



**Board of Commissioners**

Office: (541) 766-6800

Fax: (541) 766-6893

4500 SW Research Way

Corvallis, OR 97333

co.benton.or.us

## AGENDA

*(Chair May Alter the Agenda)*

### BENTON COUNTY BOARD OF COMMISSIONERS

**Tuesday, August 15, 2023, 11 AM**

How to Participate in the Board of Commissioners Meeting			
In-Person	Zoom Video	Zoom Phone Audio	Facebook LiveStream
Kalapuya Building 4500 Research Way Corvallis, OR	<a href="#">Click for Zoom link</a>	Dial 1(253) 215-8782	<a href="#">Click for Facebook LiveStream link</a>
	Zoom Meeting ID: 893 0300 0990		
	Zoom Passcode: 628841		

#### 1. Opening

- 1.1 Call to Order
- 1.2 Introductions
- 1.3 Announcements

#### 2. Review and Approve Agenda

#### 3. Comments from the Public

*Time restrictions may be imposed on public comment, dependent on the business before the Board of Commissioners. Individual comment may be limited to three minutes.*

#### 4. Work Session

- 4.1 15 minutes – Monthly COVID Update from Health Services – *April Holland, Health Services*
- 4.2 30 minutes – Samaritan Treatment and Recovery Services (STARS) – *Scott Palmer, STARS*
- 4.3 30 minutes – Adult Drug Treatment Court Next Steps Update – *Judge Matthew Donohue, Benton County Circuit Court*

**The Board will take a brief recess between the Work Session and Business Meeting**

*The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session. However, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(2)) and the notice shall state the specific reason for the executive session as required by ORS 192.660.*

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Board of Commissioners Office, (541) 766-6800.

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**BUSINESS MEETING**


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**5. Consent Calendar**

- 5.1 Application for New Outlet, Off-premises Liquor License for Bellfountain Country Store
- 5.2 Approval of the July 25, 2023 Information Sharing Minutes
- 5.3 Approval of the July 11, 2023 Goal Setting Minutes
- 5.4 Approval of Appointments to the Following Advisory Boards and Committees:

<u>Board/Committee</u>	<u>Order Number</u>	<u>Appointees</u>
Property Tax Appeals	D2023-058	Nick Fowler, Andrew Freborg, Kathleen Hutchinson, David Coulombe
Corvallis-Benton County Library	D2023-059	Gabriel Ledger, Cleo Sandler
Economic Development Coalition	D2023-060	Tim Weber
Enterprise Zone	D2023-061	Charlie Mitchell
Environment and Natural Resources	D2023-062	Robert Swan, Mike Hughes
Food Service	D2023-063	Travis Allen
Historic Resources	D2023-064	Autumn Peterson, Jay Sexton
Mental Health, Addictions and Developmental Disabilities	D2023-065	Gabi Ford, Mikayla Heston, Ashley Mahan, Patty Koker, Dharma Mirza
Natural Areas and Parks	D2023-066	Ben Watts, Miles Phillips
Benton County Planning Commission	D2023-067	John Wilson
State Transportation Improvement Fund	D2023-068	Janeece Cook, Hal Brauner

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## 6. Departmental Reports and Requests

- 6.1 30 minutes – Sustainable Materials Management Plan: Draft Request for Proposals – Update and Recommended Next Steps – *Darren Nichols, Daniel Redick; Community Development; Sean McGuire, Sustainability*
- 6.2 10 minutes – Service Recognition for Interim County Administrator Suzanne Hoffman – *Benton County Commissioners*

## 7. 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.”

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# CONSENT CALENDAR

## BOC Agenda Checklist Master

### Agenda Placement and Contacts

**Suggested Agenda Date** 08/15/23

View [Agenda Tracker](#)

**Suggested Placement\*** BOC Tuesday Meeting

**Department\*** Sheriff's Office

**Contact Name\*** Dawn Dale

**Phone Extension\*** 6884

**Meeting Attendee Name\*** Dawn Dale

### Agenda Item Details



**Item Title\*** Application for New Outlet, Off Premises Liquor License for Bellfountain Country Store

**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 MIN

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



## Issues and Fiscal Impact

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### Item Issues and Description

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**Identified Salient Issues\***

- Bellfountain County Store has applied for a new outlet, off premises Liquor License.
- The location of the Store is 26720 Bellfountain Road, Monroe, OR 97456.
- As of February 1, 2023, OAR 845-005-0312(2)(a) requires applicants for an annual license or request for change to license must first get the recommendation from the local government included on the Liquor License Application before submitting it to the Oregon Liquor and Cannabis Commission (OLCC).
- ORS 471.166 requires the applicant for a license to acquire a written recommendation from the governing body of the county. The OLCC may take that written recommendation into consideration before granting or refusing a license.

The local government may take one of three actions on an application within 45 days of receipt:

1. File a favorable recommendation with the OLCC regarding this application.
2. Request OLCC to grant additional time to study the application prior to making a recommendation.
3. File an unfavorable recommendation with the OLCC along with a statement of the grounds for the unfavorable recommendation.

Note: Applicant has passed all background checks.

**Options\***

1. File a favorable recommendation with the OLCC regarding this application.
2. Request that the OLCC grant additional time to study the application prior to making a recommendation.
3. File an unfavorable recommendation with the OLCC along with a statement of the grounds for the unfavorable recommendation.

**Fiscal Impact\***

- Yes
- No

## 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](#).

**Mandated Service Description \***

If this agenda checklist describes a mandated service or other function, please describe here.

845-005-0312

Application for Issuance of an Annual License or Request for Change to License  
 (2) In order to accept an application for issuance of an annual license, an applicant must submit to the Commission at a minimum the edition of the Liquor License Application form posted on the Commission's website that has been completed and includes from the local government as described in OAR 845-005-0304 either:  
 (a) The local government's written recommendation;

471.166 Local government recommendations on license issuance and renewal; rules; fees. (1) The Oregon Liquor and Cannabis Commission may require that every applicant for issuance or renewal of a license under this chapter acquire a written recommendation from the governing body of the county if the place of business of the applicant is outside an incorporated city, and from the city council if the place of business of the applicant is within an incorporated city. The commission may take such written recommendation into consideration before granting or refusing the license.

(2) If the commission requires that an applicant for issuance of a new license acquire the written recommendation of a local government, the applicant must give notice to the local government when an application is made for issuance of the license. If the local government files a favorable recommendation with the commission within 45 days after the notice is given, the commission shall proceed with consideration of the application. The commission shall proceed with consideration of the application as though the local government had made a favorable recommendation unless, within 45 days after notice is given to the local government:

(a) The local government files an unfavorable recommendation with the commission with a statement of the grounds for the unfavorable recommendation;  
 or

(b) The local government files a request for additional time with the commission that sets forth the reason additional time is needed by the local government, a statement that the local government is considering making an unfavorable recommendation on the application, and the specific grounds on which the local government is considering making an unfavorable recommendation.

(3) If the commission requires that an applicant for renewal of a license acquire the written recommendation of a local government under this section, the commission shall give notice to the local government when an application is due for renewal of the license. If the local government files a favorable recommendation with the commission within 60 days after the notice is given, the commission shall proceed with consideration of the application. The commission shall proceed with consideration of the application as though the local government had made a favorable recommendation unless within 60 days after notice is given to the local government:

(a) The local government files an unfavorable recommendation with the commission with a statement of the grounds for the unfavorable recommendation;  
 or

(b) The local government files a request for additional time with the commission



that sets forth the reason additional time is needed by the local government, a statement that the local government is considering making an unfavorable recommendation on the application, and the specific grounds on which the local government is considering making an unfavorable recommendation.

(4) The commission shall suspend consideration of an application subject to this section for a reasonable period of time if a local government requests additional time under subsection (2)(b) or (3)(b) of this section and the grounds given by the local government are valid grounds for an unfavorable determination under this chapter or rules adopted by the commission. The commission shall by rule establish the period of time that shall be granted to a local government pursuant to a request under subsections (2)(b) and (3)(b) of this section.

(5) The commission shall by rule establish valid grounds for unfavorable recommendations by local governments under this section. Valid grounds established by the commission under this section for an unfavorable recommendation by a local government must be limited to those grounds considered by the commission in making an unfavorable determination on a license application.

(6) A person filing an application for issuance or renewal of a license that is subject to this section must remit to the local government the fees established under subsections (7) and (8) of this section. The commission shall give notice to the applicant for license renewal of the amount of the fees and the name of the local government collecting the fees. The commission is not responsible for collecting the fees charged by the local government or for ensuring that the fees have been paid. An applicant for a license renewal shall certify in the application form filed with the commission that the applicant has paid any fees required under this section.

(7) An applicant required to seek a written recommendation from a local government must pay an application fee to the local government, in an amount determined by the governing body of the city or county, for each application for a license. The application fee established by a local government under this subsection may not exceed \$25.

(8) After public notice and hearing, the governing body of a city or county may adopt an ordinance, rule or resolution prescribing licensing guidelines to be followed in making recommendations on license applications under this chapter and in allowing opportunity for public comment on applications. If the guidelines are approved by the commission as consistent with commission rules, after public notice and hearing the governing body may adopt an ordinance, rule or regulation establishing a system of fees that is reasonable and necessary to pay expenses of processing the written recommendation. Processing fees under this subsection are in lieu of fees under subsection (7) of this section. In no case shall the processing fee under this subsection be greater than \$100 for an original application, \$75 for a change in ownership, change in location or change in privilege application, and \$35 for a renewal or temporary application. [1999 c.351 §20; 2003 c.337 §1; 2021 c.351 §49]

## 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** N/A

**Selections \***

**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** N/A

**and Vision**

**Selection \***

## Recommendations and Motions

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### Item Recommendations and Motions

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**Staff**

Sheriff Jef Van Arsdall recommends approval of this license.

**Recommendations \***

**Meeting Motions \***

I move to ...

...approve the application for Bellfountain Country Store for a new outlet, off-premises liquor license.

## Attachments, Comments, and Submission

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### Item Comments and Attachments

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**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.

OLCC Application - Bellfountain Country Store

1.26MB

BOC.pdf

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

**Department Approver**

JEFRI VANARSDALL

1.

## Department Approval

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Comments

Signature

*Jeff Van Arsdall*

2.

## Counsel Approval

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Comments

Signature

*Vance M. Crokey*

3.

## County Administrator Approval

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Comments

Signature

*Suzanne Hoffman*

4.

## BOC Final Approval

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Comments

Signature

*Hanna Kwiatkowski*

# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

[New Outlet](#) |  [Change of Ownership](#) |  [Greater Privilege](#) |  [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

### Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

### Winery

- Primary location
- Additional locations:  2nd  3rd  4th  5th

### Brewery

- Primary location
- Additional locations:  2nd  3rd

### Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

### Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

### Distillery

- Primary location
- Additional tasting locations:  2nd  3rd  4th  5th  6th

### Limited On-Premises

### Off Premises

### Warehouse

### Wholesale Malt Beverage and Wine

### LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

**After providing your recommendation, return this application to the applicant WITH the recommendation marked below**

City/County name:

BENTON COUNTY

(Please specify city or county)

Date application received: 7/19/23

Optional: Date Stamp Received Below

Recommend this license be granted

Recommend this license be denied

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Bellfountain Country Store**

Trade Name

**LIQUOR LICENSE APPLICATION**

Page 2 of 4

**APPLICANT INFORMATION**

**Identify** the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

Rebekah Freels

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

**BUSINESS INFORMATION**

Trade Name of the Business (name customers will see):

Bellfountain Country Store

Premises street address (The physical location of the business and where the liquor license will be posted):

26720 Bellfountain Rd.

City:

Monroe

Zip Code:

97456

County:

Benton

Business phone number:

(541)600-6534

Business email:

bellfountaincs@gmail.com

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\[11\]](#)):

25803 Foster Rd

City:

Monroe

State:

OR

Zip Code:

97456

Does the business address currently have an OLCC liquor license?  Yes  NoDoes the business address currently have an OLCC marijuana license?  Yes  No

**AUTHORIZED REPRESENTATIVE** – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

**I give permission for the below named representative to:**

- Make changes regarding this license/application on my behalf.  
 Sign application forms regarding this license/application on my behalf.  
 Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

**Representative Name:**

Phone number:

Email:

Mailing address:

City:

State:

Zip Code:

# LIQUOR LICENSE APPLICATION

Page 3 of 4

**APPLICATION CONTACT INFORMATION** – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

**Application Contact Name:**  
Rebekah Freels

Phone number:  
(541)600-6534

Email:  
rebekahfreels123@gmail.com

## TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

## ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
  1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
  2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
  3. The licensed premises at the premises street address proposed to be licensed either:
    - a. Does not include any common areas; or
    - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
  4. The licensed premises at the premises street address either:
    - a. Has no area on property controlled by a public entity (like a city, county, or state); or
    - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.



# LIQUOR LICENSE APPLICATION

## Bellfountain Country Store

Page 4 of 4

• Each applicant listed in the "Application Information" section of this form has read and understands [OAR 845-006-0362](#) and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

<b>Rebekah Freels</b>		<b>7/13/23</b>	
Print name	Signature	Date	Atty. Bar Info (if applicable)
Print name	Signature	Date	Atty. Bar Info (if applicable)
Print name	Signature	Date	Atty. Bar Info (if applicable)
Print name	Signature	Date	Atty. Bar Info (if applicable)

**MINUTES OF THE MEETING  
BENTON COUNTY BOARD OF COMMISSIONERS**

**Livestream:** <http://facebook.com/BentonCoGov>

**Tuesday, July 25, 2023**

**9:00 a.m.**

**Present:** **Pat Malone**, Chair; **Nancy Wyse**, Commissioner; **Vance Cronney**, County Counsel; **Rick Crager**, Acting County Administrator

**Excused:** **Xanthippe Augerot**, Commissioner

**Staff:** **Shannon Bush**, **Darren Nichols**, Community Development; **Laurel Byer**, **Rich Spofford**, Public Works; **Cory Grogan**, Public Information Officer; **April Holland**, **Kailee Olson**, Health; **Amanda Makepeace**, BOC Staff; **Tracy Martineau**, Human Resources; **Erika Milo**, BOC Recorder; **Jef Van Arsdall**, Sheriff's Office; **Matt Wetherell**, Juvenile Department

**Guests:** **Michael Ahr**, Benton Soil & Water Conservation District; **Kristi Collins**, **Bryan Steinhauser**, Early Learning Hub of Linn, Benton, and Lincoln Counties; **John Harris**, Horsepower Productions; **Alex Powers**, Mid-Valley Media

**1. Opening:**  
**1. Call to Order**

Chair Malone called the meeting to order at 9:01 a.m.

**2. Introductions**  
**3. Announcements**

No announcements were made.

**2. Review and Approve Agenda**

No changes were made to the agenda.

**3. Comments from the Public**

No comments were offered.

**4. Work Session**

**4.1 Benton Soil & Water Conservation District (BSWCD) 2022 Annual Report –**  
*Michael Ahr, Benton Soil & Water Conservation District; Gary Stockhoff, Rich Spofford, Public Works*

Ahr discussed BSWCD projects including voluntary conservation work with landowners that benefits water quality and soil health, as well as communications, a newsletter, habitat restoration, oak restoration, invasive species removal, an annual native plant sale, youth education, a soil quality program, and the Willamette Mainstem Cooperative. The Oregon Department of Agriculture provides funds for agricultural water quality and land management.

Benton County's first IGA with BSWCD was in 2013. The County provides \$5,000 per year for invasive species services, including weed spotters on the road crew, volunteer weed pulls in special management areas, an internal and external Benton newsletter article, educational

resources, and the annual report and presentation to the Board of Commissioners. Newer invasive plants include knotweed, knapweeds, and oblong spurge. IGA-Related efforts include:

- Let's Pull Together annual weed pull event; 39 volunteers in May 2022.
- Working with the Benton Cooperative Weed Management Association.
- Paddle and Pull events on the Willamette River to eradicate yellow floating heart.
- Oblong spurge treatment and monitoring. Most sites are in the City of Corvallis, but presence on Vineyard Mountain is the most concerning.
- Providing a consultant and training to the road crew.
- Talking to landowners. There have been many poison hemlock calls in 2022-23, but the plant is so widespread that there are few resources for eradicating it.

Malone asked Spofford how the program is working for Benton County

Spofford replied the program is working well. Staff enjoy the weed talks.

Malone praised the research and education model. Malone asked if BSWCD was monitoring for the emerald ash borer.

Ahr confirmed. Community members questioned BSWCD selling Oregon ash starts at the plant sale. Corvallis does not want BSWCD to plant ash any more. The State is working on the infestation in Washington County. Ahr encouraged property owners not to cut down all ash trees, as ash replenishes well and it may take years before the insect appears in Benton County. When people see sick ash trees, check for insect exit holes. Wyse noted that people interested in volunteering can go to [www.bentonswcd.org](http://www.bentonswcd.org) to contact staff and sign up for the newsletter.

