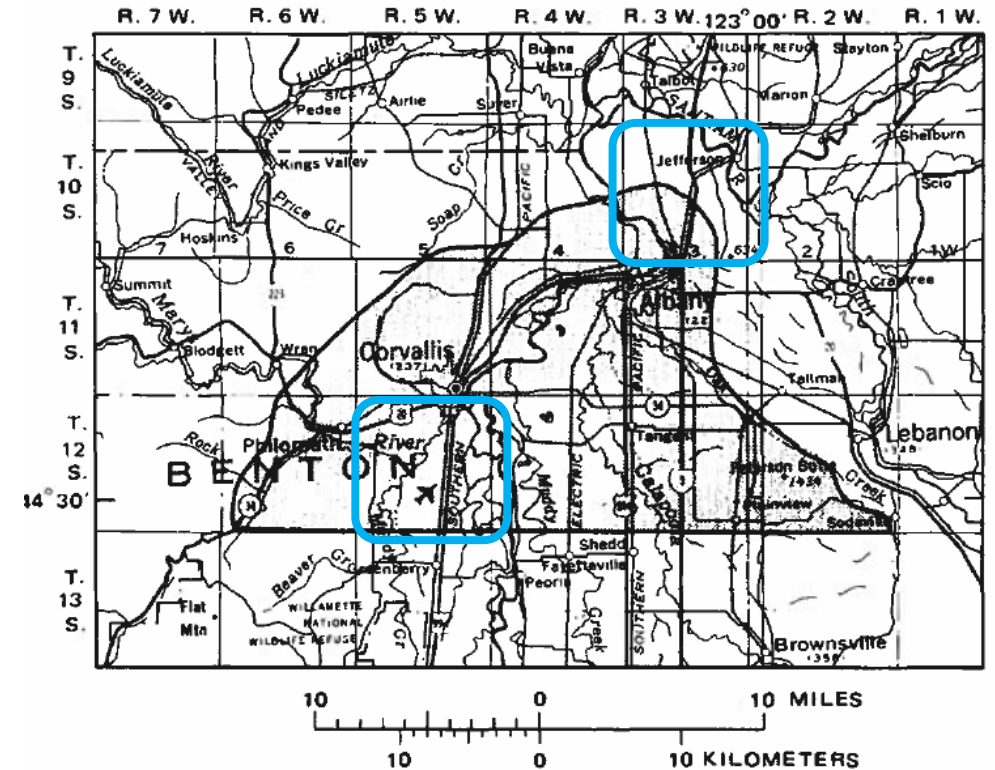


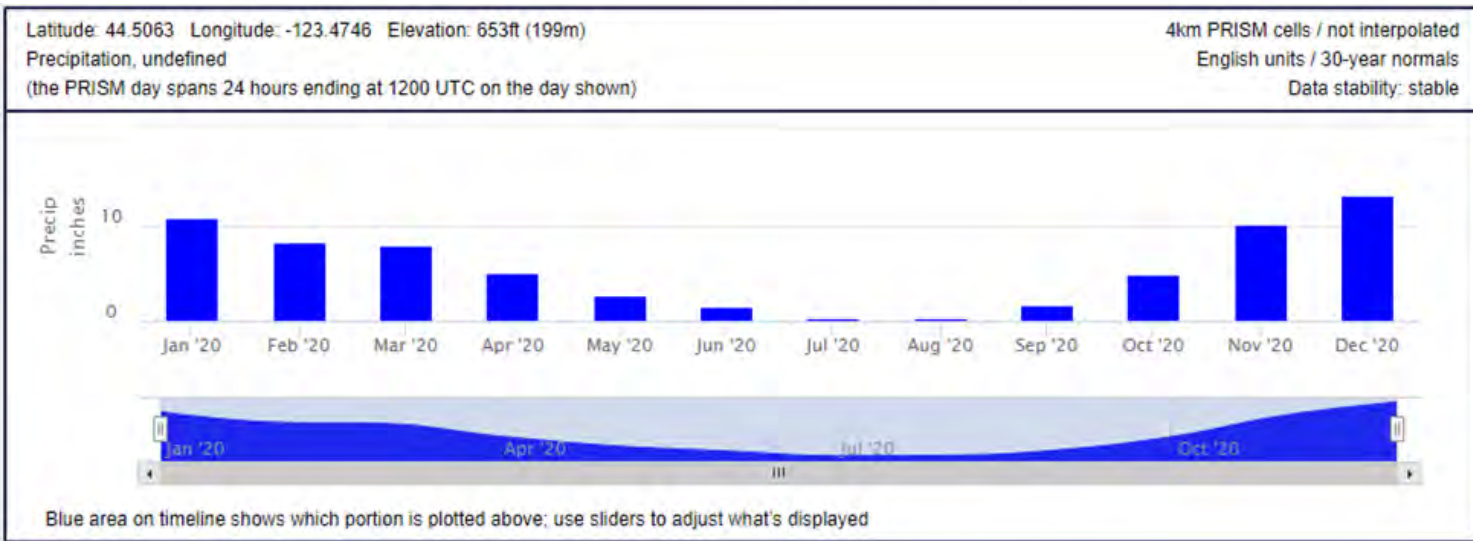
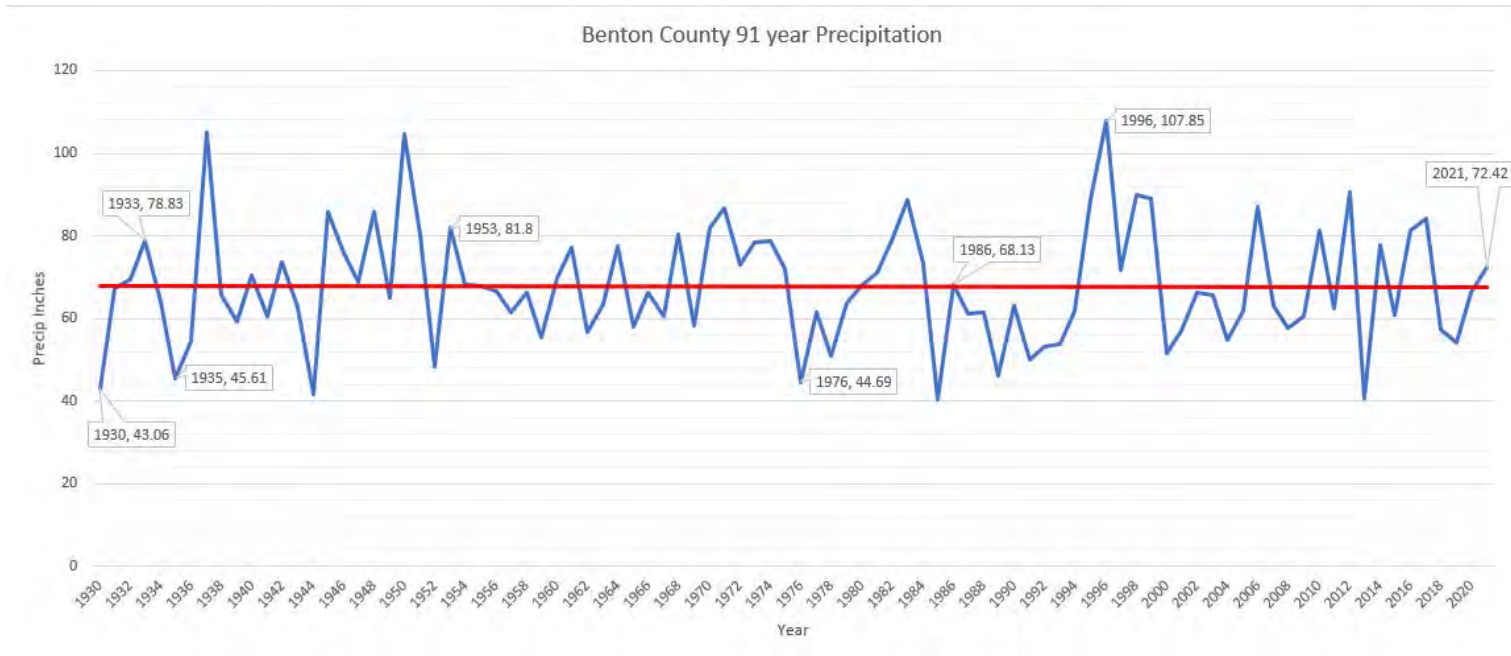
- Focused analysis-ArcHydro ModusFlow



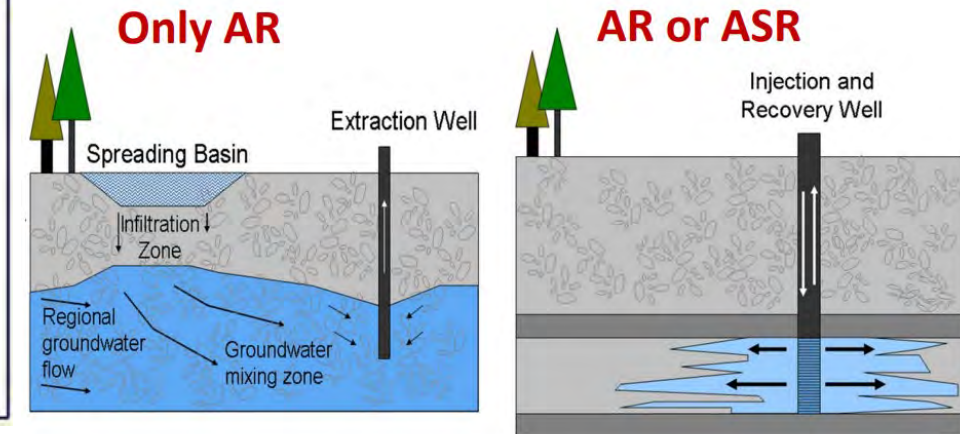
# Benton County Groundwater Assessment

- 13,857 wells permitted through OWRD as of 12/27/2022 \*
- 1974- F. J Frank assessment\* (T. 12S R 5 to T 10 R3W)
  - Average Specific yield of **younger alluvium** (10'-35') 19%- Groundwater storage for a 25,000 acre is estimated to be 120,000 acre-feet.
  - Average Specific Yield of **older alluvium** (50'-100')-11% groundwater storage for a 60000 acre contains 320,000 acre-ft
  - Total deposit of alluvial storage in depth to 100' is estimated to be 750,000 acre-ft
  - Seasonal Change of storage for the alluvial deposits is estimated to be about 130,000 acre-feet of water resulting in natural discharge.





- Beaverton – 30% of daily water consumed in summer is from ASR



# Historic Population and Projection Population Critical Groundwater Areas

## Benton County Carrying Capacity

- Water and Infrastructure
- Water budget and analysis of available water and location of recharge points within the county.

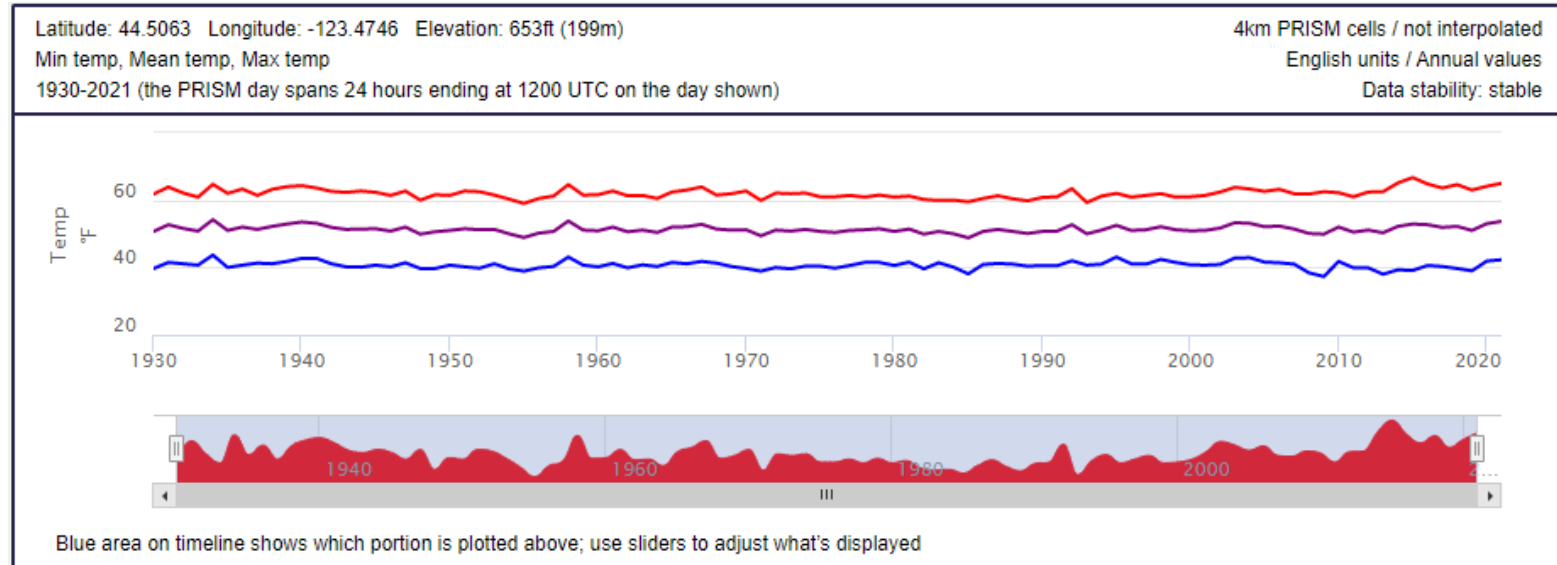
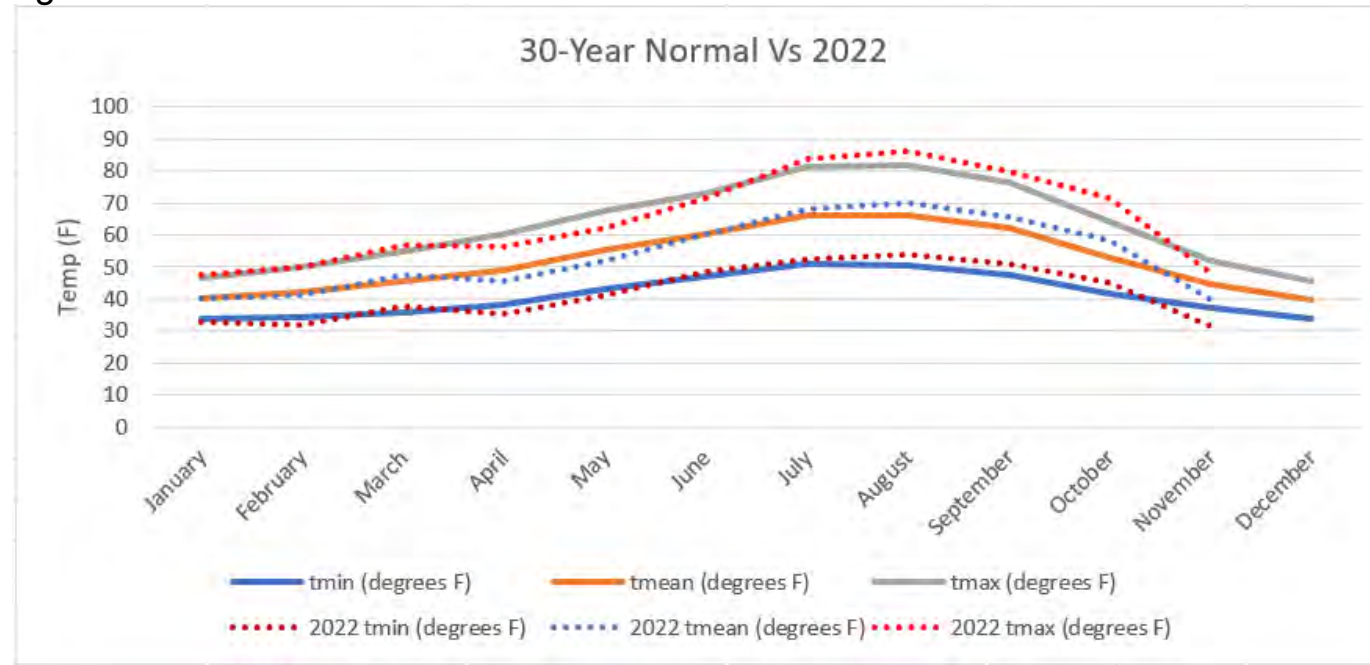
## Statewide Examples