**MOTION:** Wyse moved to accept the 2022 annual report from Benton Soil and Water Conservation District. Malone seconded the motion, which **carried 2-0**.

#### **4.2 Early Learning Hub (ELH) Projects Presentation – Kristi Collins, Bryan Steinhauser, Early Learning Hub of Linn, Benton, and Lincoln Counties**

Steinhauser explained that ELH works with over 200 partners to increase family stability, improve Kindergarten readiness, expand childcare and early education opportunities, and ensure equitable service coordination. Programs include Pollywog referral service, coordinated enrollment for Preschool Promise (PP), Regional Data Book analysis, the Business Outreach Initiative (BOI), and Growing Care (GC). The Family Connections program is the childcare resource and referral agency for Linn, Benton, and Lincoln Counties.

A “childcare desert” exists when there are at least three children aged birth-to-five available for every regulated childcare slot. All 36 counties in Oregon are classified as deserts. Based on the 2020 Census number of children aged birth-to-five with working parents, Benton County is short 850 childcare slots, and Corvallis is short 380 slots. Omitting preschool, Benton is short 880 slots. Registered Family programs (in-home care for up to ten children): the City of Albany has 35, the City of Lebanon has nine, and Corvallis has eight. This is partly because Corvallis has more certified childcare centers than any other area in the County. This crisis means working families cannot find or cannot afford childcare. In Oregon, the yearly base childcare cost is \$13,000 per child. The average Oregon salary is \$62,680. Most childcare is paid for by families, not government or philanthropy.

The main reason supply does not meet demand is the for-profit business model. Operating costs are too high, but businesses cannot raise the cost of care and cannot cut operating costs without

compromising quality. The result is a very thin profit margin, which deters people from entering the field. Childcare provider pay is very low. Lack of childcare affects the business community through tardiness, poor work performance, recruitment and retention difficulties, and absenteeism. Lack of childcare is linked to a lack of overall economic stability in the area.

The most influential time to positively influence child behavior are those years which cross over with high quality childcare. GC is an aggressive, professional proactive recruitment campaign to find and license more childcare providers, which will start on July 31, 2023. BOI encourages Linn-Benton-Lincoln County employers to invest in employer-sponsored childcare, subsidize employee childcare costs, and make charitable contributions. GC is a collaboration between Family Connections and ELH with over a dozen community partners, which offers benefits for registered in-home family childcare providers such as start-up grants, formal business training, college scholarships in Early Childhood Education, and long-term coaching. Target audiences for marketing include unregulated license-exempt childcare providers, new parents wanting to earn more, stay-at-home parents, or professional retirees. Steinhauser concluded that Benton County can help by lobbying for childcare initiatives, networking, and providing funding.

Wyse shared that she had experienced childcare challenges, so she appreciated this work. Wyse asked about in-home care details.

Steinhauser replied that Registered Family Childcare (RFC) serves up to ten children per site and does not require the provider to have Early Childhood Education college credits.

Wyse mentioned that during a Linn-Benton Community College first baby class, the instructor said that in-home daycare is unsafe, which surprised Wyse. Wyse asked how much negative connotations affect the situation.

Steinhauser concurred that there are some negative attitudes about home-based care. However, center-based care is more costly and not always available, especially in rural areas. Unregulated license-exempt care (from a friend, relative, or neighbor) has no oversight or regulatory agency. With RFC, the provider must be licensed, everyone 18 years or older in the household must be registered, and the provider must pursue education to remain licensed, so quality will improve.

Wyse asked what someone should look for when seeking in-home care.

Collins recommended contacting Pollywog, which has information on all licensed centers, and knows which providers specialize in certain populations, so staff can recommend certain programs. Any provider should have an open-door policy and provide information on licensing violations upon request.

Malone asked if any help was forthcoming from the State legislature.

Collins replied that the legislature passed the Senate Bill 3005 infrastructure fund, the first investment ELH has seen that funds childcare capital improvement. But even with facilities expansion, the real need is for changes to the business model in order to encourage people to enter the field, raising professionalization and compensation.

Steinhauser noted there is another bill awaiting the Governor's signature which waives landlord permission for renters to establish a home-based childcare program.

Crager asked how the infrastructure funding will be issued.

Collins replied that is to be determined. A previous session awarded funds to a non-profit organization, which had greater flexibility to issue funds to programs. ELH staff hope this funding will address the need statewide, not just in centralized locations.

Crager asked how PP funding impacts Benton County.

Collins replied there are two PP programs in Benton County. PP is a publicly funded program that provides free pre-school for families at or below 200% of the Federal Poverty Level. Corvallis has 18 slots, all full, with 30 children on the wait-list. This legislative session did not expand the number of slots, but instead focused on quality of programming, transportation, and provider professional development.

Crager shared that Benton County made a large investment in childcare with funds from the 2022 American Rescue Plan Act. Benton has also worked with Business Oregon to fund childcare assistance. The biggest needs were in the Cities of Philomath, Monroe, and other rural parts of the County. The County wants to facilitate opportunities for infrastructure and expand services.

Collins stated the GC program will be significant in reaching rural communities. Benton school district superintendents are powerful allies supporting early childhood learning in this region.

Steinhauser recently talked to Monroe leaders, who want to expand childcare, possibly through a childcare center in their community center. Steinhauser will inform Monroe of this funding opportunity.

Malone asked about the funding mechanism for the Community of Alsea program.

Collins replied that is also funded through PP. Alsea has a high-quality program.

Malone concurred with Crager about ensuring that all parts of the County have opportunities to utilize some of these resources.

Crager noted there is a need for infant-toddler care and asked if Collins saw opportunities or resources for that from County funding.

Collins agreed the need for infant-toddler care is great, and the funding is lacking. The home-based model covers all age groups. Center-based infant-toddler programs operate in the red, eating into the pre-school margin. Collins has worked with many programs to encourage opening infant-toddler classrooms, but one cannot break even operating a birth-to-age-two classroom. However, Kidco Head Start, which operates Benton's Federally funded Head Start and age zero-to-Kindergarten programs, has recognized PP as an expansion opportunity for preschool and is working hard to expand age zero-to-two classes. These classes are income-based, so this helps a limited population, but takes some burden off of families. A mind shift for public investment is also needed; infant-toddler care is often seen as a family and/or mother's problem, which does not always meet family need.

## **5. New Business**

### **5.1 Discussion Regarding Appointment of Interim County Administrator –Tracy Martineau, Human Resources**

Martineau reported that Hoffman's last day of work is August 31, 2023. Staff recommend appointing Chief Financial Officer Rick Crager as Interim County Administrator until a new County Administrator is hired. The County is unlikely to have a replacement by September 1, 2023, so this will avoid a leadership gap.

Crager expressed being honored and appreciating the Board's trust.

**MOTION:** Wyse moved to appoint Chief Financial Officer Rick Crager as Interim County Administrator effective September 1, 2023 and direct the Human Resources Director to move forward with the steps necessary to formalize the appointment. Malone seconded the motion, which **carried 2-0.**

## **6. Information Sharing**

### **6.1 Pat Malone, Chair**

Malone announced the following events which one or more Commissioners may attend:

- Sheriff's Baseball Game on August 4, 2023
- Monroe first responder celebration on September 9, 2023
- Annual Chili Cookoff at the Philomath Rodeo Grounds on September 10, 2023.
- Monroe logging festival and barbeque on September 29-30, 2023

### **6.2 Nancy Wyse, Commissioner**

Wyse shared that she would attend the Local Officials Advisory Committee meeting today. The committee plans to give recommendations to the Land Conservation and Development Commission, which is formally starting the rule-making process for House Bill 2001 and appointing a work group for rule-making. Wyse will recommend including farm- and timber-related representation on the stakeholder list. The bill discusses cities looking at future development and planning; farmland and forest are in the third or fourth priority tiers.

Malone concurred with recommending those stakeholders, and asked about opportunities for input from the agriculture/woodland sector.

Wyse replied that is to be determined. Wyse is now a member of the Executive Committee of the Oregon Cascades West (OCW) Economic Development District.

## **7. Other**

No other business was discussed.

## **8. Adjournment**

Chair Malone adjourned the meeting at 10:07 a.m.

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Pat Malone, Chair

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Erika Milo, Recorder

*\* NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.*



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## MEETING MINUTES

BENTON COUNTY BOARD OF COMMISSIONERS

**Goal-setting Work Session**

**July 11, 2023 – 9:00 AM**

**Present:** Pat Malone, Chair; Xanthippe Augerot, Vice Chair; Nancy Wyse, Commissioner; Jef Van Arsdall, Benton County Sheriff; Vance M. Croney, County Counsel; Suzanne Hoffman, Interim County Administrator

**Staff:** Darren Nichols, Daniel Redick, Shannon Bush, Inga Williams, Community Development; Cory Grogan, Public Information Officer; Tracy Martineau, Human Resources; Carla Jones, Community Health Centers; Rick Crager, Marilee Hoppner, Shurisa Steed, Financial Services; Damien Sands, Behavioral Health; Sean McGuire, Sustainability; Julie Arena, April Holland; Health Services; Don Rogers, Dawn Dale, Bryan Lee, Sheriff's Office; Maura Kwiatkowski, Amanda Makepeace, Board of Commissioners Office; Gary Stockhoff, Public Works; Tomi Douglas, Natural Areas, Parks, and Events

**Guests:** Zack Reeves, Ryann Gleason, CFM Advocates; Alex Powers, Mid Valley Media; Liz Irish; Naomi Shadwick

### 1. Opening

#### 1.1 Call to Order

Chair Malone called the meeting to order at 9:05 AM.

#### 1.2 Introductions

Introductions were made.

#### 1.3 Announcements

There were no announcements.

## 2. Review and Approve Agenda

The agenda was reviewed. Chair Malone indicated an Executive Session would be held following completion of the regular agenda. The agenda was approved.

## 3. Discussion Topics

### 3.1 Board of Commissioners/Community Health Centers Co-applicant Agreement – *Carla Jones, Community Health Centers*

Jones reminded the Board of the Health Services Resources Administration (HRSA) onsite visit audit that occurred May 24 through 26, 2022, which found the Community Health Centers (CHCs) of Benton and Linn Counties were out of compliance with the “Board Authority” section of the agreement.

The Board of Commissioners set a 2022 goal for the County Administrator to clarify and define the roles and responsibilities of the CHC Board and Benton County in the co-applicant agreement. Jones described the 12-month process, which included convening a senior leadership workgroup (CHC Executive Director, County Administrator, Human Resources Director, and Chief Financial Officer). In addition to meeting regularly over the 12-month period, this group completed CHC Board Training.

The agreement before the Board for approval included a legal review by County Counsel and Health Services Compliance Manager. It also included a collaborative review of revisions proposed by the CHC Board.

Key areas of the new agreement include 1) clarification/definition regarding CHC Executive Director selection, termination, and dismissal authorities of the CHC Board and Benton County; 2) an outline of the process for selection and evaluation of the CHC Executive Director; 3) a section on appointment of an Interim CHC Executive Director; and 4) an updated legal section and signing authority.

Jones advised that following Board of Commissioners approval of the new agreement, next steps include requesting CHC Board approval, communication with stakeholders, a review of the CHC Bylaws, and CHC Board work on the Executive Director evaluation process.

Malone asked about the CHC Board qualifications; specifically, that the majority of the Board must be patients. What are the specifics of the patient definition? Jones indicated patient Board members are required to have been enrolled within the last year; but the HRSA would like them to be individuals who are enrolled in



some type of services program. Malone expressed appreciation for the effort required to align the agreement with how the health centers are being operated.

**MOTION:** Wyse moved to approve the co-applicant agreement.  
Augerot seconded the motion, which was **approved 3-0**.

**3.2 Update Regarding Adult Drug Treatment Court – *Suzanne Hoffman, Interim County Administrator; Rick Crager, Financial Services***

Hoffman reminded the Board of the previous presentation from Judge Matthew Donohue, District Attorney John Haroldson, Hoffman, and Behavioral Health Director Damien Sands. Hoffman also referenced the Hoffman/Sands memorandum that included background information and a recommendation. The next steps were to come back to the Board if the county took on the role of applying for grant funds and being a grants administrator if grant applications were successful. This item was moved to the August 8 Goal-setting Work Session to align with when Donohue will provide an update to the Board.

Hoffman indicated there had been a shift by the Adult Drug Treatment Court (ADTC) Policy Committee led by Donohue. Sands and Chief Financial Officer Rick Crager attend those meetings. At the last committee meeting, Donohue informed of the decision to cease the program effective immediately. Crager indicated the program was stopped for now because the county does not have the resources to operate the program as proposed. The ADTC could potentially resume in 2024 if new resources become available, Crager indicated the committee agreed to stopping the program now and working toward a timeframe during which other resources might be secured. It is now clear to the committee the county does not have the resources to operate the program as proposed, which could include potential federal funding opportunities. Sands indicated the term used was sunset, which means there may be a potential for a sunrise. It was a difficult meeting and decision. Sands acknowledged the program's excellent work and hoped the pause would provide an opportunity for reset in the post-Measure 110 environment. It is also an opportunity for the Oregon Justice Department (OJD) and Criminal Justice Commission (CJC) to consider doing things differently. Those who are in progress in the program will continue to receive support.

Augerot echoed Sands' comments and pointed out that ADTC staff leads are provided primarily by OJD, and they do not have the authority to receive or apply for grants or enter into contracts directly with behavior health providers. Therefore, this is a responsibility that would fall to the county to provide facilitation and administration, which inherently leads to an awkward relationship between the District Court and the county. It is difficult for the county to recoup

its expenses for doing that work. We all believe in having this diversion opportunity; it has been very valuable. As a result of Measure 110, the census is low, but it is expected to increase. Currently, to be diverted, an individual must have committed multiple property crimes rather than drug crimes. By that point, people are generally in a much worse situation. Augerot is hopeful the county can work with OJD, the legislature, and CJC to better understand the issue. Several other counties have dropped their drug treatment courts because of similar issues.

### **3.3 Update and Discussion Regarding Governor's Executive Order on Homelessness: Local Planning Group for Balance of State Funding – April Holland, Julie Arena; Health Services**

Holland reminded the Board that some of the information in this update was covered in the Health Services Department Meeting on July 6. Arena indicated the goal of the presentation was to provide understanding and updated information, including requirements of House Bill (HB) 5019. The process will be as data driven as possible. Oregon Housing and Community Services (OHCS) expressed a desire for locally-driven programs, which allows the county to continue with its work under HB 4123. Components of community-driven plans would include: 1) community plans are developed by local planning groups and are incorporated into the grant agreements; 2) plans will outline specific strategies a community would employ to reach their goals; and 3) equity plan, which are critical to ensuring groups that have experienced disparities in homelessness within the community are prioritized in the plan.

Arena presented the formula factors used to determine how much funding Benton County would receive. The \$1.4 million funding awarded to the county was based 1) the number of people experiencing homelessness, 2) the rate of unsheltered Homelessness, 3) the number of students experiencing homelessness, 4) the number of of severe rent-burdened households with income below \$35,000, and 5) the number of people in poverty.

Of the \$26 million in available state funding, a remaining \$6 million will be awarded in a competitive process across the 26 counties. The state wants all counties to focus on three subpopulations most likely to fall into homeless and have the most barriers to exiting homelessness, and the community plan due July 21. For the competitive RFP funding process, the community plan's rating will be based on 1) Readiness: demonstrate the ability to create and operate shelter sites or additional shelter beds by June 25, 2025, 2) Operations: demonstrate low barrier operational plan, and 3) Support: demonstrate local support for the project from community leaders and regional partners.

Arena reviewed the activities the county is conducting to collect community input on this topic, which include 1) Collecting Community Input via a survey to collect qualitative feedback on three subpopulations most likely to fall into homelessness and have the most barriers to get out of homelessness; 2) Local Planning Group meetings with community partners; and 3) combining local data and qualitative input from the planning group to create a community plan, which is due July 21.

Arena noted that addressing disparities is difficult, and the team is seeking guidance from Rural Oregon Continuum of Care leadership. In addition, a meeting with OHCS is scheduled for the current week to request resources to support addressing disparities.

Arena reviewed the role of the Coordinated Homeless Response Office, which is to 1) provide leadership, structure, and support for service providers and system improvements; 2) build sustainable resources and additional funding beyond the local level; 3) be a central point of communication; and 4) engage the community.

Augerot expressed appreciation for the rapid coordination and noted that existing partnerships have made a significant difference, but she expressed concern about the program concept of rapidly rehousing 33 people by January 2024. Holland indicated there are various timelines and believes the overall timeframe is longer. The sheltering addendum goes out two years. In response to Augerot's question regarding the status at the end of the biennium, Holland expressed hope this would become sustainable funding; however, that is not certain. A great deal of funding did not materialize in the most recent legislative session, and service providers are concerned about resources for continuing their operations. It remains to be seen if HB 5019 becomes the sustainability solution for rapid rehousing. We are embracing the process in hopes that not only OHSC funding, but framework can be used when pursuing other funding. Augerot expressed hope funding would be pushed out to all corners of the state based on need.

Wyse expressed appreciation to the team for their hard work. She asked about the definition of rehousing and how long individuals need to be rehoused. Holland indicated staff have been asking these questions, as well as how to categorize and define different types of sheltering and housing. There are US Housing and Urban Development definitions and working definitions. Many conversations are occurring around what the terms actually mean.

Malone expressed appreciation for the thorough update and staff working quickly to meet rapid deadlines.

Arena noted the work would not have been possible without the roles filled by Rebecca Taylor and Libbi Loseke Winters.

**3.4 2023-25 Legislative Session Review** – *Rick Crager, Financial Services; Zack Reeves, Ryann Gleason, CFM Advocates*

Crager advised that the contractual relationship with CFM Advocates had been in place just under a year. Crager thanked Reeves and Gleason for a positive partnership and indicated the presentation would focus on state issues – an opportunity to recap and look ahead.

Reeves noted the leadership changes of the 2023 state legislative session: a new senate president, a new governor, and a relatively new house speaker. The Democratic majority set two major initiatives: semiconductor legislation relative to the federal CHIPS and Science Act and homelessness. Both initiatives were pared down significantly, and Reeves would have liked to see more funding toward rural counties. The legislature ultimately approved \$200 million in incentives to bring additional semiconductor operations to Oregon, which currently has 15 percent of the industry. A contentious component of the legislation was the land use authority given to the Governor to incentivize semiconductor development.

Senate Republicans, as in previous sessions, denied a two thirds legislative quorum via a walkout, which was the longest in state history. The walkout was spurred by opposition to HB 2002; legislation addressing gender affirming care and women’s healthcare.

A significant number of bills passed at the end of the session. Gleason noted the legislators’ unique position; initial projections indicated the level of money available to spend would be less than in recent past years. When the revenue forecast came in, there was more money to spend than originally anticipated, including a \$5.4 billion kicker to taxpayers. Benton County will receive \$8.8 million in matching funds for the courthouse and \$5.6 million in lottery bond funds for the Emergency Operations Center (EOC). Crager noted the lottery bond funds normally are not placed until the biennium end to avoid debt service costs (approximately March 2025). The legislation, however, has not yet been signed by the Governor, who has line-item veto authority. Gleason does not anticipate these funds would be eliminated. In budget rec bill, a few more allocations that impact the region \$250,000 for Every Child Linn Benton Lincoln, \$780,000 Linn Benton Food Share, \$1.5 million for City of Monroe water infrastructure project upgrade, and \$1.9 million for the Philomath Frolic stand replacement.

Gleason also reported that HB 2296 passed, which extends work after retirement provisions for an additional 10 years, until January 1, 2034. Previously, these provisions, which remove most hourly limits on working after retirement, were scheduled to sunset on January 1, 2024. Reeves gave credit to the Association of Oregon Counties for advocating for this legislation. Crager noted that law enforcement was especially helpful in getting HB 2296 approved.

Augerot expressed appreciation to Representative Gomberg for success in securing funding for small rural communities such as Monroe and Philomath in Benton County. Reeves shared Augerot's sentiment's, indicating Gomberg has a good track record of securing funding for small communities.

Crager reminded the Board the short session is scheduled for February 2024, and Gleason indicated it would be helpful to identify funding priorities as quickly as possible in advance of that session. This allows CFM to coordinate project tours and site visits. Reeves noted that if there are specific policies the county is interested in, it is very important to get those in early due to the limited number of bills that are considered. Augerot wondered if there would be potential legislative opportunities during Legislative Committee Days occurring September 27 through 29, 2023.

Malone reported on preliminary discussions with House Speaker Dan Rayfield regarding remodeling of the Sunset Building for the Children and Family Services program. Given the need and relatively modest funding amount, he believes it is a topic that has some traction within statewide priorities. The county needs to further define the actual need and agreed the sooner, the better in defining priorities is critical.

Crager noted the significant seismic needs of the historic courthouse. It is important to identify federal, state, and local resources that may be available.

Malone asked about the 2025 session; had heard transportation will be a key topic. He asked about how that might impact Benton County. Reeves noted it is common to see a large transportation package approximately every 10 years. The last was in 2017; although work on it began in 2015, so the 10-year timeframe is approaching. Gas tax revenues continue to decline, and infrastructure construction costs are increasing. The conversation will be around a fundamental shift in how transportation improvements are funded – from gas taxes to road user fees. High efficiency and alternative fuel vehicles do not pay a fair share of taxes that fund transportation improvements, and this will be a large component of any transportation funding conversation. Some past pilot projects have not really gotten off the ground. The Interstate 5 bridge replacement was funded in a unique

way; a \$1 billion investment comprised of \$250 million in general fund monies over the next four biennia. Legislatures are not technically able to compel future legislatures to spend money in any way, but it is a signal to the federal government that Oregon is committed to funding its fair share of the Interstate 5 bridge replacement. Any 2025 transportation package will include solidifying that investment. There are some deadlines to meet this year to be eligible for federal funds for the \$7.5 billion total bridge cost. If we had not acted this session, those funds would have gone away.

Funding for smaller transportation projects is sprinkled around the state. As 2024 unfolds, the people leading these conversations will begin dialog in preparation for 2025. Malone noted the county benefited from HB 2017 in the form of the new Van Buren bridge project. Augerot mentioned the Oregon Department of Transportation (ODOT) improvement plan for Highway 99W in south Corvallis that is in development. She is hopeful some of that vision will be funded in the next transportation bill. Reeves indicated it is easier to secure funding for these types of projects when they are part of a larger package. Augerot pointed out that transportation funding strategies at the federal level also need to change; she has been talking with Oregon Congressional staff.

Although not directly relevant to Benton County, Malone asked about the tolling issue discussion deferral. Reeves addressed the pause on tolling until 2026, which provides time to consider a more comprehensive Portland metro-wide tolling approach, as well as tolling for Washington drivers entering the Portland metro area. It is a regionwide problem that requires a regionwide solution rather than a single point of tolling. Stakeholders will take a step back and take a broader look beyond Interstate 205 and Interstate 5 to perhaps include roadways. Another concern is diversion; using surface streets to avoid tolling; will need to divert some funds to local governments to pay for the cost of the diversion effect on local infrastructure. Malone highlighted the current concerns with the ODOT budget and its ability to address additional transportation issues.

Malone asked about the Oregon International Port of Coos Bay. Gleason indicated the port received some funding in 2021, and she will check into whether any funding was allocated to the port in the recent session. Malone noted this is another “in the billions” price tag infrastructure project. Reeves believes the current session funding is for some channel work. The port project is a significant one for Senator Wyden at the federal level, and federal monies would be the project’s primary funding source. Gleason indicated House Speaker Dan Rayfield is a major champion of the port project.

Malone thanked CFM Advocates for their efforts on behalf of Benton County.

### 3.5 Capital Funding Discussion – Rick Crager, Financial Services; Gary Stockhoff, Public Works

Crager referred the Commissioners to his summary whitepaper in the meeting packet (Page 32) and expressed a desire to hear from the Board regarding previous decisions, as well as a look ahead. The county suspended \$3 million in Capital Improvements Projects (CIP) funds (approved and adopted in the budget as a resource without specifics) and \$4.2 million in American Rescue Plan Act (ARPA) funding (set aside with the idea of issuing future community grants). The hold was placed pending the JSIP bond measure result and the results of the state legislative session. The JSIP measure did not pass, but the county did receive \$5 million from the state for an EOC without specifics about how the EOC must be designed. The county also has \$1 million in federal funding for the EOC that expires September 30, 2024 and requires a match of \$300,000. Although the county was fortunate to receive some state resources for the EOC, the cost estimate is \$10.6 million. The project is now a different model, so it will need to be reviewed again. Approximately \$4.3 million is needed to complete the EOC project. HB 5506 resources can be used for an EOC, and there is some flexibility to consider other alternatives (sites, etc.).

Crager indicated now is the time to make decisions about the \$7.2 million that has been held. As the Board directed, the CIP application process was conducted, but no decisions were made. A total of \$4.46 million in requests were submitted compared to \$3 million in available resources. Hoffman reminded of the \$1.5 million needed for Behavioral Health facilities. Of the \$4.2 million of available ARPA resources, approximately \$1.1 million is considered revenue replacement and is flexible for all government uses. The remaining \$3.1 million of resources must be expended in ways that respond to COVID-19 impacts including assistance to households, small businesses, nonprofits, and impacts to industries including hospitality, tourism, and travel. Funding may also be used for investments in water, sewer, or broadband infrastructure.

Crager reminded the Board of the obstacles to collocation of the District Attorney's Office with the new courthouse, including with the state. The county also continues to have space challenges related to the Children and Family Services program, and resources are currently dedicated to this need. In addition, the homeless navigation center was not funded due to the bond measure failure. The county does have some assets, including the former Board of Commissioners building and the historic courthouse, so there are potential opportunities for leveraging. The historic courthouse, of course, would come with a more significant cost to make it a usable space.

Stockhoff mentioned one other asset – the seven-acre parcel at the north site for which the county currently does not have plans. Augerot noted this discussion is more difficult because the county does not have a facilities master plan. There are vacant offices at Avery, but the site will be getting squeezed at some point. We need to be thinking long-term about Sheriff's storage and long-term facilities needs at Avery. Capital preservation is very critical, and we need to protect the county's resources. Also, what are the county's matching funds obligations? Augerot expressed the desire to complete the Children and Family Services program build out due to the urgent need. Another Augerot priority would be to direct funding to the navigation center to secure property and get to shovel ready status.

Regarding the EOC, Augerot expressed concern the cost estimate was based on a significant mobilization of construction at the site. How is that cost impacted by the bond failure and the lack of shared mobilization? Stockhoff indicated a need to review the cost per square foot and the soft costs and would defer to Van Arsdall regarding need. Van Arsdall reported that EOC staff and Search and Rescue were being transitioned to the former Board of Commissioners Office, and he will be working with Crager and others to identify options, making do with what is available. Search and Rescue and Marine functions are squeezed at Avery. Malone asked about flexibility in reducing the EOC square footage to align with available resources. Van Arsdall indicated such would require review; sufficient square footage is necessary to ensure the space is useful for the EOC and the community.

Wyse asked developing options for the \$6.3 million. For example, could the EOC be constructed at the new courthouse site? Stockhoff has a drawing that shows the EOC standing on its own and this should be considered, but whether it could be expanded in the future is undetermined.

Crager indicated he was not requesting Board decisions in the current meeting. He will be meeting with affected parties, at which time staff would be positioned to present options to the Board. The greatest challenge is not knowing what the needs look like. Once needs and costs are known, the county may be required to call upon other resources, which is where the \$7.2 million would come into play. One question is whether the county should wait longer to spend CIP resources until the EOC need is determined. Augerot would like to also see firm cost estimates for what is needed at the Sunset Building to accommodate the Children and Family Resources program. Stockhoff will request this information from Facilities Manager Paul Wallsinger. Will also be meeting with Bryan Lee and others regarding the EOC.

Crager indicated the CIP Committee is being convened; not to make decisions but to discuss priorities. One significant consideration for projects is readiness to



proceed and criteria development. Malone would like to prioritize resources toward what is urgent and necessary. The Monroe Health Clinic is one example. Stockhoff noted there would be requirements associated with the federal money, and purchasing power tends to decrease when federal funds are part of the equation. Crager was fairly confident the \$1 million in federal funding for the EOC could be used for planning purposes. The use of the federal money is more urgent because the county must do so by September 30, 2024. Augerot expressed the need for a corrections facility.

Wyse indicated it would be helpful to know how many agencies use the ARPA money; are there any organizations that will need to return funds? Her preference is still to use these funds for their original purpose. Crager can provide more information about current grants. He has not found any agency that had not used the money. One project has been delayed – the business loans through the Economic Development Office – but that initiative is now gaining momentum. Another agency had vehicle purchases delayed due to supply chain issues. The \$3.1 million must be used in the categorical areas of the ARPA guidelines; however, there is a great deal of flexibility. The mental health facilities need would be a fit for these funds. The navigation center would also fit due to the homelessness connection. Financial Services staff is receiving a good number of contacts from organizations inquiring about the next round of funding. Crager also noted the spend time for the ARPA funds is December 31, 2024.

Augerot noted the evacuation route on the ARPA list; is there a deadline for that project? Crager responded there is a project moving forward, and unused funds can be used for evacuation route analysis. The county has dedicated \$1.6 million in ARPA funds for water and sewer infrastructure. Malone identified priorities of moving forward on the EOC and the remodel of the Sunset Building for the Children and Family Services program. Regarding CIP and ARPA, there was a reason the county delayed moving forward with disbursement, which was waiting for the result of the bond measure election. The Board now needs to carefully evaluate priorities and balance those priorities with available resources.

Crager confirmed his assignments from the Board: 1) work with Van Arsdall and Stockhoff to develop options and costs for the EOC; 2) work with Wallsinger, Sands, and others to identify the true cost of the Sunset Building remodel to accommodate the Children and Family Services program; and 3) regarding ARPA resources, a) prepare an update on the progress of existing projects, and b) identify potential demand for ARPA funding.

Augerot indicated that if the county is considering another round of ARPA grants, it is important to emphasize it is one-time funding. Organizations will need to

think strategically – infrastructure, for example, rather than ongoing services. Augerot and Wyse reminded that the first round of ARPA grants emphasized there were no guarantees around future funding. Given the funding stream is not sustainable; if a request would require an ongoing funding stream, how will the agency address that? Crager pointed out the county also communicated that future grant criteria would be different. Malone reminded that the purpose of ARPA funding was to get communities through the pandemic, not to guarantee ongoing agency operations.

Regarding CIP projects, Crager would work with Stockhoff and the CIP Committee to identify what projects are ready, what deferred maintenance needs to be addressed, etc. Crager indicated the need to make some decisions relatively soon (no later than mid-August) regarding direction.

Crager asked if there was any work the Board would like to have done relative to the navigation center. Augerot indicated the City of Corvallis pledged \$500,000, and she would like the county to at least match that amount. If a property can be secured for the navigation center, she believes the legislature would provide some funding. Crager will research the present status of the navigation center; he believes the cost is \$5 million.

Crager noted the county will be receiving \$1 million from the agricultural appropriations bill for a modular building for Monroe Health Center. This federal money expires September 30, 2024, so the work needs to be put together pretty quickly. Malone asked about the total cost of the clinic; Crager indicated the county has approximately \$800,000 of existing federal funds that can be used for this health clinic. Stockhoff noted an August 2022 cost estimate was \$1.2 million. He indicated he would meet soon with CHC Executive Director Carla Jones and the Monroe School District. Crager noted there is money from the Health Resources and Service Administration, which is a new source for the county. He did not know the requirements yet, but the county would likely not see an award of those funds until March 2024. Some work needs to begin now before the funds are awarded to determine the requirements. Stockhoff indicated the funding the county has can be used to keep moving the project forward.

### **3.6 Solid Waste Workgroup Final Report and Recommendations: Next Steps Discussion, Continued** – *Darren Nichols, Daniel Redick; Community Development*

Nichols presented the staff memorandum and the updated draft Request for Proposals (RFP); the memorandum outlines a draft process recommendation. Nichols requested the Board direct the establishment of a temporary taskforce to

advise staff and the Board regarding the content of the RFP. Staff recommended it be a regionally representative group because solid waste and sustainable materials are complex, regional issues that should be addressed with a regional perspective. The proposal is to appoint specific members to the temporary taskforce as soon as July 18; within one or two weeks following those appointments, convene that taskforce to refine the RFP to a final draft to be presented for Board approval. Target RFP publication would be early September.

The BCTT Workgroup report also called for the creation of a regionally representative sustainable materials management advisory committee to advise the Board. The process should be open, inclusive, and transparent to the public. Nichols indicated Attachment A to the memorandum represents an extensive list of potential taskforce members. To fully leverage the benefits of a Sustainable Materials Management Plan (SMMP), advisory committee membership should include other counties, other jurisdictions, and other agencies, including from outside Benton County, and ideally includes most of western Oregon to make a difference in waste streams. The goal is to determine how Benton County can do its work in a way that leverages support, partnerships, and ultimately compliance from a wider group of jurisdictions. Who should be included is the question that should be asked at every step in the process. Inclusion would be a four-tiered approach that considers: 1) those that must be at the table for any solutions to move forward; 2) technical resources that have specific expertise, experience, or insights that could be valuable to the process; 3) participants who need to stay informed as conversations move forward; and 4) continuous open engagement for anyone who wishes to participate.

Wyse asked about the word participate; would these stakeholders have an opportunity to provide testimony and comments at meetings? Nichols said yes; the goal is for the process to be a two-way dialog from start to finish, including frequent opportunities and a variety of tools for public engagement.

Nichols indicated he was struggling somewhat about how to manage the work. How do we approach it in a systematic and strategic way? Also, the concept of monitoring the landfill versus planning for the bigger picture. This is an opportunity to be intentional about who performs this work and how it is accomplished.