- Butter Creek and Stage Gulch
- Wasco
- Safe Yield-the amount of naturally occurring groundwater that can be economically and legally withdrawn from an aquifer on a sustained basis without impairing native ground-water quality or creating undesirable effects such as environmental damages.

| Year              | Population                  | Percent Change                        | Water Usage (90 G/per person per day*) |
|-------------------|-----------------------------|---------------------------------------|--|
| 1960              | 39,165                      |                                       | 3,524,850                              |
| 1970              | 53,776                      | 37.31                                 | 4,839,840                              |
| 1980              | 68,211                      | 26.84                                 | 6,138,990                              |
| 1990              | 70,810                      | 3.81%                                 | 6,372,900                              |
| 2000              | 78,236                      | 10.5%                                 | 7,041,240                              |
| 2010              | 85,577                      | 9.38%                                 | 7,701,930                              |
| 2020              | 96,017                      | 12.2%                                 | 8,641,530                              |
| <b>Projected</b>  | <b>Projected Population</b> | <b>Percent Change at 1% per year.</b> |  |
| 2030              | 104,780                     | 10%                                   | 9,430,200                              |
| 2040              | 114,380                     | 10%                                   | 10,294,200                             |
| 2050              | 125,818                     | 10%                                   | 11,323,620                             |
| 2060              | 138,399                     | 10%                                   | 12,455,910                             |
| Source: US Census |                             |                                       |  |

# Benton County Temperature

- Beaverton – 30% of daily water consumed in summer is from ASR



# PURPOSE

1. Recap Planning Commission / BOC - planning priorities discussions
2. Present a consensus-based CONCEPT for approaching Regional Water Planning
3. Overview of available water data . . . and gaps
4. Seek BOC feedback, direction



At your service,  
*every day.*



/BentonCoGov



@BentonCoGov



@BentonCoGov



/BentonCountyGov



Benton County

Benton County Planning Commission

Areas of need and interest – potential work priorities

Commissioner Volunteer efforts – preparation for Planning Commission refinement and potential discussion with County Board of Commissioners

**General topic/Title:**

Water Availability & Quality

**Description of the issue/needs/challenges:**

Does Benton County fulfill its commitment to consideration of carrying capacity, conservation of natural resources, and forward-thinking in relation to water availability and water quality? Does Benton County respond in a manner consistent with core values when confronted with major tension points around the topic of water, including:

- Population & Economic Growth without Losing Local Character;
- Land Use, Planning, & Zoning for Future - Process vs. Intent;
- Rural-Urban Divide

**Why does this matter to Benton County? To the Planning Commission? To the future?**

Benton County and the greater Willamette Valley region may appear to some to be a relative safe haven from the changing climate and resulting pressures. However, the region is vulnerable to those pressures, while the apparent livability attracts an increasingly mobile populace to live here, putting further stress on the very resources that make the region vulnerable. Chief among those resources is water, and more specifically, clean water.

The 2040 Thriving Communities Initiative resulted in establishing core values including “Vibrant, Safe, & Livable Communities that Promote Creativity, **Forward-Thinking**, a Sense of Place, & High Quality of Life”; “**High Environmental Quality, Conservation of Natural Resources, Consideration of Carrying Capacity**, and Easy Access to the Outdoors.”

Information about the current status and the trends of water availability and water quality across the full map of Benton County are fundamental to the notion of carrying capacity – the capacity of every region to sustain current activities. Community planning that is true to core values requires this information.

Given the foreseeable tension over water, the Board of Commissioners needs to prioritize acquisition and broadly sharing data and understanding of water availability and quality throughout Benton County.

With this information readily available to all, the Board of Commissioners’ response to major tension points can be easily seen as forward-thinking.



Benton County Planning Commission

Areas of need and interest – potential work priorities

Commissioner Volunteer efforts – preparation for Planning Commission refinement and potential discussion with County Board of Commissioners

**OPTIONAL**

**Who is ALREADY doing work in this space? What work has already been started or done?**

The mission of Benton County Soil and Water Conservation District makes it an important partner in this effort, but also limits the scope of its work.

**Who SHOULD be included in a county-wide discussion of this issue?**

South Benton Citizens Advisory Committee (and each of the other CAC's); South Benton Community Groundwater Network; Oregon Water Resources Department; OSU, PSU, and UO hydrogeology scientists; Army Corp; DEQ; City governments;

**What barriers may be preventing Benton County from addressing this issue?**

This topic can quickly seem overwhelming and controversial. It need not be. Some simple facts, when available, can clarify the issue and point the way to action planning. (Refer to the topic: "Data Collection, Management & Use")

**What resources would be needed or helpful to address this issue?**

Staffing, fiscal budget, data/information, key partners, political support, expertise, additional partners, agencies, others . . . .

Benton County Planning Commission  
Areas of need and interest – potential work priorities

Commissioner Volunteer efforts – preparation for Planning Commission refinement and potential discussion with County Board of Commissioners

**General topic/Title:**

Data Collection, Management & Use

**Description of the issue/needs/challenges:**

Can Benton County succeed in addressing policy issues and core values without clearly defining the issues/problems? Data collection, management, and use enables Benton County staff to identify and define an issue and then target solutions that are the effective response to the issue. Information enables the county to gain support for effective solutions.

**Why does this matter to Benton County? To the Planning Commission? To the future?**

The first step to solve a problem is to define it. Policy priorities can be prone to subjective interests and generalized information. Inability to target effective solutions to local issues can cause issues to become perpetual. Benton County is more likely to address priorities effectively if it understands and defines issues succinctly with information specific to Benton County.

For example, the 2040 Thriving Communities Initiative states a commitment to consideration of carrying capacity, but does the county have information that defines its carrying capacity (in relation to water availability, for example)? The problem of homelessness in Benton County is causing increasing tension, but is the county able make decisions based on information that is specific to local issues?

**OPTIONAL**

**Who is ALREADY doing work in this space? What work has already been started or done?**

Health Department, OWRD, DEQ, Transportation Department, and a wide variety of state and local partners.

**Who SHOULD be included in a county-wide discussion of this issue?**

Partnering with appropriate university departments looking for real-life student projects provides low-cost opportunities to understand a wide variety of issues, from water availability to homelessness.

Benton County Planning Commission

Areas of need and interest – potential work priorities

Commissioner Volunteer efforts – preparation for Planning Commission refinement and potential discussion with County Board of Commissioners

**What barriers may be preventing Benton County from addressing this issue?**

Commitment to data driven solutions may require a shift in the approaches used across county government.

**What resources would be needed or helpful to address this issue?**

[OPTIONAL: IDENTIFY GENERAL RESOURCES NEEDED OR HELPFUL FOR THE PLANNING COMMISSION OR OTHERS TO ADVANCE THIS WORK. EG. Staffing, fiscal budget, data/information, key partners, political support, expertise, additional partners, agencies, others . . . .]

Any or all of the above.

***When you think about the future of water and Benton County, what do you see is the most urgent priority? What do you see as the most important?***

Urgent

Understanding the quantity of groundwater and surface rights

Changing water technology including water import and water treatment/reclamation

Safeguarding the availability of water

Forward-thinking about carrying capacity. Understand the big issues now – for the urban and the rural parts of Benton County – to avoid over pumping the aquifer(s) like the Central Valley in California.

Groundwater hydrogeology: understand the stories about declining groundwater across Benton County!

Anticipate the “pinch points” regarding water, use those for planning and development

Develop a better understanding of Benton County groundwater [the dry season is getting longer, what does that mean for Benton County?]

Safeguard water availability for all users

Understand water rights and how they apply to Benton County groundwater aquifers

Assess the hydrogeology of the county

Important

Understanding quality of groundwater and surface rights

Safeguarding the availability of water going forward

Understand Oregon water rights and how those apply to Benton County groundwater aquifers, and the hydrology and hydrogeology.

Long-term understanding of water supply and availability

Develop a rubric to balance consumption/needs, resilience and redundancy with existing Water Systems

Water quality: clean and safe for drinking and domestic use

Laws or regulations for aquifer pumping

Verify well testing procedures to avoid gaming the system

Infrastructure assessment to reduce duplication and build resilience and redundancy in community water systems; avoid “islands”, so if one community has an issue, there is a way to get them supply

- Infrastructure costs: avoid duplication but build appropriate redundancy for resiliency

***Data - what would you want to know about Benton County water?***

What does the Public Works director think is the biggest problem or challenge?

Do we have enough surface water? Could surface water replace well water in some areas of Benton County?

What is the “least biggest problem” that has the easiest fix?

Inventory current supply, including surface and groundwater. Understand how wells can differ so much [particularly focused on areas of significant groundwater use]

Understand the dynamics of replenishment and sustainable consumption – are we losing water faster than it is replaced in the system?

Understanding what climate scenarios imply for future of water. Where are the most reliable climate models, including moisture timing and precipitation forecast levels? How much water is there and where will it be over the next hundred years?

- U.S. Army Corps of Engineers models plus weather predictions would be helpful, recognizing that historic records do not reflect changes in current reality therefore we need new models for predicting water and precipitation.

Understand the hydrogeology of the county.

Know the details about the aquifers and recharge rates of Benton County groundwater.

Projected population growth compared with Benton County's water supply. Know where the needs are or will be and how best to efficiently meet those needs (cost/benefit analysis)

Water delivery data.

Changes in population and demographics overtime.

For the Willamette Aquifer understand the relationship and the reality between water “rights” and actual supply [in the Willamette River and in the aquifer(s)].

What is the carrying capacity of Benton County's current water supply? Considering Use v. Supply, where is the “tipping point” and how close are we to that point?

Notes:

Redundancy is not the same as duplication.

Benton County should use a “power grid-type model” to understand where there are gaps or islands in water availability. Use “planned capacity” model . . .

Understand the status quo, where are we now compared with our ability to predict where are we headed? When?

Important... Conserve the natural resource:

- Develop a water budget
- For example, if the Central Valley of California had understood its water needs and capacities 15 or 20 years ago it could have avoided the worst impacts of the drought and over-pumping the aquifer.

For the Willamette Aquifer, it will be important to make sure that agricultural interests are not at odds with residential needs and other County policy.

- Note that corporate and international agricultural interests may put pressure on water rights and availability...

#### Resources:

Oregon's State of the Environment Report: 2000 (highlighted water shortages twenty years ago).

OSU Willamette Water 2100 (focused on surface water, low-resolution not necessarily suitable from local government policy/use).

#### South Benton County Groundwater Network

- Citizen Advisory Committee (CAC) worked with Oregon Water Resources Department at the Alpine Community Center to understand hydrogeology and available technology.
- 18 data points are now monitoring static water levels and sending reports every 4 hours.
- That data + Graphing + Storage + Analysis is providing a small snapshot in South Bend County.
- Going forward, South Benton County needs strategic placement of additional monitors plus Partners to help with data and Analytics!
- Potential Partners include
  - o Oregon Water Resources Department
  - o "Water delivery system"...?
  - o Portland State University (?)
  - o Oregon State University (?)

#### Ideas:

Develop a model program [with partners], then expand the program and find an institutional home.

Potential sponsors/financial:

- nonprofit organizations,
- a Benton County fund,
- potential property tax incentive for placing monitoring devices in Wells.

What roles or authorities does Benton County have in bigger picture water issues?

Partner with OSU International Water program to test out best practices locally

NOTE: Any work on water issues will likely require additional staffing – this could be a conversation to address in the upcoming biennial budget

Final process check – reflections on the meeting and discussion:

- Great to be together – good first meeting
- Like this approach - see what sticks
- Effective for in-person attendees
- Better with improved technology for remote attendees
- Appreciate the enthusiasm and passion – encouraging to see
- Helpful to have facilitation
- Glad to be thinking outside the box
- Nice to work in person
- Thanks for caring about these issues
- Consider using Meeting Owl [Owl labs for speaker and microphone options].

NEXT STEPS:

- Staff will send draft notes from 5/23 joint work session discussion
- BOC/PC would like to meet again as soon as possible on the BOC/PC calendars, to continue the discussion and cover additional topics including Wildfire/Recreation/Transportation.
- Key staff will meet to discuss, brainstorm potential options for addressing the discussion items before the next BOC/PC meeting
- Great ideas – where to send BOC/PC ideas as they arise outside the meeting(s)?
- Identify one or more hydrogeologist(s) to provide a Benton County Groundwater 101
  - Reach out to OSU soil scientist (Cassidy?)
- Identify other education resources
- Next Meeting –
  - chairs will work with staff to determine when, where and what to discuss [water, wildfire/recreation/transportation . . . or both]
  - consider meeting as soon as calendars allow
  - consider meeting outdoors or in another “Covid-safe” manner
  - improve technology for those who are not in the room

**Long-Range Planning Projects**

4/12/2021

|  |
|--|
| <p><b>FC Amendments – completed</b></p>  |
| <p><b>Property Line Adjustment chapter – completed</b><br/>Correct per LUBA remand; clarify various elements.</p>  |
| <p><b>Transportation System Plan – completed</b><br/>Planning staff facilitate adoption of the TSP into the Comprehensive Plan.</p>  |
| <p><b>Accessory Dwelling Units (ADUs) – completed</b><br/>Implement mandatory statute allowing ADUs inside UGBs. Consider allowing ADUs outside UGBs.</p>  |
| <p><b>Statute amendments – completed</b><br/>Update Development Code per amendments from 2019 Legislature.<br/>Mandatory EFU/FC changes: no hearing<br/>Owner occupancy deletion<br/>Others...</p> |

|   |
|---|
| <p><b>Community Wildfire Protection Plan update – in progress</b><br/><i>Timeline currently being developed.</i><br/>Coordinate with Emergency Services and Public Works.</p>   |
| <p><b>Transitional Housing/Vehicle Camping – in progress</b><br/>1. Adopt County Code allowing vehicle camping at religious institutions.<br/> <ul style="list-style-type: none"> <li>➤ Ordinance adopted; sunsets 12/31/2021</li> <li>➤ <i>Timeline for public engagement and permanent ordinance to be developed</i></li> </ul>                 2. Adopt County Code to allow transitional housing in certain areas within UGBs, subject to standards.<br/>                 Co-lead with Health Dept.<br/> <ul style="list-style-type: none"> <li>➤ <i>Timeline to be developed</i></li> </ul> </p> |
| <p><b>Marijuana/Hemp in Residential Zones – in progress</b><br/><i>Updated timeline to be developed</i><br/>Amendments drafted; overlap with Industrial Uses amendments, below.</p>   |



**Urban Industrial Uses -- *in progress***

*Updated timeline to be developed*

Amendments to Industrial zones drafted; related amendments to land use review procedures currently being drafted.