Nichols confirmed his understanding of the Board and BCTT subcommittees' positions on education and outreach. Public engagement should not just be another deliverable; it must be specific and intentional to be successful. Other steps and considerations that have been articulated include the need for the Board to identify a single coordinated group structure (Page 4 of the memorandum). In

addition, the Board is being asked to continue to take an active role in solid waste management; this can be done without being overwhelming. Lastly, it is important to provide an open opportunity for public feedback to the Board, which needs to be constructive and solutions focused.

Nichols reminded that the Board had asked about whether and when to re-evaluate the disposal site franchise agreement. Many changes have occurred since the agreement was signed in 2020, and the future of solid waste management will be greatly informed by the SMMP. The county will have a much better sense of the level of willingness, support, and partnership among other counties, the state, and perhaps other organizations that would be helpful if the franchise agreement were reopened. Nichols indicated shared interests may emerge; those should inform how and where the county moves forward in partnership.

Nichols reported the Planning Commission discussed a two-pronged approach: 1) revise the RFP as described, and 2) potentially update the Benton County Code in accordance with recommendations in the BCTT Workgroup's final report. The Planning Commission will next meet on July 18, and Nichols will report back to the Board after that meeting.

Nichols confirmed the selected SMMP consultant would be required to review the entire BCTT Workgroup report, not just the SMMP section.

Malone asked about the advisory committee; how many members should be part of this committee to assure it is functional? Nichols indicated membership should be large enough to represent the diverse interests, but not so large it cannot accomplish its work. Nichols expressed hesitation to attach a number to membership until the structure and capacity of the group is known.

Augerot suggested a smaller group complete the work of issuing the RFP. Nichols believed the county could rely heavily on the public BCTT Workgroup members. Augerot suggested the small taskforce created to put together the RFP would be the same group that conducts the RFP evaluation process, and they may also be the nucleus of the eventual advisory committee.

In order for the community to accept a process guided by a sustainable materials management advisory committee, that group needs to be more weighted toward the local community members; but for the whole project to be successful, there must also be representation from the industry sectors where behavioral change is desired. How would the structure interweave these stakeholders? Nichols indicated the first step could be a stakeholder analysis to begin to identify the representative voices. Augerot indicated there were some groups on the list that

would be great to have, but whether the county could get them to our relatively small table is questionable; need to make room for them as they can participate. Nichols noted there will be different roles for different stakeholders. Nichols recommended one representative from each tribal government, with participation being developed based on interest and availability. The state legislature would also participate, but at a different level. It is important to understand what participation is appropriate for each of the groups listed.

Malone asked whether there was an existing template for the process. Nichols indicated the recommended approach has been used successfully nationally and internationally. It was developed in the early 1970's in the Pacific Northwest to build consensus – using collaboration – on a variety of issues, including salmon restoration, healthcare, housing, and others. There are some Oregon firms that are very good at structuring these types of processes. Nichols described a circumstance where he and others successfully used a similar process in the Columbia River Gorge and the Great Lakes Basin.

Augerot indicated she was pleased with the plan and timeline and hopes it is not too ambitious. She believes the BCTT Workgroup community members are very invested in the process. Redick believes people will want to participate on the RFP taskforce, especially given the short timeline and defined completion of the RFP development process. Malone expressed support for the approach. Staff and community members have a great deal invested in the process, and the county should embrace people's willingness to participate. Augerot recommended a preproposal conference for questions and answers, and an FAQ (Frequently Asked Questions) document could then be posted on the county website for all prospective bidders to review. Augerot also indicated the RFP should include the work product or a deliverable. Also, pictorial/graphical presentation of information would be very helpful because the county needs to communicate to a wide and diverse audience.

Nichols indicated he would be happy to have the Community Development Department lead the sustainable materials management plan process; however, it should be a countywide effort. He plans to have conversations around where people are interested and their availability to participate. Augerot cited internal partners Public Health and Environmental Health, and Malone cited Public Works. Malone believed that if this is viewed as a countywide effort, more departments would be engaged.

Nichols' last question was about governance and structure; what is the structure for long-term success? The county currently has a SWAC, DSAC, Planning Commission, Environmental and Natural Resources Advisory Committee, Board

of Commissioners, and staff. It is important to ensure the right voices are included using the right method. Should the county consider bylaws for any organized committees or groups? Augerot pointed out that DSAC is a statutory committee and is focused on Coffin Butte Landfill and the Pacific Region Compost as a whole. SWAC is a Board of Commissioners committee. This process is addressing solid waste issues in a more regional and comprehensive way. It could potentially be helpful to expand DSAC and not have a SWAC until the process is completed.

Malone was glad to see several universities listed. Nichols provided the specific reasons the four universities were listed: 1) Oregon State University (OSU) is a community partner and waste generator; Portland State University has a sustainability program that could be helpful and insightful; 3) the University of Oregon has a public policy and management program that could help inform; and 4) Willamette University has a legislative liaison program where interns are connected with the Capitol.

Next steps are for staff to present a list of proposed temporary taskforce members to the Board at its July 18 meeting. Once the members are appointed, taskforce meetings will be convened to develop a final draft RFP to be presented to the Board for approval. The final draft RFP will include a stakeholder analysis component. Following issuance of an approved RFP, a bidders meeting will be scheduled for mid-September. The public meeting will focus on how we are moving forward. Wyse would also like to have a public input component. Whether we do both is to be determined; the question will remain open for now. Wyse's thinking was for an opportunity for public comment at a regular Board meeting; Chair Malone will identify a potential date.

### **3.7 Strategic Communications Update – Cory Grogan, Public Information Officer**

Grogan provided a strategic communications update. Activities included Podcast Episode 3 on wildfire preparedness, promotion of the County Administrator candidate public reception, and feedback collection on JSIP. Recent county advertising activities have targeted fentanyl awareness, Benton County committee volunteer recruitment, and the Fair. Grogan indicated he was exploring advertising opportunities with OSU, although they are expensive. Hoffman asked whether OSU would partner at reduced rates or at no cost given the public health partnership. Public service announcements, particularly surrounding fentanyl awareness, are very relevant to the OSU student population. Augerot suggested asking Health Director Holland to broach the topic of an advertising partnership with the OSU Health Director.

Grogan also reported on community outreach activities, which included a presence at the recent Philomath Frolic, the August Fair/Rodeo, and the Fall Festival in September. Grogan also briefed the Board on external communications and social media. Malone asked Grogan to check whether there were fireworks-related fires or injuries surrounding July 4; Grogan will contact Emergency Operations Manager Bryan Lee for that information. Grogan noted that county reader boards with fire safety messaging are out in the community and additional messaging will be posted on social media. Next year, Grogan would like to have a panel event to share information on fire safety. Lastly, Grogan updated the Board on county informational publications that were either being created or updated.

### **3.8 County Administrator Recruitment**– *Tracy Martineau, Human Resources*

This item was heard in Executive Session.

### **3.9 County Administrator Updates**

There were no County Administrator updates.

### **3.10 Commissioner Updates**

#### Augerot

- Attended Steve Clark’s retirement party; it was a nice celebration of Clark’s time at OSU.
- Participated in planning activities for the Association of Oregon Counties (AOC) District 5 meeting, which is being hosted by Lane County in September.
- Will be attending the NACo national conference in Austin.
- Serving on the hiring committee for the new Corvallis Chamber Executive Director.
- Will participate on the Government Corner panel at the downtown Corvallis library the first weekend in August.
- Will speak at the Oregon Community Foundation’s Willamette region meeting; participating on a panel about philanthropy and rural Benton County.

#### Wyse

- Will be on vacation the week of July 17.
- Attended the Philomath Frolic; event was very well attended; is looking forward to their remodeled and expanded seating.

Malone

- Noted the Good Samaritan 75<sup>th</sup> anniversary celebration on August 26; it is appropriate to have a Board presence at this event.
- All Commissioners met individually with AOC Executive Director Gina Nikkels on July 10. Nikkels mentioned the September 22 Board retreat in Klamath Falls.
- Had a good conversation on Saturday with House Speaker Rayfield.

Malone expressed a desire for additional coordination on Board attendance at community events. The Commissioners Updates portion of Goal-setting Work Sessions was originally intended to ensure event attendance coordination among the Commissioners.

Augerot asked Grogan to send the Benton County Fair volunteer signup sheet to the Commissioners. Malone suggested inviting legislators to attend the Fair as guests at the county booth.

**4. 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."

No other business came before the Board.

Chair Malone recessed the Goal-setting Work Session at 2:23 PM.

**5. Executive Session ORS 192.660[2][a] – Employment of a Public Officer, Staff, or Agent**

The Board entered Executive Session at 2:23 PM and exited Executive Session at 3:19 PM.

Chair Malone adjourned the Goal-setting Work Session at 3:20 PM.

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Pat Malone, Chair

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Maura Kwiatkowski, Recorder



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Reappointments to the ) ORDER #D2023-058  
BOARD OF PROPERTY TAX APPEALS )**

THE ABOVE-ENTITLED MATTER COMING NOW FOR THE CONSIDERATION  
OF THE BOARD AND,

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individuals have indicated a  
willingness to serve on this board:

<u>Name</u>	<u>Appointed &amp; Position</u>
Nick Fowler	Pool 1 Begins: 07/01/23 Expires: 06/30/24
Andrew Freborg	Pool 2 Begins: 07/01/23 Expires: 06/30/24
Kathleen Hutchinson	Pool 2 Begins: 07/01/23 Expires: 06/30/24
David Coulombe	Pool 2 Begins: 07/01/23 Expires: 06/30/24

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individuals are hereby  
reappointed to the Board of Property Tax Appeals.

Adopted this 15<sup>th</sup> day of August, 2023.

Signed this 15<sup>th</sup> day of August, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

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Pat Malone, Chair

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Xanthippe Augerot, Commissioner

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Nancy Wyse, Commissioner

**BENTON COUNTY  
BOARD OF PROPERTY TAX APPEALS  
(FORMERLY BOARD OF EQUALIZATION)  
(BOPTA)**

	<u>NAME/ADDRESS</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
<b><u>POOL 1</u></b>				
Non-Office Holding Resident	VACANT	Begin: 07/01/16 Expire: 06/30/17	Term	
Non-Office Holding Resident	Nicholas Fowler	Begin: 07/01/23 Expire: 06/30/24	9 <sup>th</sup> Term	12/15/15 07/05/16 reappt'd 07/18/17 reappt'd 07/03/18 reappt'd 08/04/20 reappt'd 07/06/21 reappt'd 08/15/23 reappt'd
Non-Office Holding Resident	VACANT	Begin: 07/01/19 Expire: 06/30/20		
Non-Office Holding Resident	VACANT	Begin: Expire:		
Non-Office Holding Resident	VACANT	Begin: Expire:		
<b><u>POOL 2</u></b>				
Non-Office Holding Resident	VACANT	Begin: 07/01/19 Expire: 06/30/20		
Non-Office Holding Resident	Kathleen Hutchinson	Begin: 07/01/23 Expire: 06/30/24	6 <sup>th</sup> Term	11/22/16 07/18/17 reappt'd 07/03/18 reappt'd 08/04/20 reappt'd 07/06/21 reappt'd 08/15/23 reappt'd
Non-Office Holding Resident	Andrew Freborg	Begin: 07/01/23 Expire: 06/30/24	3 <sup>rd</sup> Term	02/23/21 07/06/21 reappt'd 08/15/23 reappt'd
Non-Office Holding Resident	David Coulombe	Begin: 07/01/23 Expire: 06/30/24	3 <sup>rd</sup> Term	07/06/21 08/15/23 reappt'd
Non-Office Holding Resident	VACANT	Begin: Expire:		

**STAFF/RECORDER:**

James Morales, 541-766-6756;  
(contact) Lea Hofman, 541-766-6790

**MEMBERS:**

Appointment should be a member of the Board of Commissioners or a Non-Official Holding County Resident appointed by the Board of Commissioners - ORS 309.020(a) and 309.020(7)(a).

**TERM LIMIT:**

Terms are for **one (1) year**, beginning on date of appointment and ends June 30 (or whenever member resigns or is replaced, which ever occurs first). - ORS 309.020(2).

**MEETS:**

Session begins on first Monday in February, meetings as needed.  
Session ends no later than April 15.

**NOTES:**

**Appointments are made by the Board of Commissioners.**

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Reappointments to the )      ORDER #D2023-059  
CORVALLIS-BENTON COUNTY            )  
LIBRARY BOARD                            )**

THE ABOVE-ENTITLED MATTER COMING NOW FOR THE CONSIDERATION  
OF THE BOARD AND,

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individuals have indicated a  
willingness to serve on this board:

<u>Name</u>	<u>Appointed &amp; Position</u>
Gabriel Ledger	Begins: 07/01/23 Expires: 06/30/26 Position: 4
Cleo Sandler	Begins: 07/01/23 Expires: 06/30/25 Position: Student

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individuals are hereby  
appointed to the Corvallis-Benton County Library Board.

Adopted this 15<sup>th</sup> day of August, 2023.

Signed this 15<sup>th</sup> day of August, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Pat Malone, Chair

\_\_\_\_\_  
Xanthippe Augerot, Commissioner

\_\_\_\_\_  
Nancy Wyse, Commissioner

**CORVALLIS-BENTON COUNTY LIBRARY BOARD**  
(CBCLB)

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
<b><u>POSITIONS APPOINTED BY COUNTY</u></b>				
1	<b>Debbie Mourey</b>	Begin: 07/01/22 Expire: 06/30/25	1 <sup>st</sup> Term	07/16/19 07/05/22 reappt'd
2	<b>Christopher McMorran</b>	Begin: 07/01/21 Expire: 06/30/24	Partial Term	02/01/22
3	<b>Gabriel Ledger</b>	Begin: 07/01/23 Expire: 06/30/26	1 <sup>st</sup> Term	10/05/21 08/15/23 reappt'd
4	<b>David Low</b>	Begin: 07/01/21 Expire: 06/30/24	2 <sup>nd</sup> Term	07/03/18 07/06/21 reappt'd
5	<b>Laura Foley</b>	Begin: 07/01/22 Expire: 06/30/25	Partial Term	12/20/22
Student	<b>Cleo Sandler</b>	Begin: 07/01/23 Expire: 06/30/25	1 <sup>st</sup> Term	10/05/21 08/15/23 reappt'd

**POSITIONS APPOINTED BY CITY**

1	<b>Russa Kittredge</b>	Expire: 06/30/23
2	<b>Karen Clevering</b>	Expire: 06/30/24
3	<b>Loretta Rielly</b>	Expire: 06/30/22
4	<b>Jacque Schreck</b>	Expire: 06/30/24
5	<b>VACANT</b>	Expire: 06/30/23

**City Council**  
**liaison:**

Charlyn Ellis

**Benton County**  
**liaison:**

Nancy Wyse, Commissioner

**STAFF:** Ashlee Chavez; Library Director, 541-766-6910  
**CONTACT:** Stephanie Conn - 541-766-6928  
**TERM LIMIT:** 3 years, July 1 - June 30; Students have a two-year term  
**MEMBERS:** 10 members, 5 each appointed by Corvallis Mayor and Board of Commissioners.  
**MEETS:** 1<sup>st</sup> Wednesday, 7:30 pm, Library Board Room

**BEFORE THE BOARD OF COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Reappointment to the) ORDER No. D2023-060  
ECONOMIC DEVELOPMENT )  
COALITION )**

THE ABOVE-ENTITLED MATTER COMING NOW FOR THE CONSIDERATION  
OF THE BOARD AND,

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individual has indicated a willingness  
to serve on this board:

<u>Name</u>	<u>Appointed &amp; Position</u>
Tim Weber	Begins: 07/01/23 Expires: 06/30/26 County Representative

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individual is hereby  
appointed to the Economic Development Coalition.

Adopted this 15<sup>th</sup> day of August, 2023.

Signed this 15<sup>th</sup> day of August, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Pat Malone, Chair

\_\_\_\_\_  
Xanthippe Augerot, Commissioner

\_\_\_\_\_  
Nancy Wyse, Commissioner

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Reappointment to the                            ) ORDER D2023-061  
ENTERPRISE ZONE ADVISORY COMMITTEE                     )**

THE ABOVE-ENTITLED MATTER COMING NOW FOR THE CONSIDERATION  
OF THE BOARD AND,

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individual has indicated a willingness  
to serve on this Committee:

<u>Name</u>	<u>Appointed &amp; Position</u>
Charlie Mitchell	Begins: 07/01/23 Expires: 06/30/26 Position: 1

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individual is hereby  
reappointed to the Enterprise Zone Advisory Committee.

Adopted this 15<sup>th</sup> day of August, 2023.

Signed this 15<sup>th</sup> day of August, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Pat Malone, Chair

\_\_\_\_\_  
Xanthippe Augerot, Commissioner

\_\_\_\_\_  
Nancy Wyse, Commissioner

**BENTON COUNTY  
ENTERPRISE ZONE ADVISORY COMMITTEE  
(EZAC)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Charlie Mitchell	Begin: 07/01/23 Expire: 06/30/26	1 <sup>st</sup> Term	10/20/20 08/15/23 reappt'd
2	Tom Powell	Begin: 07/01/22 Expire: 06/30/25	5 <sup>th</sup> Term	08/05/08 09/17/13 reappt'd 07/05/16 reappt'd 07/16/19 reappt'd 07/05/22 reappt'd
3	VACANT (Joe Kerby)	Begin: 07/01/21 Expire: 06/30/24	2 <sup>nd</sup> Term	07/18/17 07/03/18 reappt'd

**STAFF:** Tami Tracy Phone: 541-766-6665; Email: [tami.tracy@co.benton.or.us](mailto:tami.tracy@co.benton.or.us)

**TERM LIMIT:** Three years, July 1 – June 30

**MEMBERS:** Three members appointed by Benton County Commissioners.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Appointments to the )  
ENVIRONMENT and NATURAL ) ORDER #D2023-062  
RESOURCES ADVISORY COMMITTEE )**

THE ABOVE-ENTITLED MATTER COMING NOW FOR THE CONSIDERATION  
OF THE BOARD AND,

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individuals have indicated a  
willingness to serve on this committee:

<u>Name</u>	<u>Appointed &amp; Position</u>
Robert Swan	Begins: 01/01/23 Expires: 12/31/23 Position: 7
Mike Hughes	Begins: 01/01/23 Expires: 12/31/23 Position: 9

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individuals are hereby  
appointed to the Environment and Natural Resources Advisory Committee.

Adopted this 15<sup>th</sup> day of August, 2023.

Signed this 15<sup>th</sup> day of August, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Pat Malone, Chair

\_\_\_\_\_  
Xanthippe Augerot, Commissioner

\_\_\_\_\_  
Nancy Wyse, Commissioner



**BENTON COUNTY  
ENVIRONMENT and NATURAL RESOURCES ADVISORY COMMITTEE  
(ENRAC)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	VACANT	Begin: 01/01/22 Expire: 12/31/24	1st Term	12/22/20 12/21/21 reappt'd
2	Kanchan Ojha	Begin: 01/01/22 Expire: 12/31/24	Partial Term	05/02/23
3	Larry O'Keefe	Begin: 01/01/22 Expire: 12/31/24	Partial Term	12/22/22
4	Deb Merchant	Begin: 01/01/21 Expire: 12/31/22	Partial Term	12/22/20
5	Chris Andersen	Begin: 01/01/21 Expire: 12/31/22	Partial Term	07/19/22
6	Milt Roselinsky	Begin: 01/01/23 Expire: 12/31/25	Partial Term	06/06/23
7	Robert Swan	Begin: 01/01/21 Expire: 12/31/23	Partial Term	08/15/23
8	Jason Schindler	Begin: 01/01/21 Expire: 12/31/23	1st Term	12/22/20
9	Mike Hughes	Begin: 01/01/21 Expire: 12/31/23	Partial Term	08/15/23

**STAFF:** Contact: Sean McGuire, 541-766-0152

**RECORDER:**

**TERMS:** 3 years; January 1 – December 31

**MEMBERS:** 9 members, Benton County residents

**MEETS:** Meets 2<sup>nd</sup> Wednesday of each month, 4:00 – 5:30 p.m.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Appointment to the ) ORDER #D2023-063  
FOOD SERVICE ADVISORY COMMITTEE )**

THE ABOVE-ENTITLED MATTER COMING NOW FOR THE CONSIDERATION  
OF THE BOARD AND,

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individual has indicated a willingness  
to serve on this committee:

<u>Name</u>	<u>Appointed, Term &amp; Position</u>
Travis Allen	Begins: 07/01/23 Expires: 06/30/26 Position: 7

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individual is hereby  
appointed to the Food Service Advisory Committee.

Adopted this 15<sup>th</sup> day of August, 2023.

Signed this 15<sup>th</sup> day of August, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Pat Malone, Chair

\_\_\_\_\_  
Xanthippe Augerot, Commissioner

\_\_\_\_\_  
Nancy Wyse, Commissioner

**BENTON COUNTY  
FOOD SERVICE ADVISORY COMMITTEE  
(FSAC)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1 Food Service Industry	<b>Eric Howitt</b>	Begin: 07/01/21 Expire: 06/30/24	Partial Term	12/20/22
2 General Public	<b>John McEvoy</b>	Begin: 07/01/21 Expire: 06/30/24	1 <sup>st</sup> Term	10/20/20 07/06/21
3 Food Service Industry	<b>Morgan Orr</b>	Begin: 07/01/22 Expire: 06/30/25	Partial Term	04/18/23
4 General Public	<b>Chelsey Baldwin</b>	Begin: 07/01/22 Expire: 06/30/25	1 <sup>st</sup> Term	06/15/21 07/05/22 reappt'd
5 Food Service Industry	<b>VACANT (Carol Lee Woodstock)</b>	Begin: 07/01/20 Expire: 06/30/23	2 <sup>nd</sup> Term	07/18/17 08/04/20 reappt'd
6 Food Service Industry	<b>Jacob Oliver</b>	Begin: 07/01/23 Expire: 06/30/26	1 <sup>st</sup> Term	05/02/23
7 Food Service Industry	<b>Travis Allen</b>	Begin: 07/01/23 Expire: 06/30/26	1 <sup>st</sup> Term	08/15/23

**STAFF:** Deputy Administrator of Environmental Health, 541-766-6842

**RECORDER:** Paula Felipe, Environmental Health, 541-766-6766

**MEMBERS:** 5 members from food service industry  
2 members from general public

**TERM LIMIT:** 3 years, no span designated; July 1 – June 30

**MEETINGS:** Meets monthly on the second Monday of the second month of the quarter, 2:00 pm – 4:00 pm; Benton County Kalapuya Building

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Reappointments ) ORDER #D2023-064  
HISTORIC RESOURCES COMMISSION )**

THE ABOVE-ENTITLED MATTER COMING NOW FOR THE CONSIDERATION  
OF THE BOARD AND,

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individuals have indicated a  
willingness to serve on this board:

<u>Name</u>	<u>Appointed &amp; Position</u>
Autumn Peterson	Begins: 07/01/23 Expires: 06/30/26 Position: 5
Jay Sexton	Begins: 07/01/23 Expires: 06/30/26 Position: 6

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individuals are hereby  
appointed to the Historic Resources Commission.

Adopted this 15<sup>th</sup> day of August, 2023.

Signed this 15<sup>th</sup> day of August, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

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Pat Malone, Chair

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Xanthippe Augerot, Commissioner

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Nancy Wyse, Commissioner

**BENTON COUNTY  
HISTORIC RESOURCES COMMISSION  
(HRC)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1 Construction Industry and architecture	<b>Mariapaola Riggio</b>	Begin: 07/01/21 Expire: 06/30/24	Partial Term	10/04/22
2 Real Estate	<b>Tanya Freeman</b>	Begin: 07/01/21 Expire: 06/30/24	2 <sup>nd</sup> Term	07/05/16 07/03/18 reappt'd 07/06/21 10/04/22 mv'd position
3 Public-At-Large	<b>Adrienne Fritze</b>	Begin: 07/01/22 Expire: 06/30/25	Partial Term	10/18/22
4 Public-At-Large	<b>Bob Honneffer</b>	Begin: 07/01/22 Expire: 06/30/25	Partial Term	12/20/22
5 Owner of Historic Property (Historic Resources Protection)	<b>Autumn Peterson</b>	Begin: 07/01/23 Expire: 06/30/26	1 <sup>st</sup> Term	12/20/22 08/15/23 reappt'd
6 Historic Resources Protection	<b>Jay Sexton</b>	Begin: 07/01/23 Expire: 06/30/26	2 <sup>nd</sup> Term	08/04/20 10/04/22 mv'd position 08/15/23 reappt'd
7 Benton County Historical Society	<b>Nancy Taniguchi</b>	Begin: 07/01/21 Expire: 06/30/24	2 <sup>nd</sup> Term	01/14/17 07/03/18 correction 07/06/21 mv'd positions

**STAFF:** **Inga Williams** - Community Development – 541-766-6027  
[inga.williams@co.benton.or.us](mailto:inga.williams@co.benton.or.us)

**RECORDER:** Inga Williams, 541-766-6027

**TERM LIMIT:** Three years, July 1 – June 30

**MEMBERS:** Seven members: one each from the Benton County Historical Society, historical resources protection community, construction industry or architectural community, real estate community, and historical structure resident community; also two from the public at large.

**MEETS:** Third Monday every month, 6:30 p.m., Avery Building, 360 SW Avery Ave., Corvallis, Upstairs Large Conference Room

**NOTE:** Also advertise for architecture, historic resources protection, & public at large

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Appointments to the )                   ORDER #D2023-065  
MENTAL HEALTH, ADDICTIONS AND )  
DEVELOPMENTAL DISABILITIES )  
ADVISORY COMMITTEE )**

THE ABOVE-ENTITLED MATTER COMING NOW FOR THE CONSIDERATION  
OF THE BOARD AND,

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individuals have indicated a  
willingness to serve on this committee:

<u>Name</u>	<u>Appointed &amp; Position</u>
Gabi Ford	Begins: 07/01/23 Expires: 06/30/26 Position: 1
Mikayla Heston	Begins: 07/01/23 Expires: 06/30/26 Position: 4
Ashley Mahan	Begins: 07/01/23 Expires: 06/30/26 Position: 10
Patty Koker	Begins: 07/01/23 Expires: 06/30/26 Position: 13
Dharma Mirza	Begins: 07/01/22 Expires: 06/30/25 Position: Student

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individuals are hereby  
appointed to the Mental Health, Addictions and Developmental Disabilities Advisory  
Committee.

Adopted this 15<sup>th</sup> day of August, 2023.

Signed this 15<sup>th</sup> day of August, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Pat Malone, Chair

\_\_\_\_\_  
Xanthippe Augerot, Commissioner

\_\_\_\_\_  
Nancy Wyse, Commissioner

**MENTAL HEALTH, ADDICTIONS AND  
DEVELOPMENTAL DISABILITIES ADVISORY COMMITTEE  
(MHADDAC)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1 Medical Professional	<b>Gabi Ford</b>	Begin: 07/01/23 Expire: 06/30/26	1 <sup>st</sup> Term	08/15/23
2 Self Advocate	<b>Cody Gotchall</b>	Begin: 07/01/21 Expire: 06/30/24	1 <sup>st</sup> Term	08/04/20 07/06/21 reappt'd
3 Chair – Local advocacy group (Arc of Benton County)	<b>Diane Scottaline</b>	Begin: 07/01/22 Expire: 06/30/25	1 <sup>st</sup> Term	08/04/20 07/05/22 reappt'd
4 Self Advocacy	<b>Mikayla Heston</b>	Begin: 07/01/23 Expire: 06/30/26	1 <sup>st</sup> Term	08/15/23
5 Vice chair- Community service organization (Pathfinder clubhouse)	<b>Elizabeth Hazlewood</b>	Begin: 07/01/21 Expire: 06/30/24	1 <sup>st</sup> Term	12/22/20 07/06/21
6 Other	<b>Malcolm Miner</b>	Begin: 07/01/22 Expire: 06/30/25	2 <sup>nd</sup> Term	01/02/18 07/16/19 reappt'd 07/05/22 reappt'd
7	<b>VACANT</b>	Begin: 07/01/23 Expire: 06/30/26		
8 Other	<b>Rita Sawyer</b>	Begin: 07/01/22 Expire: 06/30/25	1 <sup>st</sup> Term	07/06/21 07/05/22 reappt'd
9 Self Advocacy	<b>Joe Harris</b>	Begin: 07/01/22 Expire: 06/30/25	Partial Term	06/02/23
10 Local Advocacy Group (Urban Upeach Inc.)	<b>Ashley Mahan</b>	Begin: 07/01/23 Expire: 06/30/26	1 <sup>st</sup> Term	08/15/23
11	<b>VACANT</b>	Begin: 07/01/21 Expire: 06/30/24		
12 Self Advocate	<b>Katrina Shortridge</b>	Begin: 07/01/22 Expire: 06/30/25	1 <sup>st</sup> Term	12/21/21 07/05/22 reappt'd
13 Other	<b>Patty Koker</b>	Begin: 07/01/23 Expire: 06/30/26	Partial Term	08/15/23

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
14 Other	<b>Laura King</b>	Begin: 07/01/21 Expire: 06/30/24	Partial Term	01/03/22
15	<b>VACANT</b>	Begin: 07/01/22 Expire: 06/30/25		
Student	<b>Dharma Mirza</b>	Begin: 07/01/22 Expire: 06/30/25	Partial Term	08/15/23

**STAFF:**

Damien Sands, Behavioral Health Deputy Director: 541-766-6620

**RECORDER (contact):**

**Mandi Ropp:** 541-766-2100

**TERMS:**

3 years: July 1 – June 30

**MEMBERS:**

15 members, Benton County residents

**MEETS:**

First Tuesday of each month from 3:00 p.m. – 4:15 p.m., Virtual meeting.



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Appointments to the ) ORDER #D2023-066  
NATURAL AREAS and PARKS )  
ADVISORY BOARD )**

THE ABOVE-ENTITLED MATTER COMING NOW FOR THE CONSIDERATION OF THE BOARD AND,

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individuals have indicated a willingness to serve on this board:

<u>Name</u>	<u>Appointed &amp; Position</u>
Ben Watts	Begins: 07/01/23 Expires: 06/30/27 Position: 7
Miles Phillips	Begins: 07/01/23 Expires: 06/30/27 Position: 8

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individuals are hereby appointed to the Natural Areas and Parks Advisory Board.

Adopted this 15<sup>th</sup> day of August, 2023.

Signed this 15<sup>th</sup> day of August, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Pat Malone, Chair

\_\_\_\_\_  
Xanthippe Augerot, Commissioner

\_\_\_\_\_  
Nancy Wyse, Commissioner

**BENTON COUNTY  
NATURAL AREAS AND PARKS ADVISORY BOARD  
(NAPB)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Carol Walsh	Begin: 07/01/20 Expire: 06/30/24	Partial Term	02/01/22
2	Bryce Downey	Begin: 07/01/20 Expire: 06/30/24	Partial Term	09/07/21
3	Kevin Chambers	Begin: 07/01/22 Expire: 06/30/26	1 <sup>st</sup> Term	06/07/22
4	Elizabeth Spatafora	Begin: 07/01/22 Expire: 06/30/26	1 <sup>st</sup> Term	07/06/21 07/05/22 reappt'd
5	John Turner	Begin: 07/01/22 Expire: 06/30/26	1 <sup>st</sup> Term	07/05/22
6 Chair	David Smith	Begin: 07/01/22 Expire: 06/30/26	1 <sup>st</sup> Term	07/03/18 07/05/22 reappt'd
7	Ben Watts	Begin: 07/01/23 Expire: 06/30/27	1 <sup>st</sup> Term	08/15/23
8	Miles Phillips	Begin: 07/01/23 Expire: 06/30/27	1 <sup>st</sup> Term	08/15/23
9	Phillip Hays	Begin: 07/01/20 Expire: 06/30/24	Partial Term	02/01/22
Student	VACANT	Begin: 07/01/15 Expire: 06/30/17	1 <sup>st</sup> Term	

**STAFF:** Jesse Ott 541-766-6002; Tomi Douglas 541-766-6090;  
Adam Stebbins 541-766-6085

**RECORDER:** Contact— Leanna Buck, Parks 541-766-6025

**TERM LIMIT:** ~~3 years~~, 4 years (as of 12/20/20) July 1 – June 30

**MEMBERS:** 9 members

**MEETINGS:** 2nd Wednesday of each month, 6:00 pm, meetings currently being held virtually (contact Leanna for link)

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Appointment to the ) ORDER No. D2023-067  
BENTON COUNTY PLANNING COMMISSION )**

THE ABOVE-ENTITLED MATTER COMING NOW FOR THE CONSIDERATION  
OF THE BOARD AND,

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individual has have indicated a  
willingness to serve on this committee:

<u>Name</u>	<u>Appointed &amp; Position</u>
John Wilson	Begins: 01/01/22 Expires: 12/31/25 Position: 1

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individual is hereby  
appointed to the Benton County Planning Commission.

Adopted this 15<sup>th</sup> day of August, 2023.