**Short-Term Rentals & Home-Based Businesses – *in progress***

*Updated timeline to be developed*

Work in an evaluation of potentially relaxing standards that limit home occupations generally. Code amends to clarify process has been drafted. If we feel a need exists to change the regulatory structure around short-term rentals, will need further work.

**Transportation**

*Timeline to be developed in coordination with Public Works Engineering*

Update Comp Plan Policies and Development Code to address County’s Greenhouse Gas Reduction Goal and 2040 Focus Areas, and reflect Transportation System Plan.

**Water Supply for Development**

Goal: Development Code provisions to reduce impacts to existing wells when new development is proposed. Also, make review process more efficient and effective.

Scoping: 2 months. Expectations for duration, outcomes, involvement by public, stakeholders, experts. 1 phase or 2? Get PC and BOC concurrence.

Information Gathering: 6 months. Science-based review of water situation and opportunities.

Public Engagement: Throughout; adds 3 months to timeframe. Information Gathering, Solution Vetting – Communicate with interested parties we already know; solicit others to be involved.

Develop Policy Solutions: 6-9 months. Vet with public and with technical experts. Identify additional needs (e.g., priorities for further study; non-regulatory solutions)

Public Hearings and Implementation: 6 months.

**Code Enforcement**

Improve effectiveness, efficiency. Increase cost recovery. Review philosophy: complaint basis vs. actively looking for violations; compliance, non-punitive focus vs. fines as deterrent and cost-recovery

**Housing**

Evaluate County Zoning role in current housing needs. Engage with HOAC, cities, AOC/LOC, DLCD.

**Floodplain**

Code updates – mandatory. Also, PLA-Floodplain admin review; other flood code fixes?

**Historic Preservation code – update to model code**

Airport Overlay – update per OARs

Cell Towers

Align urban fringe zoning to city comp plan designations

|   |
|---|
| Commercial zones update – review uses; locations to rezone to commercial?<br>Ambiguous and/or limited use provisions. |
|---|

|             |
|-------------|
| CWPP update |
|-------------|

|  |
|--|
| Historic Preservation code update – model code |
|--|

|   |
|---|
| Regulation of items building code no longer applies to? |
|---|

Corvallis Housing First  
2311 NW Van Buren Ave.  
Corvallis, OR 97330  
541-230-1297

January 5, 2023

VIA ELECTRONIC MAIL  
Joe Kerby, County Administrator  
Benton County  
4500 SW Research Way  
Corvallis, Oregon 97333

Re: Mitigation of Explosive and Flammable Facilities Necessary for the Development  
of Third Street Commons

Dear Mr. Kerby:

Thank you for the recent conversation about Benton County and Corvallis Housing First (CHF) shared interest in providing housing for those who experience houselessness in our community.

The purpose of this letter is to request that Benton County take the necessary steps to mitigate potential dangers associated with CHF's plan to develop Permanent Support Housing (PSH) near the Benton County Public Works Shop (Public Works) located at 360 SW Avery Avenue, Corvallis, OR. Two above-ground storage tanks on the Public Works site hold explosive and flammable liquid fuel. This letter will describe CHF's proposed project, risks inherent due to proximity to the fuel tanks, regulatory requirements applicable to the CHF project, and discussion/proposed next steps.

Project Description:

Third Street Commons (TSC) will include 46 units in a new multifamily development. The project will serve houseless adults. All or most of these units will be operated as Permanent Supportive Housing. The unit type will be a mix of studio and one-bedroom apartments. TSC will be designed using trauma-informed principles to help houseless adults achieve and maintain housing stability and improve health outcomes.

TSC is being developed on the former Budget Inn hotel site located 1480 SW 3<sup>rd</sup> Street, Corvallis, OR. CHF purchased the site in [month] 2021 for \$2.35 million using an Oregon Housing and Community Services (OHCS) program called Project Turnkey. Following its

acquisition, CHF completed minor improvements to the property. It is currently operated as a non-congregate emergency shelter in partnership with Unity Shelter.

Following the acquisition of the site, CHF was able to access additional funding that allowed us to begin planning for its redevelopment into permanent affordable housing. CHF has hired Structure Development Advisors as the developer, MWA Architects to lead the team of architects and engineers, and Essex General Construction as the construction manager and general contractor. The project is in the conceptual design phase and working on assembling financing. Attached to this letter are the current conceptual plans for TSC.

Permanent financing for the project is anticipated to come from various public and private sources. To date, CHF has secured a grant from the U.S. Department of Housing and Urban Development (HUD) – Congressional Grants Division, a direct appropriation from the State of Oregon, and an Affordable Housing Construction Excise Tax grant from the City of Corvallis. Additional funding will be sought and is anticipated from a conventional permanent loan, Oregon Housing and Community Services (OHCS), City of Corvallis HOME Investment Partnership Program (HOME), and HOME American Rescue Plan (HOME-ARP). Attached to this letter is a summary development budget.

Conceptual design and pre-construction work will continue through April 2023 in support of an application to PSH from OHCS. Assuming TSC receives this funding, design and pre-construction work will resume in September 2023, supporting a construction start in Q4 2024.

Inherent Risks Related to Proximity to Public Works Site:

Benton County's public works facilities are located on the site immediately west of the CHF site. We understand that this site is the location of services important to the maintenance and operations of the county's fleet, roads, utilities, and administration. Located on the Public Works site is a [10,000] gallon aboveground storage container used for petrol and a 20,000-gallon aboveground storage container used for diesel. We understand the County is working to improve the fuel station. Plans include replacing the 10,000-gallon tank with a 20,000-gallon tank.

Tanks on the Public Works site are approximately 300 feet from the western property line of the TSC site. The line of sight between the tanks and TSC is unobstructed.

Regulatory Requirements:

Funding commitment to CHF by HUD for TSC requires an environmental review to determine if the project complies with the National Environmental Policy Act (NEPA). CHF is required to analyze how the project may affect the environment and how the existing environment may affect the project and end users.

HUD funding committed to CHF falls under the regulations found in 24 CFR Part 58. Under Part 58, the assumption of the authority to perform the environmental review is often provided by the local government acting as a Responsible Entity. HUD will review and approval the work of the Responsible Entity before funding is released to the project. In this case, the City of Corvallis is the Responsible Entity.

Environmental Reviews completed pursuant to Part 58 are required to address various environmental impacts resulting from the proposed project's development. These potential impacts are included by reference to statutes, Executive Orders, and regulations. Among these are the inherent dangers of locating housing near facilities that store fuel. To address this risk, regulation at 24 CFR Part 51 Subpart C provides criteria for the separation of an explosive or flammable facility from a HUD-funded project or mitigation measures when separation by distance cannot be achieved.

To implement its regulations, HUD provides guidance on the calculation of distance based on factors such as fuel type and the volume of the storage container. This guidance also offers performance specifications for constructing barriers to mitigate the inherent risks when the distance cannot be changed.

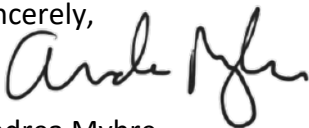
Discussion / Proposed Next Steps:

CHF is requesting Benton County's support by budgeting the funding necessary to design and construct a barrier sufficient to mitigate the risks related to the location of the aboveground storage tanks and TSC. Based on a preliminary conversation with HUD and the City of Corvallis, acting as the Responsible Entity, we believe the wall's construction can coincide with the construction of TSC.

A commitment from Benton County to work in partnership with CHF to design and construct the wall is necessary sooner. To support our application to OHCS in April of 2023, we are also requesting a letter from the County to include in our application pledging the support needed for the wall to be constructed. We are also asking that the county provide funds for the design and construction for this wall, we have estimated the cost to be around \$50,000.

TSC is an important project for our community. We know Benton County understands this importance and shares a desire for this project to be completed. I am available and will make my development team available to assist as needed.

Sincerely,

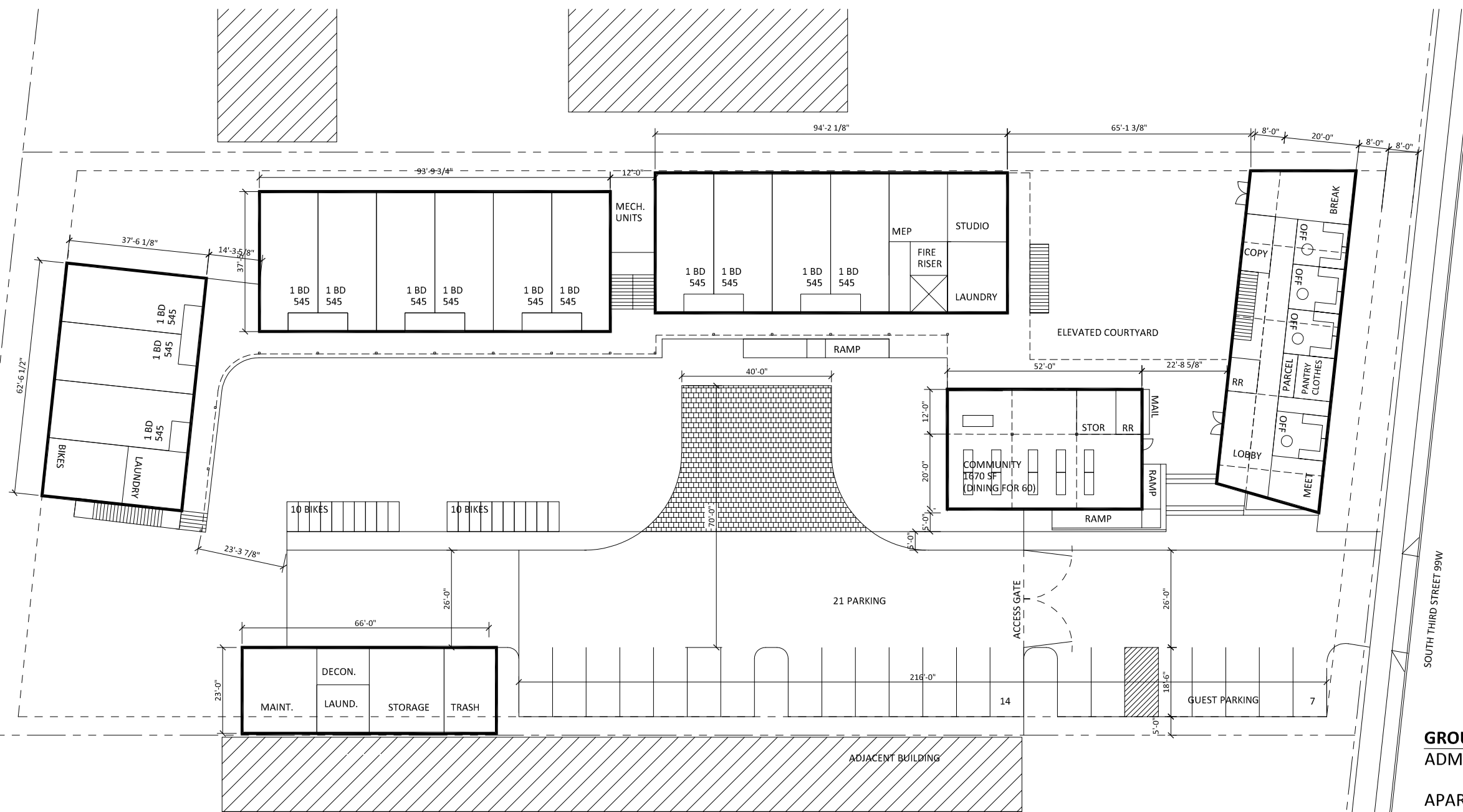


Andrea Myhre  
Executive Director  
Corvallis Housing First



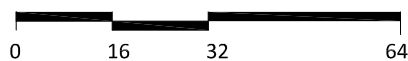
Third Street Commons – Corvallis Housing First  
1480 SW 3<sup>rd</sup> Street, Corvallis, OR

Aerial Photo: TSC & Public Works Sites



**GROUND FLOOR PLAN**

1" = 32'-0"



**(41) 1BD UNITS**  
**(5) STUDIOS**  
**(46) TOTAL UNITS**

**GROUND FLOOR TOTAL AREA:**

ADMIN./COMMUNITY: 2470 SF + 1670 SF = 4140 SF

APARTMENTS: 8800 SF (INCLUDES ELEV. AND SUPPORT)

MAINTENANCE/STORAGE/TRASH: 1564 SF

TOTAL GROUND FLOOR AREA: 14,190 SF

**TOTAL BUILDING AREA (3 FLOORS): 34,820 SF**

**GLAZING PERCENTAGES**

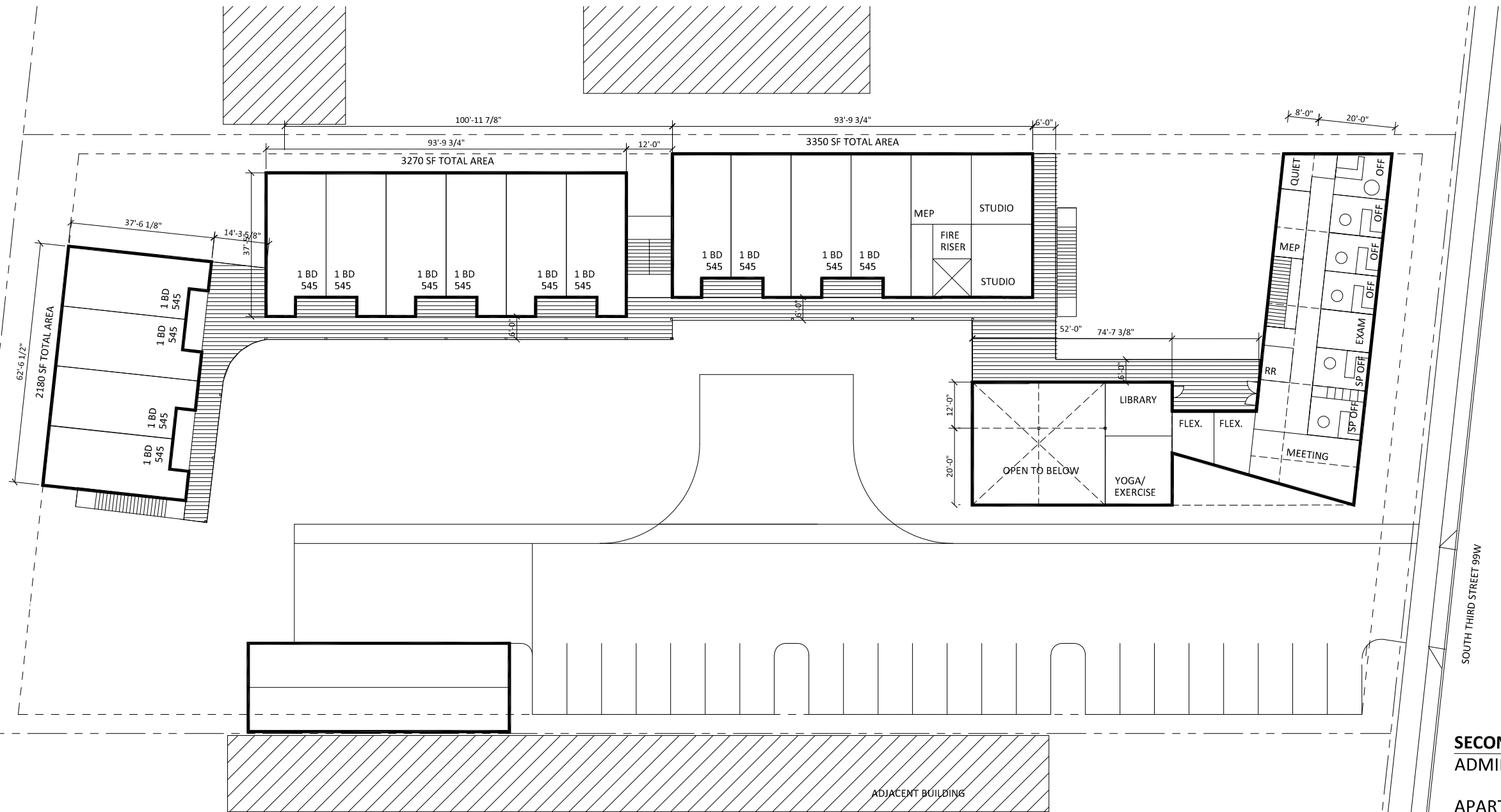
30% - OFFICE/COMMUNITY BUILDING

15% - RESIDENTIAL BUILDINGS

3% - MAINTENANCE

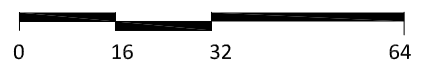
**THIRD STREET COMMONS - CORVALLIS HOUSING FIRST**

1480 SW 3RD STREET  
 CORVALLIS, OREGON 97333



**SECOND FLOOR PLAN (THIRD SIM.)**

1" = 32'-0"



**SECOND FLOOR TOTAL AREA:**  
 ADMIN./COMMUNITY: 2750 SF + 560 SF (MEZZ.)= 3310 SF TOTAL  
 APARTMENTS: 8800 SF (INCLUDES ELEV. AND SUPPORT)  
 TOTAL BUILDING: 12,110 SF  
 WALKWAY AREA: 3552 SF

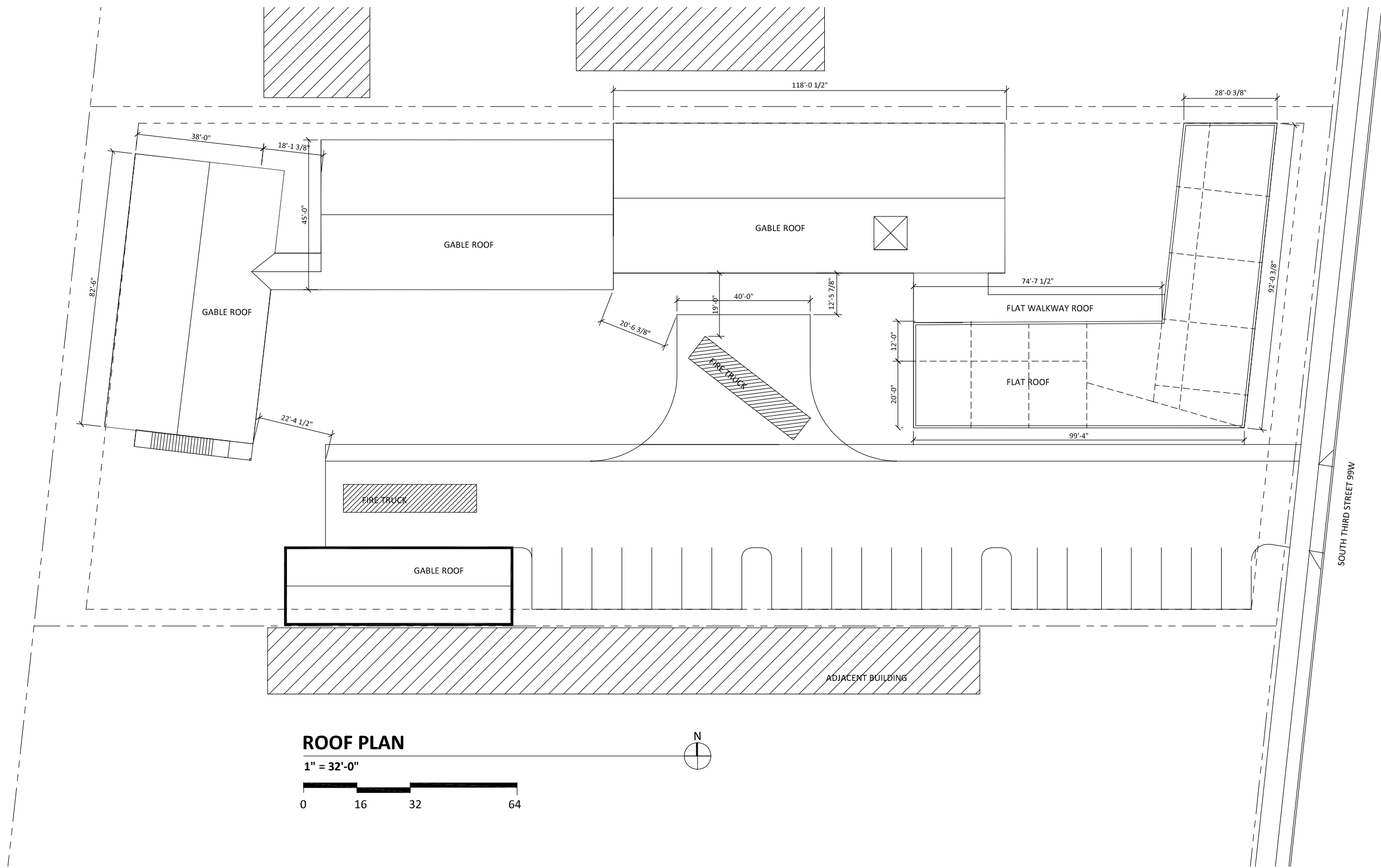
**THIRD FLOOR TOTAL AREA:**  
 APARTMENTS: 8800 SF (INCLUDES ELEV. AND SUPPORT)  
 WALKWAY AREA: 2715 SF

**THIRD STREET COMMONS - CORVALLIS HOUSING FIRST**

1480 SW 3RD STREET  
 CORVALLIS, OREGON 97333

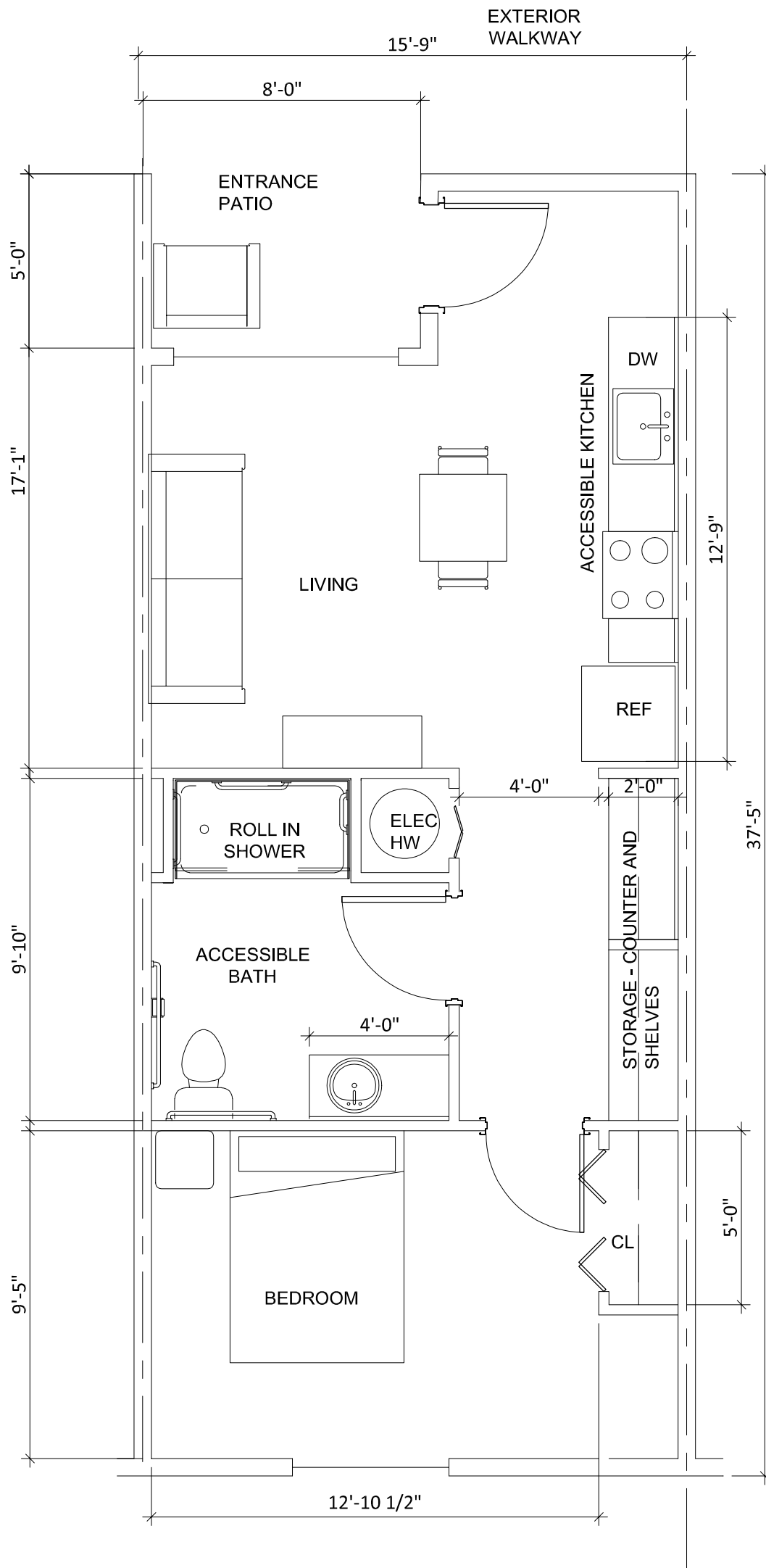
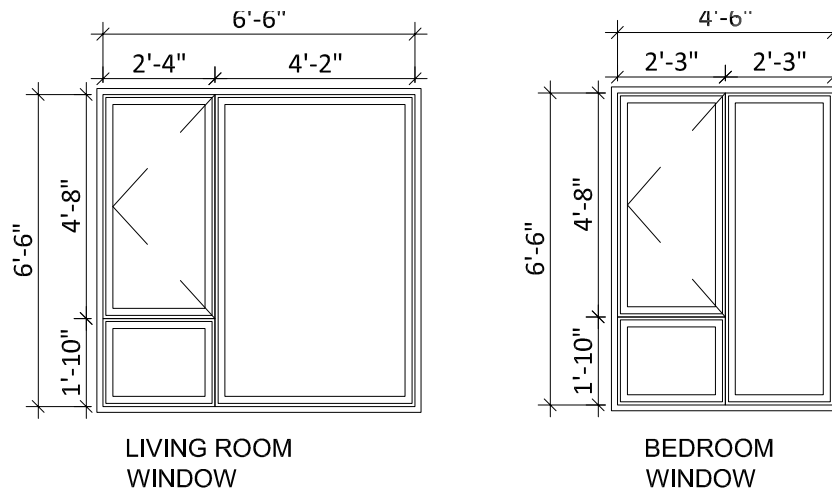






THIRD STREET COMMONS - CORVALLIS HOUSING FIRST

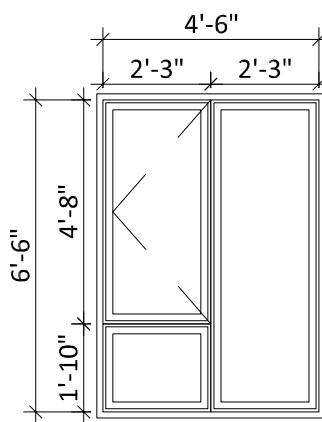
1480 SW 3RD STREET  
 CORVALLIS, OREGON 97333



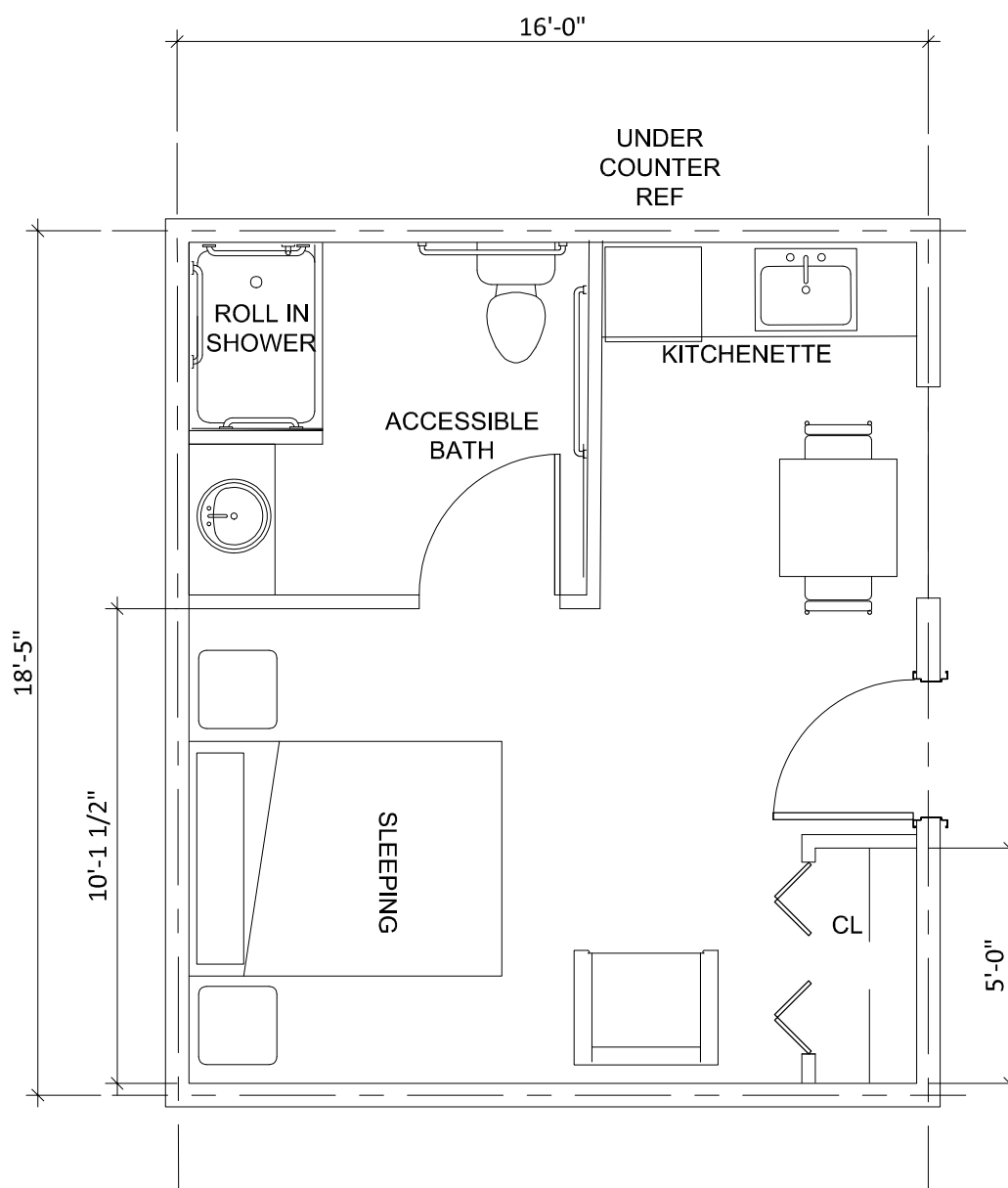
1 BEDROOM - 545 SF

1/4" = 1'-0"