Signed this 15<sup>th</sup> day of August, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Pat Malone, Chair

\_\_\_\_\_  
Xanthippe Augerot, Commissioner

\_\_\_\_\_  
Nancy Wyse, Commissioner

**BENTON COUNTY  
PLANNING COMMISSION**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	John Wilson	Begin: 01/01/22 Expire: 12/31/25	Partial Term	08/15/23
2	Evelyn Lee	Begin: 01/01/20 Expire: 12/31/23	Partial Term	08/04/20
3	Andrew Struthers	Begin: 01/01/23 Expire: 12/31/26	1 <sup>st</sup> Term	12/20/22
4	<b>VACANT</b>	Begin: 01/01/23 Expire: 12/31/26	1 <sup>st</sup> Term	12/20/22
5	Elizabeth Irish	Begin: 01/01/20 Expire: 12/31/23	Partial Term	07/05/22
6	Ed Fulford	Begin: 01/01/20 Expire: 12/31/23	Partial Term	02/21/23
7	Catherine Biscoe	Begin: 01/01/23 Expire: 12/31/26	1 <sup>st</sup> Term	12/20/22
8	Nicholas Fowler	Begin: 01/01/20 Expire: 12/31/23	2 <sup>nd</sup> Term	12/15/15 12/17/19 reappt'd
9	Greg Hamann	Begin: 01/01/22 Expire: 12/31/25	Partial Term	12/20/22

**STAFF:**

Darren Nichols, Community Development Director -  
[darren.nichols@co.benton.or.us](mailto:darren.nichols@co.benton.or.us); 541-766-6823

Greg Verret, Community Development Deputy Director -  
[greg.verret@co.benton.or.us](mailto:greg.verret@co.benton.or.us); 541-766-6294

**RECORDER:**

Linda Ray – 541-766-0250

**TERM LIMIT:**

4-year terms. Replace open positions with people from same geographical location.

**MEMBERS:**

9 members, only two can sell real estate, no more than two can share the same business or profession. They shall be residents of various geographical locations in the county.

**MEETINGS:**

Twice a month, 1st and 3rd Tuesday, 7:30 p.m., virtually





**DEPARTMENTAL REPORTS  
AND REQUESTS**

## BOC Agenda Checklist Master

### Agenda Placement and Contacts

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**Suggested Agenda Date** 08/15/23

View [Agenda Tracker](#)

**Suggested Placement\*** BOC Tuesday Meeting

**Department\*** Community Development

**Contact Name\*** Darren Nichols

**Phone Extension\*** 6394

**Meeting Attendee Name\*** Darren Nichols, Daniel Redick, Sean McGuire

### Agenda Item Details



**Item Title\*** Sustainable Materials Management Plan: DRAFT Request for Proposals (RFP) - process recap and recommended next steps

- 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\*** 30 Minutes

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



# Page 65 of 107

**Name of  
Board/Committee**

Temporary RFP Taskforce (Board-  
appointed)

**Advertisement\***

- Yes  
 No

## Issues and Fiscal Impact

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### Item Issues and Description

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**Identified Salient Issues\***

This agenda item addresses:

- Board action in response to temporary RFP taskforce recommendations,
- Creation of an ad hoc advisory committee to assist in development of a regional long-range sustainable materials management plan,
- Ongoing advisory committee structure and charge, and
- Scheduling a facilitated listening session in September or October

**Options\***

Action 1:

- Accept the revised RFP and direct staff to complete a final draft RFP for Board acceptance and release on September 5, 2023. (proposed Motion 1)
- Direct staff to revise the request for proposals to incorporate recommended changes.
- Postpone taking action at this time and provide staff with direction.

Action 2:

- Authorize creation of an ad hoc sustainable materials management committee and direct staff to prepare a proposed list of members and committee charge.
- Postpone taking action at this time and provide staff with direction.

Action 3:

- Dissolve the Solid Waste Advisory Committee (SWAC) and direct staff to develop advisory committee charge.
- Postpone taking action at this time and provide staff with direction.

Action 4:

- Direct staff to develop a facilitated "listening session" concept for engaging Benton County residents.
- Postpone taking action at this time and provide staff with direction.

**Fiscal Impact\***

- Yes  
 No

**Fiscal Impact Description\***

The sustainable materials management plan development will require funding as a result of the RFP hiring process, and the Board has considered this funding during the biennial budget process.

## 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](#).

**Mandated Service Description \*** If this agenda checklist describes a mandated service or other function, please describe here.  
While the Board is not required by law to pursue a regional long-range sustainable materials management plan, Benton County is required to uphold its statutory obligations to the State of Oregon and its commitments under a landfill franchise agreement and solid waste collection franchise agreement.

## 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 \*** Solid waste and sustainable materials management impact nearly every aspect of life in Benton County and the mid-Willamette Valley. The Board of Commissioners has prioritized a long-term sustainable materials management plan as one of the County's key goals and a fundamental objective of the 2040 Thriving Community values. Developing and implementing a comprehensive sustainable materials management plan will enable Benton County to address social, environmental and economic goals and values.

**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\***

Solid waste and sustainable materials management impact nearly every aspect of life in Benton County and the mid-Willamette Valley. The Board of Commissioners has prioritized a long-term sustainable materials management plan as one of the County's key goals and a fundamental objective of the 2040 Thriving Community values. Developing and implementing a comprehensive sustainable materials management plan will enable Benton County to address social, environmental and economic goals and values.

## Recommendations and Motions

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### Item Recommendations and Motions

---

**Staff**

**Recommendations\***

Action 1:

- Accept the revised RFP and direct staff to complete a final draft RFP for Board acceptance and release on September 5, 2023.

Action 2:

- Authorize creation of an ad hoc sustainable materials management committee and direct staff to prepare a proposed list of members and committee charge.

Action 3:

- Dissolve SWAC and direct staff to develop an advisory committee charge.

Action 4:

- Direct staff to develop a facilitated "listening session" concept for engaging Benton County residents.

**Meeting Motions\***

I move to ...

Proposed Motion 1:

"I move to accept the revised request for proposal and direct staff to incorporate the Board's discussion into a revised final draft request for proposals for the Board to consider and authorize the release of the final request for proposal at its regularly scheduled meeting on September 5, 2023."

Proposed Motion 2:

"I move to authorize the creation of an ad hoc sustainable materials management committee and direct staff to: prepare and present to the Board of Commissioners a list of proposed ad hoc committee members, including for consideration as appropriate, current members of the solid waste process work group and disposal site advisory committee, and to draft a formal committee charge."

Proposed Motion 3:

"I move to dissolve the Benton County Solid Waste Advisory Committee effective immediately and direct staff to develop a committee charge consistent with the roles of the solid waste advisory council and the disposal site advisory committee."

Proposed Motion 4:

"I move to direct staff to develop a "listening session" concept and present options to the Board for consideration at its September 5, 2023, meeting."

## Attachments, Comments, and Submission

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### Item Comments and Attachments

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**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.

BOC Memo - SMMP RFP Next steps.pdf

1.69MB

**Comments (optional)**

If you have any questions, please call ext.6800

**Department**

SHANNON BUSH

**Approver**

<p>1.</p> <hr/> <p>Department Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Shannon Bush</i></p>	<p>5.</p> <hr/> <p>County Administrator Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Suzanne Hoffman</i></p>
<p>2.</p> <hr/> <p>BOC Initial Review</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Maura Kwiatkowski</i></p>	<p>6.</p> <hr/> <p>BOC Final Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Amanda Makepeace</i></p>
<p>3.</p> <hr/> <p>Counsel Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Vance H. Croney</i></p>	
<p>4.</p> <hr/> <p>Finance Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Rick Crager</i></p>	



Community Development Department

Office: (541) 766-6819  
4500 SW Research Way  
Corvallis, OR 97333  
co.benton.or.us/cd

## M E M O R A N D U M

**TO:** Benton County Board of Commissioners  
**FR:** Darren Nichols, Community Development Director  
Daniel Redick, Solid Waste Program Coordinator  
**DT:** August 8, 2023  
**RE:** Sustainable Materials Management Plan: DRAFT RFP - process recap and recommended next steps

---

### **Request for Proposal (RFP) – temporary task force**

At the Board of Commissioners' meeting July 18<sup>th</sup>, the Board appointed a temporary task force to refine a request for proposal for outside consultants to develop a Sustainable Materials Management Plan (SMMP) Request for Proposal (RFP). The eight "Public" members of the BCTT solid waste process work group formed the temporary task force, including:

- Catherine Biscoe
- John Deuel
- Kathryn Duvall
- Christopher McMorran
- Ryan McAlister
- Mary Parmigiani
- Ed Pitera
- Louisa Shelby

The task force met with staff for three meetings July 24, 31 and August 7 to offer helpful insights and strategic direction for the refinement of a draft Request For Proposal. Attached please find a revised draft RFP, presented by the task force for the Board's consideration and any additional direction.

Staff also recommends that the Board take the following actions in order, to release the RFP, begin work on a Sustainable Materials Management Plan, and appoint an advisory committee for the duration of the Sustainable Materials Management Planning process.

### **Recommended Board Actions (in order)**

#### Recommended Action 1:

The Board will consider a revised RFP, then ask questions and provide additional direction to complete a final draft RFP for Board acceptance and release on September 5, 2023.



**Proposed Motion 1:**

***“I move to accept the revised request for proposal and direct staff to incorporate the Board’s discussion into a revised final draft request for proposal for the Board to consider and authorize the release of the final request for proposal at its regularly scheduled meeting on September 5, 2023.”***

Recommended Action 2:

The Sustainable Materials Management Plan will be the first of its kind in Benton County and the mid-Willamette Valley. Staff recommends that the Board authorize the appointment of an ad hoc sustainable materials management committee to advise the consulting team, staff and the Board for the duration of the sustainable materials management planning process. The Board should consider appointing individual members to the ad hoc committee and assigning a formal charge to the committee on or after the Board’s regularly scheduled meeting September 5, 2023. Staff recommends the Board consider BCTT members and existing SWAC members.

**Proposed Motion 2:**

***“I move to authorize the creation of an ad hoc sustainable materials management committee and direct staff to: prepare and present to the Board of Commissioners a list of proposed ad hoc committee members including for consideration, as appropriate, current members of the solid waste process work group and disposal site advisory committee, and draft a formal committee charge.”***

Recommended Action 3:

Recognizing that the Board will benefit from a specialized committee to advise on the creation of a first-ever Sustainable Materials Management Plan and recognizing the limited capacity of the Board and staff to support multiple committees, staff recommends that the Board leave in place its statutorily defined disposal site advisory committee and dissolve its existing solid waste advisory committee for the duration of the sustainable materials management planning process.

Staff further recommends that the Board assign any duties of the previous solid waste advisory council to the newly formed ad hoc committee and direct staff to develop a formal charge for the ad hoc committee that is consistent with the roles of the solid waste advisory committee and the disposal site advisory committee. Finally, staff recommends that, at its September 5, 2023, meeting, the Board provide specific direction to the disposal site advisory committee for resuming and fulfilling its role.

**Proposed Motion 3:**

***“I move to dissolve the Benton County solid waste advisory committee effective immediately and direct staff to develop a committee charge consistent with the roles of the solid waste advisory council and the disposal site advisory committee.”***

Recommended Action 4:

In recent discussions, the Board has considered whether and how to structure a facilitated town hall-style meeting for Benton County residents to share ideas with the Board. Staff supports the concept in principle and

suggests that the Board consider scheduling a facilitated listening session in September or October, after the Board has completed and released a request for proposal.

**Proposed Motion 4:**

***“I move to direct staff to develop a “listening session” concept and present options to the Board for consideration at its September 5, 2023, meeting.”***

**Schedule – Recap and Next Steps**

At its July 18 meeting, the Board reviewed and supported the following next steps. Staff continues to welcome any additional discussion and direction:

1. *Call for an exploratory advisory group / task force (7/11/23) –*
  - a. Staff recommended the Board appoint a regionally representative task force to work with staff to review and provide recommendations for the SMMP RFP development.
  - b. The Board asked staff to develop a regionally representative list of possible key participants for Board appointment, including members of the BCTT work group and other counties.
2. *Appoint task force members (7/18/23) –*
  - a. The Board considers the regional list of interested key participants and appoints members.
3. *Convene “advisory group” to review and discuss draft RFP, make recommendations (7/24/23-8/11/23) –*
  - a. The temporary task force meets 2-3 times to discuss the RFP draft and provide recommendations.
  - b. Staff incorporates feedback into updated RFP drafts.
  - c. Staff works with the temporary task force in an iterative draft development process.
  - d. Staff and temporary task force develop recommendations for:
    - i. additional community engagement, following BCTT findings and recommendations.
    - ii. methods to leverage other jurisdictions, solutions, and resources.
    - iii. specifically referencing and implementing BCTT recommendations where appropriate.
4. *Board RFP Review and priorities (8/15/23) –*
  - a. The Board reviews the temporary task force’s updated recommended RFP draft and directs staff to make any necessary changes.
  - b. The Board provides direction on any appropriate priority topics for the plan and the RFP.
5. *RFP release (9/5/23) –*
  - a. The Board reviews/refines and directs staff to release the finalized RFP.
6. *Board of Commissioners’ Sustainable Materials Town Hall listening session (TBD)*

ATTACHMENTS: August 8, 2023 Memorandum from Daniel Redick with contextual information from the three temporary taskforce meetings  
Revised DRAFT request for the proposals and committee meeting notes

**Revised DRAFT RFP for Board of Commissioners Discussion Only  
August 8, 2023 – Revised after the Sustainable Materials Management Plan RFP  
Task Force Meeting #3**



**REQUEST FOR PROPOSALS  
for  
FOR DEVELOPMENT OF A  
SUSTAINABLE MATERIALS MANAGEMENT PLAN**

**Benton County  
4500 SW Research Way  
Corvallis, Oregon 97333**

<b>Issue Date:</b>	<b>September 5, 2023</b>
<b>Response Due Date:</b>	<b>November 14, 2023, 4:00 pm Pacific Standard Time</b>

**Revised DRAFT RFP for Board of Commissioners Discussion Only  
August 8, 2023 – Revised after the Sustainable Materials Management Plan RFP  
Task Force Meeting #3**

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**Revised DRAFT RFP for Board of Commissioners Discussion Only  
August 8, 2023 – Revised after the Sustainable Materials Management Plan RFP  
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**Revised DRAFT RFP for Board of Commissioners Discussion Only  
August 8, 2023 – Revised after the Sustainable Materials Management Plan RFP  
Task Force Meeting #3**

*[Notes in italics are for information only and will be removed from the Final Draft RFP]*

**SECTION I – REQUEST FOR PROPOSALS and SCOPE OF WORK**

Benton County is shifting from a “solid waste management” approach, which focuses on end-of-life management, to a “sustainable materials management” approach, which considers impacts across the complete life cycle of materials for decision-making. The Benton County seeks proposals from qualified proposers for the development of a local/regional<sup>1</sup> Sustainable Materials Management Plan. The primary purpose of the plan will be to assist the County and others in determining methods to reduce the full life cycle impacts of materials, including materials management in the end-of-life phase.

Current and proposed materials management system elements (including waste prevention, collection, recovery, and disposal) will be analyzed for environmental, health, social, and economic costs, benefits, and opportunities across the complete life cycle of materials. The plan will acknowledge the regional nature of materials life cycles and will emphasize regional approaches to sustainable materials management, while highlighting unique resources available to Benton County and the region. The plan will be developed with extensive public engagement and will be designed to include principled engagement for intentional, constructive community feedback.

**A. Plan Purpose.**

The purpose of the work is to provide Benton County with a plan to reduce negative and maximize positive environmental, health, social, and economic impacts, as well as explore innovative opportunities across the complete life cycle of materials, address current and future County needs, and incorporate regional approaches and extensive stakeholder engagement.

**B. How will the Sustainable Materials Management Plan be used?**

Benton County anticipates adopting the document as a strategic plan to lead our community forward through 2040 and beyond. The County Board of Commissioners and staff will consider the plan’s analyses and recommendations to make decisions for each stage of the Sustainable Materials Management Plan process. The County will invite other jurisdictions, agencies, partners, and communities to collaborate on the plan’s development and implementation.

**C. Plan Duration.**

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<sup>1</sup> This RFP uses the general term “regional” throughout. For a preliminary understanding of the scope of the term, please see the Glossary at the end of the RFP.

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The plan should recommend long-term strategies (at least to 2040) with short-term action items (5 years or less).

**D. Scope.**

The scope of the plan is inherently broader than a typical local solid waste management plan. Addressing impacts of materials across their complete life cycles requires collaboration across jurisdictional and geographic boundaries. Engaging with a broad scope of authority and geography will enable the plan to better address impacts occurring in a variety of life cycle phases.

**1. Authority**

Benton County direct authority over the materials management system, and impactful elements of the system, is limited. This plan requires addressing diverse elements which are within the County's existing jurisdictional authority and regulatory control, outside of the County's regulatory control but within the County's collaborative influence, and of interest or concern but outside of the County's influence or regulatory control.

The plan will analyze existing conditions with respect to the County's authority and may include recommendations which expand the spheres of regularity control, collaborative influence, or overall challenges and opportunities (figure 1). The plan will address how the County can be good stewards of those elements the County controls, while being good partners in addressing additional needs collaboratively with other jurisdictions, partners, and stakeholders.



*Figure 1. Conceptual representation of spheres of regulatory control, collaborative influence, and overall materials management challenges and opportunities.*

- *Sphere of regulatory control:* Existing Benton County authority and regulatory control include County's solid waste franchise administration, County code, and materials management programs offered.
- *Sphere of collaborative influence:* Collaborative influence and partnership opportunities include partnerships in which Benton County can play a role. These currently include roles and responsibilities of other jurisdictions, agencies, waste generators, and service providers. This also includes specific management decisions within the solid waste franchisee's authority.

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- *Sphere of Overall Materials Management Challenges and Opportunities:* Shared needs, concerns, or interest may be addressed through expanding collaboration and influence. This includes potential impacts which are not yet well-characterized.

The scope of this plan as it relates to the County’s authority will be determined by the potential to reduce impacts across the life cycle of materials.

**2. Geographic scope**

The geographic scope of this plan is intended to be regional, within the context of Benton County’s role in reducing the impacts of materials, to reflect the regional nature of the materials management system, and the impacts of materials. For example, Benton County hosts a privately owned and operated regional landfill and a regional compost facility which each accept a majority of waste from many other counties. However, other material recovery facilities, transfer facilities, and hazardous waste disposal facilities are hosted within different counties. Outside of the post-consumer disposal phase, significant life cycle impacts occur outside of Benton County through the production and supply chain, transportation, wholesale and retail, and use life-cycle phases.

**3. Specifying the Scope**

The successful proposer will, as a first stage of the plan development, engage with stakeholders at various scopes of authority and geography to help the County finalize a Scope of Work for the plan. This process may include evaluating regional interest and willingness for partnerships on planning elements. This may also include an assessment of the [“Benton County Talks Trash” Solid Waste Process Work Group report](#), a community engagement and consensus-seeking project completed in April, 2023. The outcome of this stage will be further identifying stakeholders, priorities, and resources.

Stakeholders engaged in this part of the process may include, but are not limited to, regional jurisdictions and governmental agencies, business and industry organizations, advocacy groups, community organizations, higher education, under-represented groups, and youth/student organizations.

**E. Planning Priorities:**

The Sustainable Materials Management Plan should use the [2040 Thriving Communities Initiative](#) as a lens to frame our communities’ Core Values. Priority will be given to elements which have the highest potential to reduce the negative impacts and maximize positive opportunities of materials across their life cycles, as well as pursue systemic possibilities for improvement.

**1. Measuring Impacts**

The cost and benefit analyses will generally prioritize elements which have significant environmental, health, social, and economic impacts across the complete life cycle of materials. Broad metrics are listed



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below, and specific metrics will be developed through extensive public engagement as a primary stage of the planning process, after a proposal has been selected. Through previous community engagement processes, the community has identified several impact metrics as concerns (primarily associated with local landfill disposal). This plan will go beyond disposal impacts and address impacts across the complete life cycle of materials. These categories are inherently linked to one another, and analyses may have overlapping elements. The proposer may use established best practices and protocols for evaluating impacts across the full life cycles, including metrics used by the US Environmental Protection Agency and Oregon Department of Environmental Quality. The proposer may use metrics most appropriate for various materials and life cycle phases.

- Environmental –Metrics may include greenhouse gas emissions and climate change, water quality, air quality, natural disasters, extreme weather, toxicity, and environmental justice.
- Health – Metrics may include water quality, air quality and particulates, soil health, PFAS, microplastics, and health equity.
- Social – Metrics may include equity, property values, home availability, and quality of life.
- Economic – Metrics may include business and industry opportunities, financial costs and benefits, and economic justice.

**F. Plan Elements:**

The list below briefly summarizes some potential elements of the scope of work. The successful proposer may, however, include any topics that appropriately address or inform the purpose described above. The County intends to further develop topic-specific analyses with the successful proposer, as informed through community engagement. Each of these plan elements should reflect a scope (geographic and authority) to best reduce the impacts of materials across their life cycles. The plan should be completed in stages, to the extent possible, to engage and inform stakeholders throughout the process. The plan should communicate the extent to which recommendations are tangible or intangible, and provide recommendations on next steps to elements which require further planning beyond the scope of the plan. The plan should consider national, state and local goals, vision documents (DEQ's Materials Management in Oregon 2020 Framework for Action), plans, policies, ordinances, etc. relating to materials management and climate change, along with examples of values and goals expressed in state and local jurisdiction materials management plans.

**1. Community engagement**

The plan must remain inclusive and accurately represent the affected region. The successful proposal must include ample time and frequent opportunities for focused, intentional community engagement. One key question that should remain open for exploration throughout the process is, “who should be represented in the process?” The plan must consider information and work completed by the [“Benton County Talks Trash” Solid Waste Process Work Group](#). The planning process will include engagement with stakeholders within Benton County as well as stakeholders throughout the region.

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**2. Complete life cycle impacts of materials**

Analyze impacts across the complete life cycle of materials. This analysis should identify key life cycle stages, materials, and management strategies that are particularly impactful, while considering future impacts of climate change and regional carrying capacity. Circular economic principles should be evaluated. An equity component of this analysis should address the impacts to traditionally underserved populations.

**a. Upstream life cycle stages**

- Identify methods to reduce negative impacts and maximize positive opportunities throughout upstream life cycle stages, prior to post-consumer disposal. Evaluate the County's role in emerging state legislation and provide effective strategies to participate. This analysis should identify waste prevention, reduction, reuse and repair options, including resources, education opportunities, programs, and policy options. This analysis should include options addressing food waste and construction and demolition material, as well as options for addressing other sources. This element will also strategize expanding and engaging in collaboration opportunities outside of the County's sphere of control.

**b. End-of-life stages**

- Waste stream analyses: Analyze waste generation in Benton County and throughout the region. This analysis should identify key sectors or industries and any unique waste streams (like medical waste) and provide recommendations on reducing the impacts of those waste materials generated. It should also provide waste generation forecasts.
- Waste collection: Identify methods to reduce impacts from waste collection. Analyze options for the County's solid waste collection franchise, as well as collaboration opportunities with incorporated cities, as they relate to current and recommended recovery and disposal options. This analysis should consider the costs and benefits of transfer stations, recycling depots, and collection events. The analysis should consider national and international best practices.
- Recovery: Identify opportunities and methods to reduce impacts of waste recovery. Analyze options to meet or exceed waste recovery goals, while focusing on highest impact materials. This analysis should include options for recovering food waste and construction and demolition material. The analysis should also include options for material recovery facilities.

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- Disposal: Identify opportunities and methods to reduce impacts from disposal. Analyze disposal impacts of waste generated by Benton County Wasteshed sources, as well as materials disposed in Benton County and generated by other wastesheds (including costs and benefits of hosting a regional landfill). The analysis should address alternative approaches to disposal, including alternative technologies outside of landfilling, as well as alternative landfill sites.
- Hazardous materials: Identify hazardous materials in the waste stream and methods to reduce impacts from hazardous materials. Analyze collection, events, and facility options from a local and regional perspective.

**3. Funding and Administration**

Identify opportunities for funding the sustainable materials management system and the recommendations. An evaluation of funding opportunities may include, but are not limited to existing funding mechanisms, grants, partnerships, and funding from emerging legislation (e.g. SB 582). Analyze administrative costs and benefits for each recommendation, including staffing. Recommend a governance structure for the proposed sustainable materials management system.

**G. Estimated Schedule.**

The following schedule is intended to provide general information about the SMMP RFP schedule. The County reserves the right to amend the schedule. Except for the deadline to submit proposals, and the Pre-Proposal meeting, Benton County will not notify proposers of any such schedule changes.

RFP issue date	September 5, 2023
Pre-proposal meeting (optional)	September 19, 2023
Deadline for questions or clarifications	September 26, 2023
Answers to questions and clarifications issued	October 3, 2023
Proposals due	November 14, 2023
Evaluation Committee review	November 21, 2023
Interviews	November 28, 2023
Q & A panel	December 4, 2023
Notice of intent to award	December 11, 2023
Intent to award	December 18, 2023
Contract negotiations completed	January 30, 2023
Begin plan development	February 27, 2023
First step: Finish Scoping the Project	February 27, 2023

This RFP sets forth the minimum requirements that all proposers shall meet. Failure to submit proposals in accordance with this RFP may result in rejection of the proposal. This RFP is issued under the

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authority of the Benton County Board of County Commissioners. All communications pertaining to this RFP shall be directed to the appropriate person as indicted herein.

**BENTON COUNTY SINGLE POINT OF CONTACT (SPC)**

***Daniel Redick, Solid Waste and Water Quality Program Coordinator***

***Benton County Community Development Department***

4500 SW Research Way

Corvallis, Oregon 97333

Phone: (541) 766-6819

Email: [Daniel.Redick@BentonCountyOR.Gov](mailto:Daniel.Redick@BentonCountyOR.Gov)

All questions must be directed to Benton County Solid Waste Program, Attn: Mr. Redick.

Any material questions regarding the RFP – questions other than simple assistance with how to obtain or download a copy of the RFP, or site address, must be submitted in writing to the SPC via email or the US Postal Service. No other staff member will answer questions about this RFP.

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**SECTION 2 - GENERAL PROVISIONS**

**A. Administrative Information.**

1. This RFP is issued under the authority of the Benton County Board of County Commissioners. The County follows Oregon Revised Statutes Chapters 279A and 279B in the procurement of services. All inquiries concerning the intent of the RFP or the contract information shall be directed to the Single Point of Contact (SPC):

**BENTON COUNTY SINGLE POINT OF CONTACT (SPC)**

***Daniel Redick, Solid Waste and Water Quality Program Coordinator***

***Benton County Community Development Department***

4500 SW Research Way

Corvallis, Oregon 97333

Phone: (541) 766-6819

Email: [Daniel.Redick@BentonCountyOR.Gov](mailto:Daniel.Redick@BentonCountyOR.Gov)

2. This Request for Proposals consists of the following items:

Section 1 – Request for Proposals/Scope of Services

Section 2 – General Provisions

Section 3 – Form of Proposal and Response

Section 4 – Evaluation, Selection, and Award

Section 5 – Background

Exhibit A      Sample Contract w/ Insurance Requirements

3. All portions of the RFP should be completed as professionally as possible. An incomplete or uncoordinated submission can only be judged as indicative of the contractor's capability and professionalism. If there are any proposed deviations from the RFP requirements please indicate the reasons for said deviation in writing.
4. Questions about the interpretation of this RFP shall be made in writing by September 26, 2023 to the SPC. Any supplements, interpretations, corrections, or other changes to the RFP will be made by written addendum by October 3, 2023.
5. All information submitted by a proposer shall be a public record and subject to disclosure, except as otherwise prohibited by Oregon Public Records Law.
6. A prospective proposer may file a protest with Benton County if the proposer believes that the procurement process is contrary to law or that the RFP is unnecessarily restrictive or legally flawed. A solicitation protest must be received by the SPC no later than 7 days before the date proposals are due. Benton County shall consider any timely protests in accordance with ORS 279B.405.

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7. All proposals shall contain a statement that the bid or proposal identifies whether the bidder is a resident bidder, as defined by ORS 279A.120.
8. Benton County may reject any bid not in compliance with all prescribed bidding procedures and requirements, and may reject for good cause any or all bids or proposals upon a finding of the County that it is in the public interest to do so.

**B. Pre-Proposal Meeting.**

An optional pre-proposal meeting will be held on **September 19, 2023 at 1:00 p.m.** This meeting will be an opportunity for prospective proposers to ask questions and request clarifications prior to submitting a proposal. The pre-proposal meeting will be held virtually. Following the meeting, minutes will be issued by Benton County via addendum. Statements made at the meeting are not binding upon unless confirmed by written addendum.

**C. Submittal Costs.**

The cost of submittals and any other expenses related to this RFP, including travel for interviews or inspections, shall be the responsibility of the proposer.

**D. Proposal Submittal Copies Required.**

Three (3) printed copies of the complete proposal, double-sided as appropriate, including all other documents required to be submitted with the proposal, shall be enclosed in a sealed envelope or container, and clearly marked on the outside as:

**BENTON COUNTY SUSTAINABLE MATERIALS MANAGEMENT PLAN PROPOSAL**

Additionally, the proposal submittal shall be submitted electronically via one single flash drive in a sealed envelope. No responsibility or liability will be attached to any County official, employee, or agent for the premature opening or failure to open any proposal not marked according to this instruction. Submittal of a proposal shall indicate the proposer's agreement to enter into the County's form of contract. A sample contract is included in the RFP as Exhibit A.

**E. Submittal Deadline.**

Proposals must be physically received by **November 14, 2023 at 4:00 p.m. PST** according to the date/time stamp clock in the office of Benton County Community Development Department at 4500 SW Research Way, Corvallis, Oregon 97333. Daniel Redick, Solid Waste and Water Quality Program Coordinator is the person designated to receive the proposals.

**F. Proposal Opening.**

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All proposals received in compliance with the instructions of this RFP will be opened **no sooner than 4:15 p.m., November 14, 2023** at the Benton County Kalapuya Building, 4500 SW Research Way, Corvallis, OR 97333. The public will not attend the proposal opening. Proposals will be reviewed for compliance with instructions contained herein. Only those proposals in substantial compliance with this RFP will be evaluated and scored by the Evaluation Committee. Proposals received after the date and time specified in the advertisement and as contained herein, or not adequately prepared or in substantial compliance with the terms of this RFP, will be rejected and not considered for award of this contract.

**G. Modification or Withdrawal of Proposal.**

A proposal may not be modified, withdrawn, or canceled by the proposer for a ninety (90) day period following the time and date designated for the receipt of proposals. By submitting a proposal the proposer agrees with the provisions of this subsection.

**H. Publicity.**

No contractor shall issue any news or media release, or otherwise seek publicity regarding this RFP unless, or until prior approval in writing is obtained from the SPC.

**I. Proposal as a Public Record.**

Proposals submitted may be available to the public in accordance with applicable public records laws. However, information in a proposal that is exempt or conditionally exempt from disclosure under Oregon Public Record law may be treated as confidential by Benton County subject to any disclosure obligations under that law. If a proposer reasonably believes that information in a proposal meets an exemption or conditional exemption under Oregon law:

1. Each page of such information must be marked “Confidential Information”.
2. If Benton County receives a request for disclosure of information labeled confidential by the proposer pursuant to Oregon Public Records law, or a subpoena, Benton County will provide notice to the proposer before a response is due. The proposer has the responsibility to establish that such information is exempt from disclosure.
3. Proposer shall defend, indemnify, and hold Benton County harmless from any claim or administrative appeal, including costs, expenses and attorney fees related to a request to disclose information proposer has labeled as “Confidential Information”.
4. Information labeled “Confidential Information” must be readily separable from the rest of the proposal and statement of qualification in order to facilitate eventual public inspection of the non-confidential portion.

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5. Benton County is entitled to use information marked “Confidential Information”, in whole or part, for evaluation purposes, and may make copies for this purpose. In addition, any document or information that becomes part of a subsequent contract is a public record.
6. Notwithstanding subsections 1-5 above, any restrictions related to information marked “Confidential Information” do not apply if Benton County has the right to, or has obtained the information from a source other than the proposer.

*[INSERT: Description page limits, County property. This section will be completed on advice of counsel and consistent with Benton County Code.]*

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**SECTION 3 – FORM OF PROPOSAL and RESPONSE**

All respondents are required to submit the information detailed below. Responses shall be organized and presented in the order listed below to assist the County in reviewing proposals. Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services. Benton County reserves the right to select portions of work from one or more proposals. Please segregate the pricing for each phase or deliverable in your proposal. Proposal must contain the following information:

The proposal must be organized in the following format. All proposals are to be typed in 8-1/2" x 11" format. Each of the required sections are to begin with a new page, and shall be tabbed separately. Each page shall be numbered in sequence. Three (3) printed copies of the proposal, double-sided as appropriate, will be required with the initial submission.

**Proposals must be received by 4:00 p.m. on November 14, 2023 via mail or delivery.**

Envelopes or packages must be clearly marked "Benton County Sustainable Materials Management Plan Proposal" and addressed to:

Benton County

Community Development Department  
*Attention: Daniel Redick, Solid Waste and Water Quality Program Coordinator*  
4500 SW Research Way  
Corvallis, Oregon 97333

**A. Title Page.**

The name and signature of the proposing company's authorized representative, as well as their address and telephone number, must be provided. The proposal must be dated on this page. The discovery of any significant inaccuracy in the information submitted by the proposer shall constitute good and sufficient cause to reject the proposal.

The authorized representative's signature will signify the proposer's agreement and compliance with all requirements set forth in the RFP. In addition, the signature will certify the proposer's acceptance of and responsibility for the following:

1. All data presented in the proposal is accurate and complete.
2. Proposer has read and understood the RFP and the proposal is made in accordance with the contents of the RFP, unless otherwise noted in the proposal.

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3. The proposal and the prices contained in the proposal shall be valid for ninety (90) days after submission of the proposal.
4. The cost of submittals, and any related expenses, including travel for interviews, or inspections, shall be entirely the responsibility of the proposer.
5. Proposer has not discriminated, and will not discriminate, in violation of ORS 279A. 110(1), against any minority, women, or emerging small business enterprise, or against a business enterprise that is owned or controlled or employs a service-disabled veteran in obtaining a required subcontract.
6. Proposals for each category of service must be clearly identified in the proposal.
7. By signing and returning this proposal, the proposer acknowledges they have read and understand the terms and conditions contained in the RFP. If the RFP permits proposal of alternative terms or conditions, the proposal should include any non-negotiable terms and conditions, and any proposed terms and conditions offered for negotiation.
8. By signing and returning the proposal, the proposer also agrees to enter into the County's form of contract. A sample is attached as Exhibit A herein.