## THIRD STREET COMMONS - CORVALLIS HOUSING FIRST



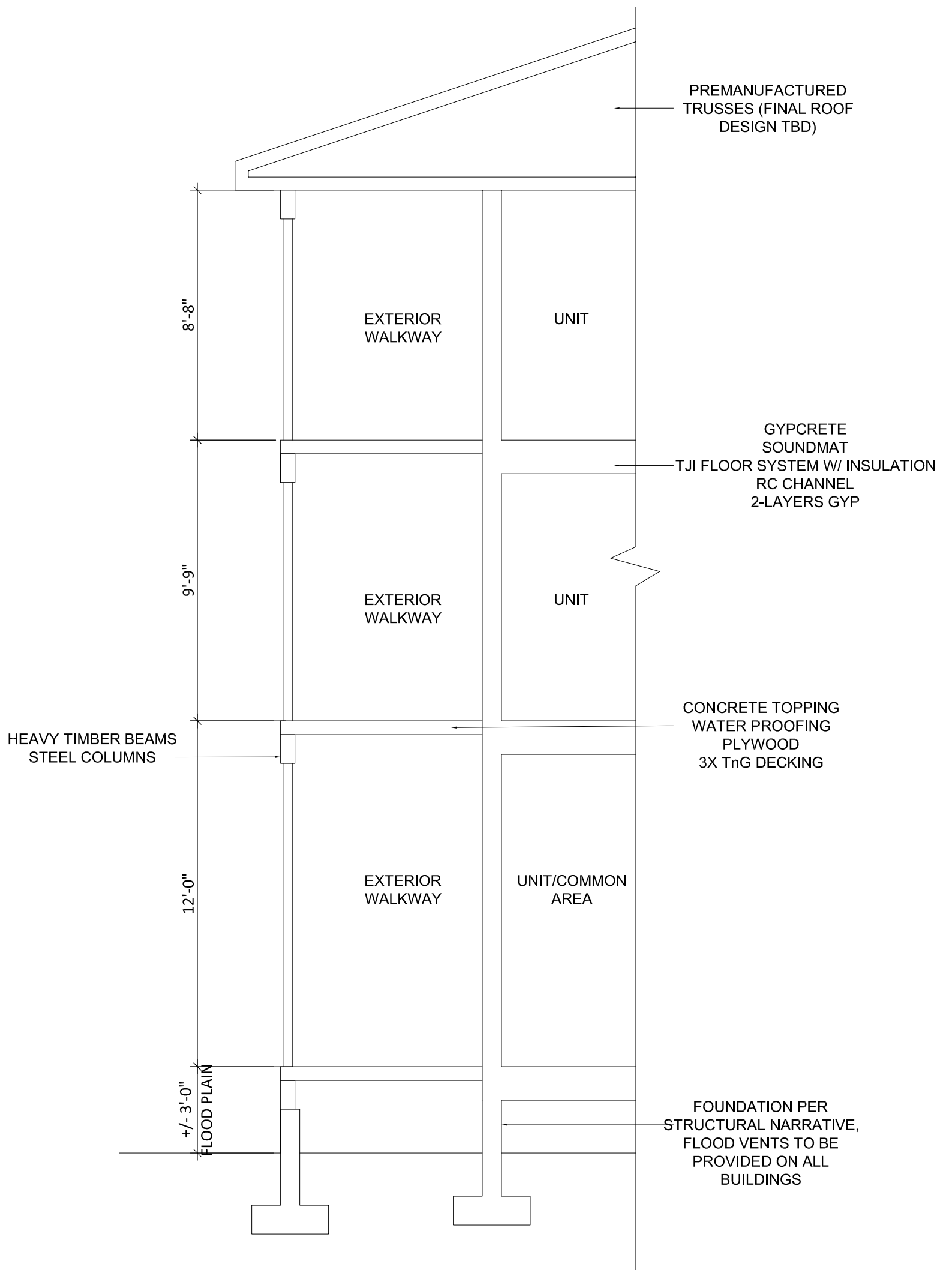
STUDIO WINDOW



STUDIO - 295 SF

1/4" = 1'-0"

# THIRD STREET COMMONS - CORVALLIS HOUSING FIRST



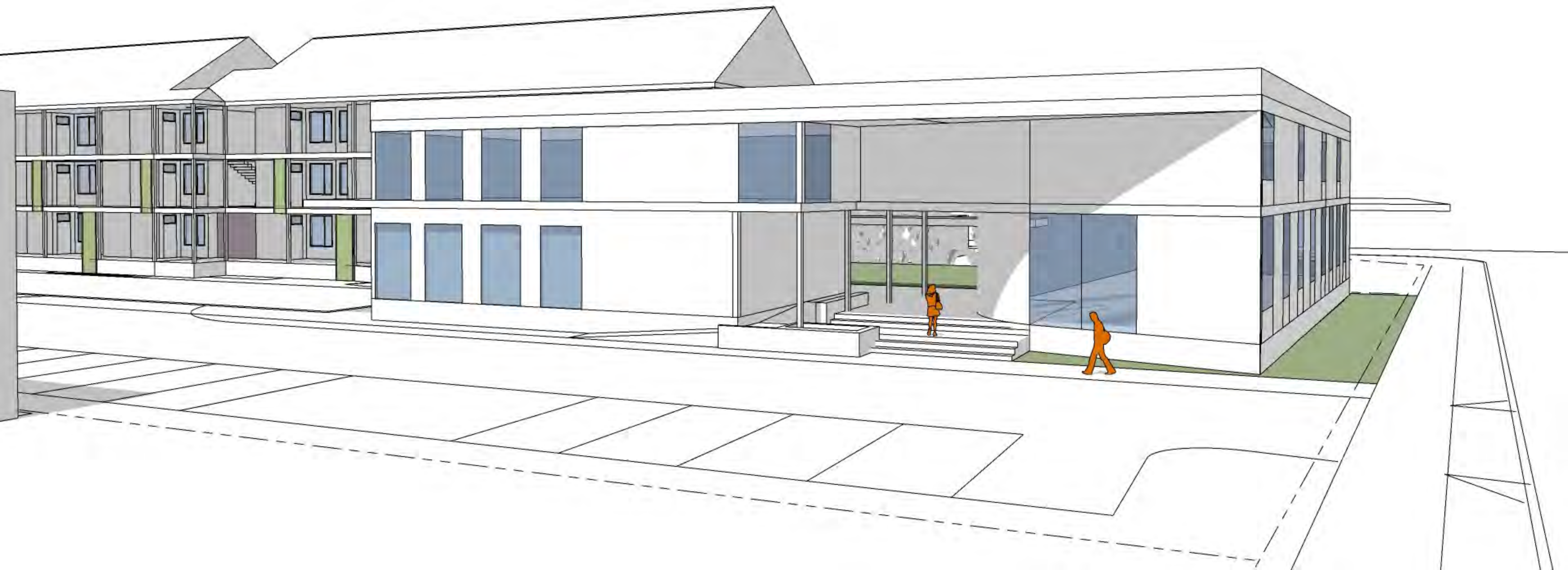
SECTION DIAGRAM

1/4" = 1'-0"

THIRD STREET COMMONS - CORVALLIS HOUSING FIRST















# Benton County Leadership Policies and Practices

*Operational Agreements of the Board, County  
Administrator and County Counsel*

March 2021



**GOVERNING STATEMENT..... 1**

**POLICY 1.0 GOVERNANCE COMMITMENTS OF THE BOARD..... 4**

    Policy 1.1 County Commissioners Governance Commitments ..... 4

**POLICY 2.0 BOARD/STAFF RELATIONSHIPS & EXPECTATIONS ..... 6**

    Policy 2.1 County Administrator Delegation ..... 6

    Policy 2.2 County Administrator Communication ..... 7

    Policy 2.3 County Administrator Relations with Other Elected Officials ..... 8

    Policy 2.4 County Counsel Delegation ..... 9

    Policy 2.5 County Counsel Communication ..... 10

    Policy 2.6 County Counsel Relations with Other Elected Officials ..... 11

**POLICY 3.0 EXECUTIVE LIMITATIONS..... 12**

    Policy 3.1 County Administrator Limitations ..... 12

    Policy 3.2 County Counsel Limitations ..... 16

**POLICY 4.0 STRATEGIC DIRECTION..... 19**

    Policy 4.1 Strategic Direction..... 19

    Policy 4.2 Chair’s Responsibility ..... 19

**POLICY 5.0 CODE OF CONDUCT & ETHICS..... 21**

    Policy 5.1 Code of Conduct & Ethics ..... 21

**APPENDIX..... A – 1**

**This page is intentionally left blank**

## GOVERNING STATEMENT

In Oregon, counties are political subdivisions of state government, mandated to perform certain functions and services in accordance with state law. The Oregon Constitution, Oregon Revised Statutes and the Benton County Charter speak to the powers, duties and responsibilities of County government, which are exercised by the Board of County Commissioners (the Board). Those include, but are not limited to:

- Adopting a biennial County budget;
- Managing the business concerns of the County;
- Representing the county and having the care of County property;
- Administering public assistance programs;
- Providing services for the aged and veterans;
- Providing and maintaining adequate courtrooms and other court facilities for the state judicial district;
- Maintaining and operating a County jail;
- Maintaining County roads and bridges;
- Negotiating and entering into intergovernmental agreements with other governmental entities; and
- Adopting and enforcing resolutions and ordinances regarding health, safety and welfare issues.

The Board may exercise only those powers granted to counties that are specifically authorized in either state statute, the Oregon Constitution or county charter.

Within the Board's mandated authority, the Board can make decisions and take actions that have the effect of law (i.e. establish regulations) as well as create policy that is ultimately implemented by county staff. The Board is also authorized to take administrative actions to manage the business affairs of the County and to establish such offices as are necessary for the efficient management of the business and concerns of the County.

The Board recognizes the need to delegate with clarity to the two sole employees, the County Administrator and County Counsel, to effectively fulfill the obligations and responsibilities of the Board. However, the Board, as the governing body of the County, is ultimately responsible and accountable to the community members of Benton County. The complexities of issues facing the County and the competing interests among community stakeholders make a strict delegation of policy and day-to-day operations impractical. Rather, this Board's governance policy shall be rooted in a clear delineation of task responsibility and an expectation that the Board is adequately and routinely informed of the performance of the various assigned tasks.

The intent of this Board is to focus on developing policy and providing high-level organizational leadership along with the County Administrator who focuses on day-to-day operational tasks. The Board will maintain meaningful control of the organization while allowing others to perform the day-to-day operations. Maintaining meaningful control

requires that the County Administrator and County Counsel routinely advise the Board on day-to-day operational tasks. The Board will be informed of, but not dictate, the handling of such tasks. Through such active and routine communication, the Board can provide appropriate input to ensure that assigned tasks are consistent with the Board's overall vision and strategic direction. The Board can jointly determine with the County Administrator and County Counsel what operational tasks may overlap or otherwise impact policy and require more active Board involvement.

The Board's intent is to delegate to the County Administrator and County Counsel with great clarity by completing three steps:

1. Expressing the expectations of the tasks being delegated and the level of input and communication expected from the Board.
2. Assigning the expectations with no ambiguity and to be held accountable for meeting the expectations.
3. Regularly checking that expectations are being met.

The Board's policies shall be the primary vehicle for delegating tasks, recording expectations and monitoring on a regular basis. In these policies, the Board does not intend to form any type of contractual employment arrangement with any employee or person. Rather these are guidelines intended to clarify task responsibility. The document is purposefully written to allow flexibility in interpretation with the expectation that the Board, County Administrator, and County Counsel will continually and jointly communicate on the need for refinement or more specificity as particular circumstances may warrant.

The Board has five general categories of policies which express the expectations for involvement and delegation:

**Policy 1.0 - Governance Commitments of the Board**

The Governance Commitments of the Board will clarify how the Board will work together, how the Board will conduct business, and how the Board will interact with community members and outside agencies of the County.

**Policy 2.0 - Board / Staff Linkages**

This Board/Staff Linkages policy will clarify the delegation and task assignment as to departmental operations and staff oversight to the Board's two sole employees, the County Administrator and the County Counsel.

**Policy 3.0 - Executive Limitations**

Executive Limitations delineate task expectations, constraints on authority, and required Board input within which the County Administrator and County Counsel can act.

**Policy 4.0 - Strategic Direction**

The Board will provide overall guidance and direction for County operations.

**Policy 5.0 - Code of Conduct and Ethics**

The Board of County Commissioners shall operate in an ethical and legal manner.

# Policy 1.0 GOVERNANCE COMMITMENTS OF THE BOARD

## Policy 1.1 County Commissioners Governance Commitments

The Board is committed to working with each other, other elected officials, staff, and community members in a manner that emphasizes collaboration, courage, respect, preparedness, fiscal responsibility and communication.

**1.1.1. Display Collaboration.** The Board shall display collaboration in a concerted effort to reach compromise or consensus. The Board is committed to the following:

- a. Sharing initial perceptions;
- b. Finding common ground and document decisions (i.e. an action item record);
- c. Exploring options;
- d. Working together to develop action steps to move forward;
- e. Focusing on the positive aspects of the roles and achievements.

**1.1.2. Display Courage.** The Board will display courage and is committed to the following:

- a. Acting in the best interest of residents of Benton County;
- b. Committing to goals both individually and collectively;
- c. Pursuing the Board goals with courage and determination;
- d. Being willing to admit when wrong and exhibit the willingness to change;
- e. Being willing to ask if programs or ideas are necessary and fiscally defensible.

**1.1.3. Display Respect.** The Board is committed to display respect for each other as Board members, the process, the schedules, the agenda, and timelines. The Board is committed to the following:

- a. Being non-judgmental during interactions;
- b. Allowing disagreement among colleagues, staff and community members;
- c. Respecting the opinions of one another.

**1.1.4. Prepare Proactively.** The Board will prepare proactively and is committed to the following:

- a. Preparing for Board business, planning, Board discussion time and work sessions by reading staff reports and supporting materials in advance;
- b. Avoiding surprises with each other, the County Administrator and the County Counsel by raising agenda-related issues in advance with the County Administrator and/or County Counsel.

**1.1.5. Communicate.** The Board will effectively communicate by committing to the following:

- a. Targeting communication toward the County's strategy, Board goals, budget and agenda items for the next meeting;
- b. Making communication with each other a priority;

- c. Structuring time for communication with each other, the County Administrator, and the County Counsel;
- d. Avoiding surprises with each other, the County Administrator, and the County Counsel (examples of situations that should be communicated include contacts with the press, taking public positions individually, and taking actions individually that could have an effect on the public, the County or the staff);
- e. Ensuring all Board members' voices are heard;
- f. Noticing meetings;
- g. Avoiding negative criticism of other Board members; provide constructive criticism.

**1.1.6. Public Input.** The Board will actively engage and seek input from community members on matters of public interest and concern in order to make informed decisions.

**1.1.7. Division of Labor.** The Board will practice the effective division of labor by committing to the following:

- a. Commit to sharing the workload, particularly as related to County representation on various boards and committees;
- b. Fulfilling separate roles while ensuring cross checks between these roles;
- c. Practicing accountability to the Board as a whole and each other individually.

**1.1.8. Opinions and Votes.** Any member of the Board will respect the legitimacy of the opinions and reasoning of other commissioners when and after making Board decisions. A member of the Board who votes in the minority is free to express dissent but will respect the process and legitimacy of the majority decision.

**1.1.9. Process and Performance.** The Board will regularly monitor and discuss the Board's process and performance to ensure the continuity of the Board's governance capability through self-evaluation, continuing education and training. The Board will seek facilitation assistance to conduct the self-evaluation and to improve the governance capability if deemed necessary.



## **Policy 2.0 BOARD/STAFF RELATIONSHIPS & EXPECTATIONS**

The Board oversees two employees - the County Administrator and County Counsel.

### **Policy 2.1 County Administrator Delegation**

The Board's link to the day-to-day operations of county departments, including elected offices, is the County Administrator. Implementation and subsidiary decision making regarding these tasks is hereby delegated to the County Administrator pursuant to the guidelines, requirements, and constraints set forth herein.

**2.1.1.** With the exception of legal issues, the County Administrator shall have supervisory and operational control over the day-to-day functions required to carry out the policies and objectives of the Board. A Board member may communicate directly with staff to obtain information to assist in the Board's policy making functions.

When this occurs, other than in casual conversations, the Board member will notify the County Administrator as a courtesy. Significant requests by individual board members of staff will be directed through the County Administrator.

The County Administrator will make every reasonable effort to accommodate requests for information, but, if in the opinion of the County Administrator, such requests will require an amount of staff time or resources that would be detrimental to other necessities the County Administrator may ask the full Board for guidance (as a general rule, any request by an individual board member that may consume more than 8 hours of staff time will be brought to the Board for guidance). The Board will avoid giving direction to persons who report directly or indirectly to the County Administrator.

**2.1.2.** Only decisions of the Board acting as a Board are binding on the County Administrator. Decisions or instructions of individual Board members are not binding on the County Administrator except in instances when the Board has specifically authorized such exercise of power. However, the responsibility of the County Administrator is to discuss individual Board member's decisions or instructions at the next available opportunity with the full Board to ensure consistency and compliance with Board policies and objectives. The responsibility of the County Administrator, and not the individual Board members, is to communicate with the full Board to obtain consensus on decisions, instructions, or requests of individual Board members.

**2.1.3.** The boundaries between policy and day-to-day operations may, at times, not be clearly delineated and may overlap. The Board may change the latitude of choice given to the County Administrator to accommodate changes in policy or vision. However, the Board will respect the authority given to the County Administrator herein until such time as a modification or reduction in task authority is clearly identified. The Board's delegation remains contingent upon a clear communication

channel between the Board and County Administrator. The County Administrator's responsibility is to discuss with the full Board at the next available opportunity any tasks not clearly delineated or may overlap with policy issues to obtain consensus on such task.

- 2.1.4. The negotiation of contracts may be handled by either the County Administrator (or designee) or the County Counsel, depending on the nature of the issue, as may be agreed upon by the County Administrator and the County Counsel or as directed by the Board.
- 2.1.5. Any deviation from Board policies should be by approval of the Board. All deviations should be communicated to the Board at the next available opportunity by the County Administrator.

## **Policy 2.2. County Administrator Communication**

The County Administrator is responsible for ensuring that the work of the Board is informed and supported. The desire of the Board is to delegate the day-to-day functions to the County Administrator while recognizing that the quality of County government depends upon the partnership and team concept between the Board, County Administrator, County Counsel, and staff.

2.2.1. Accordingly, the County Administrator will:

- a. Inform and seek the guidance of the Board on issues that may have an impact on the policy making functions of the Board;
- b. Make the Board aware of all relevant and changing trends, conditions, public reactions, or events that may affect the assumptions upon which the Board policy has been previously based;
- c. Inform the Board of internal and external communications or actions that are, in the County Administrator's judgment, salient and important;
- d. Inform and seek the guidance of the Board on both policy and operational issues that may have an impact on public relations or the public perception regarding how the County is operating;
- e. Routinely inform the Board of operational issues, strategies, objectives and accomplishments. The Board does not desire to dictate these functions, but rather to be informed and provide input on operational functions that may have unintended effects on Board policy or public perception;
- f. In order to support fully informed Board discussions, input and choices, provide the Board with as many staff and external (including unpopular or politically charged) points of view, issues and a range of options as needed, including fiscal ramifications. The information provided to the Board will be concise and complete in a user-friendly format;
- g. Ensure that the Board receives materials on a timely basis to allow for adequate review;

- h. Communicate with an individual board member at the earliest opportunity if, in the County Administrator's opinion, the Board member is not in compliance with the Board's own leadership policies and Board/Staff relationships and expectations. If this approach is unsuccessful in remedying the situation, the County Administrator will communicate with the Board as a whole;
- i. Foster open communication and strive to create a coordinated approach to the functions of County government.

2.2.2. The Board recognizes that the County Administrator's duty of loyalty is to the entire Board rather than individual commissioners. The balancing of this loyalty requires the County Administrator to exercise discretion as to the sharing of information amongst Board members about the acts of or the opinions and beliefs held by individual Board members.

### **Policy 2.3. County Administrator Relations with Other Elected Officials**

The County Administrator is responsible for ensuring that the work of the other Elected Officials (District Attorney and Sheriff) is supported. The County Administrator is responsible for coordinating and working with the other Elected Officials to ensure Board priorities are accomplished while respecting the autonomous nature of the other Elected Officials.

2.3.1. Accordingly, the County Administrator will:

- a. Inform and discuss with the other Elected Officials when taking action that may impact employees in the Elected Official's respective offices;
- b. Routinely inform the other Elected Officials of Board priorities, policies, mission, and goals and any modifications or shifts in these areas that may impact the functions of the Elected Official's respective offices;
- c. Inform, discuss, and seek input in preparation of the budget for the other Elected Officials and strive to amicably develop a budget that reflects fiscal integrity, Board priorities, and other Elected Officials priorities to the extent possible;
- d. Work cooperatively with the other Elected Officials and maintain healthy working relationships in carrying out the functions of the County;
- e. Be accessible to the other Elected Officials and foster open communication in order to create a coordinated approach to the functions of County government.

However, as noted, the County Administrator may not exercise control over any matters that are delegated by state statute to any elected county official.

## **Policy 2.4. County Council Delegation**

The Board's link to the legality of operations is the County Counsel. Implementation and subsidiary decision making regarding the legal representation of the County is hereby delegated to this individual pursuant to the guidelines, requirements, and constraints set forth herein. The County Counsel's Office is subject to the same personnel policies and procedures as all other County departments.

- 2.4.1. The County Counsel shall have supervisory and operational control over the legal representation of the County. The County Counsel shall provide legal services to the Board as well as County Elected Officials (unless a conflict of interest exists between the Board and the elected official), County departments, and County boards. The County Counsel shall oversee the legal representation of the County on all legal matters including the preparation, the prosecution and defense of lawsuits, the settlement of all outstanding claims and the general representation of County government.
- 2.4.2. The negotiation of contracts may be handled by either the County Administrator (or designee) or the County Counsel, depending on the nature of the issue, as may be agreed upon by the County Administrator and the County Counsel or as directed by the Board.
- 2.4.3. Only decisions of the Board acting as a Board are binding on the County Counsel. Decisions or instructions of individual Board members are not binding on the County Counsel except in instances when the Board has specifically authorized such exercise of power. However, the responsibility of the County Counsel is to discuss individual Board member's decisions or instructions at the next available opportunity with the full Board to ensure consistency and compliance with Board policies and objectives. The responsibility of the County Counsel and not the individual Board members, is to communicate with the full Board to obtain consensus on decisions, instructions, or requests of individual Board members.
- 2.4.4. The boundaries between policy and day-to-day legal operations may, at times, not be clearly delineated and may overlap. The Board may change the latitude of choice given to the County Counsel to accommodate changes in policy or vision.  
  
However, the Board will respect the authority given to the County Counsel herein until such time as a modification or reduction in task authority is clearly identified. The Board's delegation remains contingent upon a clear communication channel between the Board and County Counsel. The County Counsel's responsibility is to discuss with the full Board at the next available opportunity any tasks not clearly delineated or may overlap with policy issues to obtain consensus on such task.
- 2.4.5. Any deviation from Board policies should be by approval of the Board. All deviations should be communicated to the Board at the next available opportunity by the County Counsel.

## **Policy 2.5. County Counsel Communication**

The County Counsel is responsible for ensuring that the Board is informed and supported in all legal matters. The desire of the Board is to delegate the legal representation to the County Counsel while recognizing that the quality of County government depends upon the partnership and team concept between the Board, County Administrator, County Counsel, and County staff.

**2.5.1.** Accordingly, the County Counsel will:

- a. Inform and seek the guidance of the Board on all significant legal issues that may expose the County to detrimental liability;
- b. Educate the board on legal issues and liabilities in performing Board duties;
- c. Make the Board aware of all threatened or possible claims of action, all applicable changes in the law, or any other event that may expose the County to liability or otherwise affect the effective implementation of Board policies, missions, and goals;
- d. Inform the Board of internal and external communications or actions that, in the County Counsel's judgment, are salient and important;
- e. Inform and seek the guidance of the Board on legal issues and actions that may have an impact on public relations or the public perception regarding how the County is operating;
- f. Routinely inform and seek the guidance of the Board on day-to-day negotiations, prosecution, or defense of issues that may have a detrimental impact on public relations or the public perception regarding how the County is operating;
- g. Routinely inform the Board about legal issues and status of ongoing projects. The Board does not desire to dictate these functions, but rather to be informed and provide input on legal issues that may have unintended effects on Board policy or public perception;
- h. Provide the Board with as many staff and external points of view, issues and a range of options as needed for fully informed Board choices. The information provided to the Board will be concise and complete in a user-friendly format;
- i. Ensure that the Board receives materials on a timely basis to allow for adequate review;
- j. Communicate individually with Board members but will strive to deal with the Board as a whole;
- k. When practical, obtain all Board member's input on applicable decision making items;
- l. Communicate with an individual board member at the earliest opportunity if, in the County Counsel's opinion, the Board member is not in compliance with the Board's own leadership policies and Board/Staff relationships and

- expectations. If this approach is unsuccessful in remedying the situation, the County Counsel will communicate with the Board as a whole;
- m. Foster open communication and strive to create a coordinated approach to the representation of County government.

2.5.2. The Board recognizes that the County Counsel's duty of loyalty is to the entire Board rather than individual commissioners. The balancing of this loyalty requires the County Counsel to exercise discretion as to the sharing of information amongst Board members about the acts of or the opinions and beliefs held by individual Board members.

## **Policy 2.6. County Counsel Relations with Other Elected Officials**

The County Counsel has been authorized by the Board to support the other Elected Officials (District Attorney and Sheriff) in legal matters.

2.6.1. Accordingly, the County Counsel will:

- a. Make the other Elected Officials aware of all threatened or possible claims of action, all applicable changes in the law, or any other event that may expose an Elected Official to liability or otherwise affect the functions of an Elected Official's respective offices;
- b. Routinely inform and seek the guidance of the other Elected Officials on negotiations, prosecution, or defense of issues that may have an impact on the Elected Official's respective offices;
- c. Zealously represent the other Elected Officials' best interests;
- d. Inform and discuss with the other Elected Officials representation that may conflict with Board priorities and ensure that the other Elected Officials are properly represented if such conflict would preclude effective representation by the County Counsel's Office;
- e. Work cooperatively with the other Elected Officials and maintain healthy working relationships in carrying out the legal representation of the County so the Elected Officials can continue to utilize in-house representation for cost savings;
- f. Be accessible to the other Elected Officials and foster open communication in order to create a coordinated approach to the representation of County government.

However, as noted, the County Counsel may not exercise control over any matters that are delegated by state statute to any elected County official.

## Policy 3.0 EXECUTIVE LIMITATIONS

### **Policy 3.1. County Administrator Limitations**

The County Administrator should not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, or in violation of Board policies, directives, or commonly accepted business and professional ethics.

**3.1.1. Staff Treatment.** With respect to staff, the County Administrator will:

- a. Prevent conditions, procedures or decisions that are discriminatory, disrespectful, unfair, unsafe, undignified, disorganized or unclear, unnecessarily intrusive or that fail to provide appropriate confidentiality and privacy;
- b. Operate with an up-to-date employee handbook that assists in clarifying day-to-day operations and will operate with written personnel rules/employee handbook that clarify rules for staff, provide for a fair and effective handling of grievances, and protect against wrongful conditions;
- c. Be accessible to staff;
- d. Promote clear communication with all levels of the organization when policies or procedures change;
- e. Promote an organizational culture of trust;
- f. Maintain a rapport and professional relationships with departmental directors and Elected Officials;
- g. Operate with an established organizational chart and act inside the appropriate chain of command.

**3.1.2. Fiscal Health.** With respect to fiscal health, the County Administrator will not:

- a. Jeopardize the fiscal integrity of County government;
- b. Cause or allow the development of fiscal jeopardy or loss of fiscal integrity in accordance with Board objectives and policies;
- c. Allow the County's assets to be unprotected, inadequately maintained or unnecessarily risked;
- d. Expend more funds than are available or allow cash to drop below the amount needed to settle payroll and debts in a timely manner;
- e. Allow the general fund and other fund balances to decline below percentages and reserves as established by the Board in the Board's Reserve Policy;
- f. Engage in any purchases wherein normally prudent protection has not been given against conflict of interest or may not engage in purchasing practices in violation of state law or County purchasing procedures;
- g. Use any fund for a purpose other than for which the fund was established;
- h. Fail to keep and maintain financial policies and procedures;
- i. Fail to report out-of-the-ordinary fiscal events to the Board in a timely manner;

- j. Relinquish responsibility or accountability for maintaining fiscal health of the organization.

**3.1.3. Budget.** In accordance with the Fiscal Health requirements set forth herein, the County Administrator and Budget Officer, will not allow budgeting that:

- a. Deviates from statutory requirements;
- b. Deviates materially from Board priorities related to allocation among competing budgetary needs;
- c. Contains inadequate information to enable credible projection of revenues and expenses;
- d. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period, or which are otherwise available;
- e. Reduces fund balances or reserves in any fund to a level below that established by the Board as outlined in the County's Reserve Policy;
- f. Fails to maintain a budget contingency plan capable of responding to significant shortfalls within the County's budget;
- g. Fails to provide for an annual audit that adequately protects the County's fiscal assets;
- h. Fails to contain as many staff and external points of view (including unpopular or politically charged) as needed for fully informed Board choices, decisions, or input;
- i. Fails to be educational and informative to the staff and community members of Benton County;
- j. Fails to be derived from multi-year plans and projections;
- k. Omits credible projection of revenues and expenses, separation of capital and operational items, cash flow projections, and disclosure of planning assumptions;
- l. Results in new positions or material increases to salary and benefits without specific approval of the Board. The County Administrator's responsibility is to communicate with the Board on what constitutes material increases;
- m. Fails to overlook opportunities to secure funding sources outside the County;
- n. Fails to develop a long-term plan for projecting on-going operating, maintenance and replacement expenses for existing and proposed capital improvements.

**3.1.4. Employee Compensation and Benefits.** With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the County Administrator will not:

- a. Cause or allow jeopardy to the County's public image or allow discrimination based on race, sex, age, marital status, religion, sexual orientation, national origin, color, veteran status, political affiliation, gender identity, marital status, genetic information or disability;



- b. Fail to seek Board guidance and direction on material changes to compensation and benefit structures and will not allow the County to be without acceptable compensation and benefit guidelines;
- c. Fail to ensure compensation policies are consistent, fair, incorporate standard business practices, and promote the hiring and retention of highly qualified personnel;
- d. Change compensation and benefits of the County Administrator;
- e. Promise or imply permanent or guaranteed employment.

**3.1.5. Capital Improvement Programs.** With respect to planning for and reporting on capital equipment and improvement programs, the County Administrator will not:

- a. Jeopardize the programmatic or fiscal integrity of the County;
- b. Allow the development of a capital improvement program which significantly deviates from the Board's stated priorities;
- c. Plan to use more funds than are projected to be available in any fiscal period for expenditures;
- d. Fail to project on-going operating, maintenance, and replacement expenses in making such determination;
- e. Fail to provide the Board detailed costs, benefits, budgets, and progress of each capital improvement program to allow accurate assessment both prior to and during construction;
- f. Fail to ensure a maintenance schedule is developed and followed as fiscally practicable.

**3.1.6. All Other County Programs.** With respect to planning for and reporting on all County programs, the County Administrator will not:

- a. Jeopardize or otherwise adversely impact the policies, objectives and strategies of the Board;
- b. Allow the development of a program which deviates materially from the Board's stated priorities;
- c. Fail to project initial and on-going costs of such programs;
- d. Fail to provide the Board detailed costs and benefits of each program to allow accurate assessment both prior to and during implementation;
- e. Fail to seek guidance and policy direction from the Board regarding significant program modifications or transfer to other organizations.

**3.1.7. Asset Protection.** With respect to the County's assets, the County Administrator will not:

- a. Allow the County's assets to be unprotected, inadequately maintained, abused, or unnecessarily risked;
- b. Fail to have in place adequate property and liability insurance for County operations;

- c. Subject facilities and equipment to improper wear and tear or insufficient maintenance;
- d. Allow internal control standards and disbursement of funds controls to be less than that necessary to satisfy generally accepted government accounting/auditing standards;
- e. Fail to properly and proactively maintain building and equipment and will not lack safeguards against theft, loss, or damage of property;
- f. Unnecessarily expose County government, this Board or staff to claims of liability.

**3.1.8. Emergency Plans.** With respect to emergency planning, the County Administrator will work with the Sheriff's Office and Emergency Management to:

- a. Have in place adequate plans to prevent and/or respond to emergencies and/or disasters;
- b. Have a functional and actionable emergency operations plan and a continuity plan for the County;
- c. Take appropriate action immediately to ensure the safety of the public and public assets, including authorizing specific actions by county staff;
- d. Ensure that emergency plans are operational through training of appropriate personnel.

**3.1.9. Public Treatment.** With respect to the public, the County Administrator will:

- a. Ensure high standards regarding the treatment of community members and guests;
- b. Ensure that the public gets the best possible services and facilities given available resources;
- c. Ensure that attention is paid to detail and that quality service that demonstrates a high level of professionalism is provided.

**3.1.10. Public Information.** With respect to information, the County Administrator will provide for and manage the dissemination of County information to further transparency and maintain a positive image.

**3.1.11. Jurisdictional Relationships.** With respect to external relationships, the County Administrator will develop strong ties and cooperative relationships with local jurisdictions including but not limited to other appointed and Elected Officials.

**3.1.12. Efficient Operations.** With respect to internal operating procedures, the County Administrator will ensure that the County has internal procedures for the well-being of the County to promote effective and efficient County operations. With respect to efficient operations, the County Administrator will:

- a. Ensure that the expectations are clear and employees are held accountable in a consistent manner;

- b. Ensure that poor performance is addressed in a swift, consistent and respectful manner;
  - c. Seek input from employees, at all levels where appropriate, and incorporate applicable feedback into decision making.
- 3.1.13. Education.** With respect to education, the County Administrator will make the Board, County Elected Officials, and county staff aware of changes or pending changes to the law that may adversely impact the policies, visions, and functions of County government.
- 3.1.14. Professional Training.** With respect to training, the County Administrator will maintain and upgrade the professional knowledge, skills and development of staff to effectively carry out the expected duties.
- 3.1.15. Absence from the County. Absence from the County.** The County Administrator will not leave the County without ensuring adequate coverage by another member(s) of the County management team who can perform the tasks of County Administrator while absent
- 3.1.16. Board Goals and Objectives.** Upon the direction of the Board, the County Administrator will work with the Board to establish, and annually update, the Board’s goals and objectives.

**Policy 3.2. County Counsel Limitation**

The County Counsel should not cause or knowingly allow any practice, activity, decision, or organizational circumstance that is unlawful or may expose the County to unwarranted liability.

- 3.2.1. Staff Treatment.** With respect to staff, the County Counsel will:
- a. Reduce the County’s legal exposure from conditions, procedures or decisions that are discriminatory, disrespectful, unfair, unsafe, undignified, disorganized or unclear, unnecessarily intrusive or that fail to provide appropriate confidentiality;
  - b. Be accessible to staff.
- 3.2.2. Employee Compensation, Benefits, and Relations.** With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the County Counsel will reduce the County’s legal exposure from discrimination based on race, sex, age, marital status, religion, sexual orientation, national origin, color, veteran status, political affiliation, gender identity, marital status, genetic information or disability.
- 3.2.3. Representation.** With respect to representing the County in litigation, negotiations, and all other matters, the County Counsel will:
- a. Zealously represent the County’s best interests;

- b. Avoid representing the County in any situation that presents a conflict of interest;
  - c. Foster the goals and objectives of the Board;
  - d. Maintain a professional demeanor both internally and externally;
  - e. Take appropriate and timely action to reduce liability to the County;
  - f. Assure that the County is properly represented in all legal proceedings and that all legal documents are approved for form and legality;
  - g. Provide enough detail on the costs and benefits of each legal matter to allow the Board to accurately assess the proposed matter both prior to and during implementation.
- 3.2.4. Education.** With respect to education, the County Counsel will make the Board, County Elected Officials, and County staff aware of changes or pending changes to the law that may adversely impact the policies, visions, and functions of County government.
- 3.2.5. Availability.** With respect to availability, the County Counsel will provide adequate staff coverage for weekly Board meetings, applicable staff meetings, staff inquiries, and other needed legal services.
- 3.2.6. Outside Counsel.** With respect to outside representation, the County Counsel will:
- a. Obtain necessary outside counsel to adequately protect the County’s interest in a cost-effective manner;
  - b. Ensure the services from outside counsel are competent, appropriate, and within approved budgets.
- 3.2.7. Public Treatment.** With respect to the public, the County Counsel will:
- a. Ensure high standards regarding the treatment of community members;
  - b. Ensure a high level of professional conduct;
  - c. Ensure professionalism among County Counsel’s office staff.
- 3.2.8. Professional Training.** With respect to training, the County Counsel will maintain and upgrade the professional knowledge, skills and development of staff to effectively represent the County.
- 3.2.9. Absence from the County.** The County Counsel will not leave the County without ensuring adequate coverage by another member(s) of the County Counsel’s Office who can perform the tasks of County Counsel while absent.

## **Policy 4.0 STRATEGIC DIRECTION**

### **Policy 4.1. Strategic Direction**

**4.1.1. Goals and Objectives.** The Board will provide leadership in order to establish a strategic, long-term direction for the organization. In that regard, the Board will establish goals and objectives that provide guidance and direction to the County Administrator for implementation organization wide on an annual basis.

**4.1.2. Values.** The County will support, foster, and encourage the following values from the Board and staff:

- a. Honesty and integrity – Exhibit professional conduct to build and preserve the public trust.
- b. Respect – Consistently demonstrating courtesy, understanding and concern for community members, colleagues and visitors alike.
- c. Dedication to public service – Understanding that the purpose is to serve the needs of the public.
- d. Open and transparent government – Ensuring that the public is well informed and welcoming public involvement.
- e. Responsible stewardship of public resources – Demonstrating the utmost care and competence in managing the financial and property resources of the County.
- f. Accountability – Being dedicated through duty and action to the community members, inspiring confidence in County government.

### **Policy 4.2. Chair's Responsibility**

The responsibility of the Chair is to maintain procedural integrity of Board meetings. The Chair shall also represent the Board as delegated by the full Board or when necessary to deal with exigent circumstances.

**4.2.1.** The Chair will ensure that the conduct of the Board will be held openly, orderly, efficiently, and with dignity to facilitate an orderly meeting. The Chair shall keep the discussion content consistent with the agenda and allocated time to the extent reasonably possible.

**4.2.2.** The Chair will work cooperatively with the County Administrator to prepare the agenda for full Board meetings. The County Administrator will inform and seek the guidance of the full Board on items to be placed on the agenda that may be of a politically sensitive nature.

**4.2.3.** The Chair will act on behalf of the full Board when so delegated by the Board or when absolutely necessary to protect the County with a situation requiring immediate action when full Board participation cannot be obtained. The responsibility of the Chair, or through the County Administrator, is to communicate and obtain guidance

from the full Board at the earliest opportunity when such actions are taken. Except as set forth in this section, the Chair will obtain all Board members' input on applicable decision making items. The Chair represents the Board only when so delegated such authority by the full Board.

- 4.2.4. The Chair is responsible for responding to correspondence addressed to the full Board
- 4.2.5. The Chair will preside over meetings and sign documents on behalf of the Board of County Commissioners.
- 4.2.6. The Chair will seek to obtain consensus among board members on significant discussion issues in Board meetings.
- 4.2.7. The Chair will initiate the annual evaluation process for the County Administrator and the County Counsel.
- 4.2.8. The Chair will be responsible to be available to the County Administrator and the County Counsel for consulting, as necessary. Individual Board members can meet with the County Administrator as necessary.

## Policy 5.0 CODE OF CONDUCT AND ETHICS

### Policy 5.1. Code of Conduct and Ethics

5.1.1. The Board shall operate in an ethical and legal manner and is committed to the following:

- a. Promoting decisions which benefit the public interest;
- b. Promoting public confidence in county government;
- c. Performing the duties of the Board diligently and promptly;
- d. Maintaining a positive image;
- e. Providing the best service or product at the lowest costs without sacrificing quality and fiscal responsibility;
- f. Maintaining a respectful attitude towards employees, other public officials, colleagues and the public;
- g. Effectively and efficiently working with government agencies and organizations in order to further the interests of the County;
- h. Accepting the responsibility that the mission is that of a servant to the public;
- i. Advocating for the best interests of the County and the community members at the local, regional, state and national levels;
- j. Recognizing and avoiding or disclosing conflicts of interest;
- k. Recognizing and avoiding situations that might create an appearance of impropriety;
- l. Acting with integrity.

5.1.2. **Statutory Responsibilities.** Members of the Board of County Commissioners will act in accordance with the Oregon Revised Statutes in relation to the Board's responsibilities and authorities. The Board will not:

- a. Perform any statutorily precluded act.
- b. Accept any statutorily precluded gift ([ORS 244.025](#)).

5.1.3. **External Communication Protocols.** The appropriate communication protocol for engagement of another local government or public entity on official business involving the County is acknowledged as follows:

- a. County Elected Official to external Elected Official;
- b. County Administrator to external appointed Agency Head (City/County Administrator, Superintendent, etc.);
- c. County Counsel to external Agency Attorney;
- d. County staff to external staff.

However, there are exceptions recognized to this protocol. The Board members will maintain appropriate channels of communication by using best judgement, to avoid any appearance of impropriety or undue influence, and to keep one another and the County Administrator informed when such contacts do occur.

- 5.1.4. Boards and Commissions.** The Board believes that citizen involvement in County government is a positive and valuable resource to the Board as the governing body of Benton County. Consequently, the Board appoints numerous boards, commissions and committees to serve in an advisory capacity, to fulfill functions and duties established by the Board and to undertake specific assignments as directed by the Board. Board and Commission appointments shall be made in accordance with Benton County Policy I.A.9, which may be amended from time to time.
- 5.1.5. Compliance.** Compliance with all policies contained herein shall be reviewed by the Board on an annual basis, or more frequently, if necessary.



# APPENDIX

## DOCUMENT REVIEW CHANGES

The following are document changes and discussions that occurred during the Benton County Board of Commissioners Goal-Setting Meetings of **January 12, 2021 and February 9, 2021**. Sections not mentioned below were agreeable to the Board with no further discussion.

| LOCATION               | DESCRIPTION  |
|------------------------|--|
| <b>Document</b>        | Change the word ‘citizens’ to ‘community members’  |
| <b>Document</b>        | Removed the use of gender neutral pronouns   |
| <b>Section 1.1.4</b>   | County Administrator acknowledged the importance of receiving information with advance notice, and strives to send information out on Fridays before the meetings.   |
| <b>Section 1.1.9</b>   | Chair commented the Board needs to refer to this section to create an honest evaluation.   |
| <b>Section 2.1.1</b>   | Chair acknowledged this can be difficult at times but appreciates the feedback. Discussion of additional language specifying how communication should be relayed to the County Administrator. No changes made at this time.        |
| <b>Section 2.1.5</b>   | Discussion of additional language specifying an emergency due to delegation of Board Chair as decision authority. No changes made at this time.  |
| <b>Section 2.2.1.f</b> | Previously this was Section 2.2.f prior to updated document formatting. Discussion circled back to needing information timely, as discussed in Section 1.1.4.  |
| <b>Section 2.3</b>     | County Administrator informed Board of the monthly meetings with the Elected Officials.  |
| <b>Section 3.1.1</b>   | Removed ‘treatment’ from section header sentence   |
| <b>Section 3.1.3</b>   | Commissioner would like the negative language addressed. County Administrator agreed but the document is more prescriptive and if listing allowed items, the document would be much larger. Removed ‘Chief’ from ‘Budget Officer.’ |
| <b>Section 3.1.3.e</b> | Removed ‘Board reserve policy’ and replaced with ‘county reserve policy.’  |
| <b>Section 3.1.5</b>   | Board would like this to be re-written   |
| <b>Section 3.1.6.d</b> | Statement re-written   |
| <b>Section 3.1.8</b>   | Agreed to include Sheriff and Emergency Management   |
| <b>Section 3.1.9</b>   | Removed ‘citizens, residents and guests’ and replaced with ‘community members and guests’  |
| <b>Section 3.1.13</b>  | Questioned to include County Council; Section 3.2.4 addressed concern  |
| <b>Section 3.2</b>     | This section was not reviewed but County Counsel stated County Council can review this section with the Board upon request   |
| <b>Section 3.2.7</b>   | Header – Removed ‘Citizen’ and replaced with ‘Public’  |
| <b>Section 4.1.1</b>   | Moved ‘on an annual basis’ to the end of the section   |
| <b>Section 4.2.1</b>   | Removed ‘attempt to’ from first sentence – ‘Chair will ensure...’ not ‘attempt to ensure....’  |
| <b>Section 4.2.2</b>   | Removed Chair in second sentence to only include the County Administrator on the politically sensitive issues.   |
| <b>Section 4.2.3</b>   | Discussion to include language for Chair responsibility and correspondence. The Chair is currently responsible in practice. Added new 4.2.4 to reflect discussion  |
| <b>Section 4.2.4</b>   | New section to capture Chair responsibility regarding correspondence to full Board   |

# BOC Agenda Checklist Master

## Agenda Placement and Contacts

**Suggested Agenda Date** 01/10/23

View [Agenda Tracker](#)

**Suggested Placement \*** Work Session

**Department \*** Board of Commissioners

**Contact Name \*** Maura Kwiatkowski

**Phone Extension \*** 5417663531

**Meeting Attendee Name \*** Joe Kerby, County Administrator

## Agenda Item Details



**Item Title \*** Sponsorship Request: Philomath Area Chamber of Commerce 2023 Samaritan Awards

- Item Involves \*** Check all that apply
- Appointments
  - Budget
  - Contract/Agreement
  - Discussion and Action
  - Discussion Only
  - Document Recording
  - Employment
  - Notice of Intent
  - Order/Resolution
  - Ordinance/Public Hearing 1st Reading
  - Ordinance/Public Hearing 2nd Reading
  - Proclamation
  - Project/Committee Update
  - Public Comment
  - Special Report
  - Other

**Estimated Time \*** 5 Minutes

**Board/Committee Involvement \***  Yes  No

**Advertisement \*** No

# Issues and Fiscal Impact

---

## Item Issues and Description

---

**Identified Salient Issues \***

The Philomath Area Chamber of Commerce will host their annual Samaritan Awards on Wednesday, February 15, at 6:30 p.m. at the Philomath High School Auditorium. This event is to offer nonprofit organizations of the community an opportunity to recognize an outstanding member of their organization that has contributed greatly in the last year. The Chamber will also bestow the First Citizen Awards, Nonprofit, and Business of the Year Awards.

**Options \***

Approve the \$150 sponsorship request for the Philomath Area Chamber of Commerce 2023 Samaritan Awards.

Decline to support the \$150 sponsorship request for the Philomath Area Chamber of Commerce 2023 Samaritan Awards.

**Fiscal Impact \***

- Yes
- No

**Fiscal Impact Description \***

The Board of Commissioners 2021-23 budget line for sponsorship would be reduced by the selected sponsorship amount. There is sufficient budget currently available in the sponsorship budget line for any of the three sponsorship levels.

# 2040 Thriving Communities Initiative

---

**Mandated Service?\***  Yes  
 No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

### Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

---

#### Core Values\*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

#### Explain Core Values Selections\*

Nonprofit organizations play a vital role in building healthy communities by providing critical services that contribute to economic stability and mobility. They also strengthen communities in other important ways. The Samaritan Awards provides an opportunity for nonprofit organizations to recognize members of their organizations who have made significant contributions over the past year.

#### Focus Areas and Vision\*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

#### Explain Focus Areas and Vision Selection\*

Nonprofit organizations play a vital role in building healthy communities by providing critical services that contribute to economic stability and mobility. They also strengthen communities in other important ways. The Samaritan Awards provides an opportunity for nonprofit organizations to recognize members of their organizations who have made significant contributions over the past year.

# Recommendations and Motions

---

## Item Recommendations and Motions

---

**Staff Recommendations\*** Staff makes no recommendation regarding this sponsorship request.

**Work Session Motions\*** I move to ...  
... approve sponsorship of the Philomath Area Chamber of Commerce 2023 Samaritan Awards Event in the amount of \$150, or  
  
...decline to sponsor the Philomath Area Chamber of Commerce 2023 Samaritan Awards Event.

## Attachments, Comments, and Submission

---

### Item Comments and Attachments

---

**Attachments** Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.  
Philomath Samaritan Awards.pdf 302.14KB

**Comments (optional)** If you have any questions, please call ext.6800


**Department Approver** MAURA KWATKOWSKI

### Department Approval

---

**Comments**

**Signature**




Maura Kwiatkowski

### County Administrator Approval

---

**Comments**

**Signature**



Joseph Kirby

**From:** [DELAVEGA Marriah](#)  
**To:** [WYSE Nancy](#); [MALONE Patrick](#); [AUGEROT Xanthippe](#)  
**Cc:** [KERBY Joseph](#); [KWIATKOWSKI Maura](#)  
**Subject:** FW: Philomath Samaritan Awards  
**Date:** Thursday, January 5, 2023 12:39:01 PM  
**Attachments:** [image003.png](#)  
[image001.png](#)

---

Dear Commissioners,

Please see the email below from the Philomath Chamber of Commerce.

Sincerely,

Marriah



Marriah De La Vega  
Administrative Specialist  
Board of Commissioners Office  
O: 541-766- 6800  
Email [marriah.delavega@co.benton.or.us](mailto:marriah.delavega@co.benton.or.us)  
[www.co.benton.or.us](http://www.co.benton.or.us)

---

**From:** [director@philomathchamber.org](mailto:director@philomathchamber.org) <[director@philomathchamber.org](mailto:director@philomathchamber.org)>  
**Sent:** Thursday, January 5, 2023 12:25 PM  
**To:** MILO Erika <[Erika.Milo@Co.Benton.OR.US](mailto:Erika.Milo@Co.Benton.OR.US)>  
**Subject:** Philomath Samaritan Awards

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Erika:

The Philomath Area Chamber of Commerce will be hosting their annual Samaritan Awards on Wednesday, **February 15, at 6:30 p.m.** at the Philomath High School Auditorium. This event is to offer nonprofit organizations of our community the chance to recognize an outstanding member of their organization that has contributed greatly in the last year. We also recognize First Citizen Awards, Nonprofit, and Business of the Year Awards.

To continue to offer this FREE event to those in attendance and provide complimentary desserts, we are asking for your support. Your **\$150 sponsorship** includes your company's name on the event signage and listed in the event program. You can also reserve a table for your business for your guests.

For the 2<sup>nd</sup> year, we will be accepting donations at the event for the Weekend FoodPack Program that directly benefits the students at the Philomath School District.

Please help us make this a successful community event!

Yes, we will sponsor the event. Our check is enclosed.

Yes, we will sponsor this event. Please send an invoice.

Thank you for your consideration!

Samaritan Awards Committee  
Philomath Area Chamber of Commerce  
PO Box 606  
Philomath, OR 97370  
[director@philomathchamber.org](mailto:director@philomathchamber.org)

Lisa Watkins  
Director  
Philomath Area Chamber of Commerce  
541-929-2454  
[www.philomathchamber.org](http://www.philomathchamber.org)  
[www.philomathevents.com](http://www.philomathevents.com)



# BOC Agenda Checklist Master

## Agenda Placement and Contacts

---

**Suggested Agenda Date** 01/10/23

View [Agenda Tracker](#)

**Suggested Placement \*** Work Session

**Department \*** Board of Commissioners

**Contact Name \*** Maura Kwiatkowski

**Phone Extension \*** 5417663531

**Meeting Attendee Name \*** Joe Kerby, County Administrator

## Agenda Item Details



**Item Title \*** Sponsorship Request: Rotary Club of Philomath 2023 Salmon and Jazz Event

**Item Involves \***

- Check all that apply
- Appointments
  - Budget
  - Contract/Agreement
  - Discussion and Action
  - Discussion Only
  - Document Recording
  - Employment
  - Notice of Intent
  - Order/Resolution
  - Ordinance/Public Hearing 1st Reading
  - Ordinance/Public Hearing 2nd Reading
  - Proclamation
  - Project/Committee Update
  - Public Comment
  - Special Report
  - Other

**Estimated Time \*** 5 minutes

**Board/Committee Involvement \***  Yes  No

**Advertisement \*** No



# Issues and Fiscal Impact

---

## Item Issues and Description

---

**Identified Salient Issues \***

The Rotary Club of Philomath will be hosting its 21st annual Salmon & Jazz Event at the Philomath High School Auditorium on February 18, 2023. This fundraising event features a salmon or chicken dinner served by Rotarians and Philomath middle school students, a silent auction, and live music from the Philomath High School Jazz Band.

Proceeds from this fundraiser benefit various youth activities in Philomath, including the Philomath High School Music Program, Philomath Middle School Excel Leadership class, Philomath Rotary's "Service Above Self" scholarships, Rotary Youth Leadership Camp scholarships, and Philomath Youth Activities Club.

**Options \***

Approve sponsorship of the Rotary Club of Philomath's 2023 Salmon & Jazz Festival at one of three sponsorship levels -- \$150, \$250, or \$500 -- or another amount.

Decline to sponsor the Rotary Club of Philomath's 2023 Salmon & Jazz Festival.

**Fiscal Impact \***

- Yes
- No

**Fiscal Impact Description \***

The Board of Commissioners 2021-23 budget line for sponsorship would be reduced by the selected sponsorship amount. There is sufficient budget currently available in the sponsorship budget line for any of the three sponsorship levels.

# 2040 Thriving Communities Initiative

---

**Mandated Service?\***  Yes  
 No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

### Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

---

#### Core Values\*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

#### Explain Core Values Selections\*

Proceeds from the Rotary Club of Philomath's Salmon & Jazz event support a variety of youth activities in Philomath, including the Philomath High School Music Program, Philomath Middle School Excel Leadership class, Philomath Rotary's "Service Above Self" scholarships, Rotary Youth Leadership Camp scholarships, and the Philomath Youth Activities Club.

#### Focus Areas and Vision\*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

#### Explain Focus Areas and Vision Selection\*

Proceeds from the Rotary Club of Philomath's Salmon & Jazz event support a variety of youth activities in Philomath, including the Philomath High School Music Program, Philomath Middle School Excel Leadership class, Philomath Rotary's "Service Above Self" scholarships, Rotary Youth Leadership Camp scholarships, and the Philomath Youth Activities Club.

## Recommendations and Motions

---

### Item Recommendations and Motions

---

**Staff** Staff makes no recommendation regarding this sponsorship request.

**Recommendations\***

**Work Session** I move to ...

**Motions\***

... approve sponsorship of the Rotary Club of Philomath's 2023 Salmon & Jazz Event in the amount of \$\_\_\_\_\_, or

...decline to sponsor the Rotary Club of Philomath's 2023 Salmon & Jazz Event.

## Attachments, Comments, and Submission

---

### Item Comments and Attachments

---

**Attachments** Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

Rotary Club of Philomath.pdf

41.89KB

**Comments (optional)** If you have any questions, please call ext.6800

**Department Approver** MAURA KWIATKOWSKI

## Department Approval

---

**Comments**

**Signature**




Maura Kwiatkowski

## County Administrator Approval

---

**Comments**

**Signature**



Joseph Kirby

**Rotary Club of Philomath**  
PO Box 1195  
Philomath, OR 97370



December 22, 2022

Benton County Board of Commissioners  
PO Box 3020  
Corvallis, OR 97339-3020

Dear Sir/Madam,

The Rotary Club of Philomath will be hosting its **21st annual Salmon & Jazz Event** at the Philomath High School Auditorium on **February 18, 2023**. This fundraising event features a salmon or chicken dinner served by Rotarians and Philomath middle school students, a silent auction, live music from the Philomath High School Jazz Band and dancing!

Proceeds from this fundraiser benefit various youth activities in Philomath: Philomath High School Music Program, Philomath Middle School Excel Leadership class, Philomath Rotary's "Service Above Self" scholarships, Rotary Youth Leadership Camp scholarships, PYAC and more!

Your sponsorship will help further the success of the event and give your business the opportunity to demonstrate your support for local youth activities! To become a sponsor, simply complete the enclosed sponsorship form and return it to the Rotary Club of Philomath as soon as possible to ensure you receive the recognition at our event. In-kind donations are also appreciated and can include items for our silent auction.

If you have any questions, please contact me at (541)760-4990, and don't forget to mark February 18<sup>th</sup> on your calendar and join us at the event!

Thank you in advance,

Helen Bennett  
Salmon & Jazz Committee Chair  
Rotary Club of Philomath



## 2023 Salmon & Jazz Festival Sponsorship Form

\_\_\_\_\_ **Coho Sponsor** **\$500**

- \*Company name listed on event posters
- \*Company banner displayed at event
- \*Company name announced at event
- \*Company name listed on evening agenda
- \*Four (4) complimentary tickets to event (\$140 value)

\_\_\_\_\_ **Sockeye Sponsor** **\$250**

- \*Company banner displayed at event
- \*Company name announced at event
- \*Company name listed on evening agenda
- \*Two (2) complimentary tickets to event (\$70 value)

\_\_\_\_\_ **Pink Sponsor** **\$150**

- \*Company name announced at event
- \*Company name listed on evening agenda
- \*One (1) complimentary ticket to event (\$35 value)

BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

***Thank you for your sponsorship!***

**Please send form & check to:**

Rotary Club of Philomath  
PO Box 1195  
Philomath, OR 97370

Questions? Call Helen Bennett @ 541-760-4990