**B. Table of Contents.**

A listing of all major, and sub-major topics and associated page numbers must be included.

**C. Technical Proposal Section 1: Qualifications of Proposer & Staff (60 points).**

1. Cover Letter.
  - a. Provide a cover letter indicating the firm's interest in providing the service and other information that would assist the County in the review and selection process. Describe primary business experience of the proposer, the proposer's overall mission statement, length of time in business, ownership, the location of the office, telephone number, e-mail address, website address, and other information that is pertinent and introductory in nature.
2. References.
  - a. Provide, at minimum, three references for similar work.
3. Proposer Experiences and Qualifications. (25 points)
  - a. What experience and qualifications does the firm have related to the scope of work? Please provide relevant examples of successful projects, including projects with successful and unusual public and stakeholder engagement. Describe previous projects involvement with state environmental agencies, local jurisdictions, private landfills, other infrastructure, and complete life cycle analyses.

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4. Staff (Project Team) Experience and Qualifications. (25 points)
  - a. What experience and qualifications do the individual the project team members have? What are the team member’s experiences evaluating sustainability, landfills, social impacts, and other plan elements listed above? What roles will each team member have on this project? Please provide examples of successful projects, including those with successful and unique public and stakeholder engagement. Please also provide information about each project team member’s availability and expected level of engagement with this project. Attach each team member’s resume to the proposal.
5. Social and environmental responsibility. (10 points)
  - a. Provide a description of the firm’s social and environmental responsibility.

**D. Technical Proposal Section 2: Work Plan (30 points).**

Points will be awarded based on the contractor’s understanding of the Scope of Work, and the appropriateness of the proposed approach/methodology; and the description of a detailed and logical plan for providing the elements requested herein. Responses should be complete, but concise. The responses should be in the same order in which the information is requested below. Provide the following information:

1. Approach to the Scope of Work. (20 points)
  - a. Describe the proposed approach and methodology to developing this plan, and accomplishing the elements outlined in the scope of work. This should demonstrate the proposer’s understanding of the project.
2. Project Schedule. (10 points)
  - a. Include a proposed project schedule, which outlines a schedule for specific tasks and activities.

**E. Price Proposal/Cost (10 Points)**

1. A price proposal must be provided, detailed by cost for each project task or activity. The proposal may include cost options for various levels of scope of timelines.

**F. Insurance (Mandatory)**

The contractor shall procure and maintain, at contractor’s sole expense, and at all times during the course of this contract, the kinds and forms of insurance as indicated on Exhibit A

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**SECTION 4 – EVALUATION, SELECTION , AND AWARD**

**A. Evaluation Criteria**

An Evaluation Committee will review, evaluate, score and rank the proposals that are determined to be in substantial compliance with RFP procedures and requirements. The following criteria and scoring will be the basis for the review and evaluation:

1. Title Page/Table of Contents	Pass/Fail
2. Certification of Non-Discrimination	Pass/Fail
3. Technical Proposal – Section 1	<b>60 points</b>
a. Experience, Capabilities and Resources of the Proposer.	25 points
b. Experience of project team members.	25 points
c. Social and environmental responsibility	10 points
4. Technical Proposal – Section 2	<b>30 points</b>
a. Approach to the scope of work.	20 points
b. Schedule.	10 points
5. Price Proposal/Cost	<b>10 points</b>
6. Insurance Requirements	Pass/Fail
 Total Points	 100 points

**B. References**

Benton County will contact references for the top ranked proposals, based on the initial evaluation and ranking of those proposals.

**C. Interviews.**

Based on the initial evaluation and ranking, up to three (3) proposers may be invited to attend interviews on a date to be announced. Proposers selected to interview will be notified as soon as possible once the initial evaluation has been completed. Based on interviews, the Evaluation Committee will make a final evaluation and ranking, and make a recommendation to the Board of County Commissioners. The format and scoring of the interview process will be determined prior to scheduling interviews.

**D. Selection and Negotiations**

The County reserves the right to seek clarification of each proposal, and the right to negotiate a final contract that is in the best interest of the County. Contract negotiations with the highest ranked proposer shall be directed toward obtaining written agreement on:

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1. Contract tasks, staffing, and performance measures and standards.
2. A maximum, not to exceed price which is consistent with the proposal, and fair and reasonable, and taking into account the estimated value, scope, complexity, and nature of the transit program services.

Negotiations may be formally terminated if they fail to result in a contract within a reasonable time. Negotiations will then ensue with the proposer with the second highest ranked proposal. If the second, or if necessary, third round of negotiations fails to result in a contract within a reasonable time, the RFP may be formally terminated.

**E. County Contracting Discretion**

Benton County reserves the right, in its sole discretion to:

1. Cancel this procurement and/or reject any or all proposals in accordance with ORS 279B.100
2. Waive minor irregularities in the proposals received.
3. Accept all or any part of a proposal in principle, subject to negotiation of the final contract details with the selected vendor.

**F. Notice of Letter of Intent to Award**

Benton County will issue a Notice of Intent to Award the contract in compliance with ORS 279B.135, and OAR 137-047-0610.

**G. Contract Award and Protest Procedure**

A proposer may protest the award of a contract under RFP in accordance with BCC 2.805. A written protest must be actually received by the person designated for receipt of the proposals no later than 7 days after the Notice of Intent to Award is issued. The County will not consider late protests. The County will respond to protests in accordance with BCC 2.805.

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## **SECTION 5 – BACKGROUND**

### **A. Benton County Description**

Benton County is a political subdivision of the State of Oregon located in central western Oregon, roughly 80 miles south of Portland, OR, and 30 miles east of the coast. Benton County has a population of about 98,000 people, including of the five incorporated cities: Corvallis, Albany (North Albany is partially within Benton County), Philomath, Adair Village, and Monroe, and several unincorporated communities. Corvallis is the largest city in Benton County with over 60,000 people and is home to Oregon State University. Approximately 20,600 people reside in unincorporated rural areas of the county, including about 16,200 outside of Urban Growth Boundaries. The US Census Bureau provides [county-wide demographics](#), and the State of Oregon provides information about [languages spoken in Benton County](#). The Benton County [Wasteshed](#) is comprised of waste generated within the County's boundaries, including waste from incorporated cities (except North Albany) and unincorporated areas.

### **B. Material Life cycles**

[Oregon's consumption-based greenhouse gas \(GHG\) emissions in 2015](#) (Oregon Department of Environmental Quality's latest greenhouse gas inventory published in 2018) show that 99.2% of the greenhouse gas emissions resulting from the consumption of materials in Oregon occur during the production and supply chain, transportation, wholesale and retail, and use life-cycle phases. 0.6% of emissions occur in the post-consumer disposal life-cycle stage, which includes emissions from landfilling (including methane), combusting, and composting post-consumer waste. While solid waste management planning typically focuses on materials' end-of-life, Benton County aims to also address upstream impacts from life-cycle stages prior to post-consumer disposal to more effectively reduce impacts associated with the consumption of materials, including GHG emissions. Benton County is shifting from a "solid waste management" approach, which focuses on end-of-life management, to a "sustainable materials management" approach, which considers impacts across the complete life cycle of materials for decision-making.



*Figure 2. The complete life cycle of materials. Impacts occur throughout each stage of the life cycle.*

### **C. Waste Generation and Management**

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The Benton County Wasteshed [generated approximately 102,000 tons of waste in 2021](#), disposing about 67,000 tons and recovering 35,000 tons to achieve a 34.4% recovery rate ([Oregon DEQ](#)). The Wasteshed has a recovery rate goal of 44% by 2025. Waste recovery, disposal, and waste generation are trending upward. The Benton County Wasteshed is part of a regional Mid-Willamette Valley waste stream, and part of the larger Oregon’s statewide waste stream.

Benton County administers a solid waste collection franchise for unincorporated areas, from which comingled recycling, mixed organics (food and yard debris), and disposal (landfill-bound material), are available to all residents and businesses county-wide through weekly curbside collection. Each incorporated city also has agreements with the same franchisee, providing at a minimum the same solid waste collection service as the unincorporated areas of the county. The local collection system does not use any transfer stations. At the direction of the solid waste collection franchisee, landfill-bound materials are disposed at Coffin Butte Landfill, mixed organics are composted at Pacific Region Compost (PRC, located near the Coffin Butte Landfill), and comingled recyclables are baled at a facility in Albany, Oregon and then transferred to a Material Recovery Facility (MRF) in Clackamas, Oregon for recovery. Community members are also allowed to self-haul materials.

Solid waste generated in Benton County is primarily disposed at Coffin Butte Landfill located north of Corvallis in Benton County. The privately-owned and operated landfill has been in operation since the 1940s and is expected to fill its currently permitted air space volume between 2037-2039. The Benton County Planning Commission denied an application to expand the landfill in 2021, and the operator may submit another application to expand the landfill in the future. Approximately 1,046,000 tons of total solid waste was placed at the landfill in 2021. The Benton County Wasteshed generates roughly 11% of that total annual tonnage; most of the material originates in other wastesheds in the region. Benton County administers a solid waste disposal site franchise agreement, as the host county for the regional Coffin Butte Landfill.

**D. Stakeholder Engagement**

In September 2022, the Board of Commissioners charged a community-driven solid waste process workgroup to develop common understandings and recommendations for “implementing a constructive path forward relating to sustainable materials management and the future of solid waste disposal in the Mid-Willamette Valley, including at the Coffin Butte regional landfill.” Following that charge, over the next seven months the Benton County Talks Trash Workgroup developed a detailed report with consensus-based findings and recommendations for the Board’s consideration. The report includes detailed information and recommendations from the Workgroup regarding the development of a Sustainable Materials Management Plan. The Workgroup Report is available [here](#).

**E. Regulatory Environment**

**Revised DRAFT RFP for Board of Commissioners Discussion Only  
August 8, 2023 – Revised after the Sustainable Materials Management Plan RFP  
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The Oregon legislature passed the [Plastic Pollution and Recycling Modernization Act \(Oregon Senate Bill 582 \(2021\)\)](#) in 2021, which is expected to significantly update Oregon’s waste and recycling system beginning in 2025. Some of the law’s updates include implementing a [statewide recycling list of accepted materials](#), developing recommendations for [recycling labeling](#), expanding access to [recycling services](#), [reducing recycling contamination](#), and supporting local government recycling systems through an [extended producer responsibility funding structure](#).

**I. AGREEMENT**

*[To be completed consistent with Benton County Code.]*



**Revised DRAFT RFP for Board of Commissioners Discussion Only  
August 8, 2023 – Revised after the Sustainable Materials Management Plan RFP  
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**Glossary:**

**Circular economic principles:** Materials management ideas which aim to “close the loop” of material life cycles, where materials system outputs (end-of-life) become system inputs (production) without degrading in quality, while minimizing wasted materials and externalities. Related frameworks include: sustainable materials management, circular economy, zero waste, and cradle-to-cradle.

**Life cycle of materials:** The stages of human-driven events and processes relating to the management of materials. The stages include: production and supply chain, transportation, wholesale and retail, use, and post-consumer disposal life-cycle phases.

**Regional:** Geographic scope of engagement with other jurisdictions and agencies related to sustainable materials management planning elements, which may include, but are not limited to, neighboring counties, jurisdictional sources of waste interacting with infrastructure within Benton County (e.g. Coffin Butte Landfill), and jurisdictions with infrastructure or resources which may be potentially used for Benton County materials management (e.g. material recovery facilities).

**Upstream:** The events related to materials which happen before the material is disposed or recycled. Upstream life cycle stages that occur prior to the post-consumer disposal life-cycle stage (which includes waste collection, landfilling, and recycling). Upstream life cycle stages include: production and supply chain, transportation, wholesale and retail, and use life-cycle phases.

**Wasteshed:** “A "wasteshed" is defined in Oregon law as being an area of the state that shares a common solid waste disposal system, or an appropriate area in which to develop a common recycling system. For the most part, individual Oregon counties are designated as wastesheds. Three exceptions are that:

- The greater Portland tri-county area, consisting of Clackamas, Multnomah and Washington Counties, is designated as the Metro wasteshed.
- Milton-Freewater, a city within Umatilla County, is designated as a separate wasteshed.
- For most cities such as Albany that have populations in two counties, the entire city was included in the wasteshed that included the larger portion of the city population. The exception is Salem, where most of Salem is in the Marion Wasteshed, but West Salem is included in the Polk Wasteshed.” ([Oregon DEQ](#))



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## M E M O R A N D U M

**To:** Benton County Board of Commissioners

**From:** Daniel Redick, Solid Waste Program Coordinator

**Date:** August 8, 2023

**RE:** Contextual Information for Temporary Sustainable Materials Management Plan Request for Proposal Task Force Feedback

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### Request for Proposal (RFP) – temporary task force

The task force met with staff for three meetings on July 23, 27 and August 7 to offer helpful insights and strategic direction for the refinement of a draft Request For Proposals. The task force supported the attached RFP after contributing valuable feedback to three draft iterations. The task force provided the following feedback in addition to the elements integrated into the draft:

- *Community and Stakeholder Engagement:*
  - Advisory roles, including subject-matter expertise, should guide selection process and consultant work.
  - Communicate with the public early in the process about how they can participate.
  - The County should accept feedback 24/7 through mechanisms like email, text, and social media. Consider a phone line (hotline) to provide information and allow public to leave comments.
  - Have trusted community leaders be part of the communication, not just county staff.
- *Pre-proposal Meeting:*
  - Ensure there is staff capacity and time to respond to questions and clarifications.
  - Consider ways to encourage collaborative proposals between proposers with a variety of expertise.
- *Plan priorities:*
  - Landfill-related impacts and disposal analyses should be addressed as specifically and detailed as possible while also accomplishing the lifecycle analyses.

Additional meeting notes:

- [7/24/23 Meeting Notes](#)
- [7/31/23 Meeting Notes](#)
- [8/7/23 Meeting Notes](#)



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**Sustainable Materials Management Plan  
Request For Proposals Task Force Meeting #1  
July 24, 2023 Minutes  
1:00pm-2:03pm**

Task force members present: Catherine Biscoe, Louisa Shelby, Mary Parmigiani, Ed Pitera, Kathryn Duvall, Christopher McMorran

Other county representatives present: Angie Marzano (Lane County)

Benton County Staff present: Sean McGuire, Darren Nichols, Daniel Redick, Linda Ray

Public attendees: Kate Harris, Stephen Gerritson, Debbie Palmer, Ken Eklund, Marge Popp, Philipp Schmidt-Pathmann

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**Welcome & Introductions.** Meeting called to order at 1:00pm. Task force members and staff introduced themselves.

**Overview.** Daniel Redick briefly reviewed the group's tasks, expectations, public meeting law requirements, and the process for providing feedback.

**RFP: Background Section.** Members of the taskforce reviewed and suggested edits for the "Request for Proposal".

Background:

- What is the definition of waste shed. Daniel explained that the county refers to the state's definition as waste shed within county lines.
- Suggestion to clarify on page 3 that the recovery rate is provided in a report from DEQ (not Coffin Butte)
- Is there an expectation that other counties (especially those that contribute to Coffin Butte) will be addressed by the RFP recipient and should that expectation be conveyed up front in the RFP? Daniel confirmed that it would also be helpful in how we talk about regionality. We should work with as many counties as we can to better understand waste across western Oregon and help the operator make better decisions.
- A member suggested including demographics which will also help with public engagement in the RFP.



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- Should the background section include the application for expansion? Daniel will add more to the first sentence “the landfill has previously applied to expand and plans to apply again”.
- How will the HB582 affect the SMMP? How does that plan connect with over climate change mitigation for Benton County? This information should be made available to the applicants.

Angie Marzano, Lane County Waste Reduction Program Supervisor. Lane county is interested in how they can look at system improvements themselves and how they can assist the SWMP. Engaging in this process may also help them make updates to their SMMP.

Other suggested edits, additions, and revisions:

- Page 5, paragraph 1: Include “economic opportunities.”
- Include long-term legal and regulatory issues in the RFP
- Expand on operation of feasibility, economic viability, legal and regulatory issues.
- Provide information to applicants on how this document is intended to be used; regulatory process, how does it fit with franchise agreement.
- More explanation on terms like circular economy, zero waste, health equity, upstream, lifecycle. Make sure the consultant has the same definition of those terms in mind.
- Does “region” mean every county that provides waste to Coffin Butte and how are we trying to influence them? Daniel stated that more discussion is needed on this topic to provide information in the RFP that alludes to some of the potential regional areas.
- Include the number of counties we have engaged with (39 out of 3 states) to help paint a bigger picture.
- Scope of work should include the upstream lifecycle stages to make sure the consultant understands what we are asking.
- What is our ability in the legal framework when reaching out to other counties?
- Bullet point “Upstream lifecycle stages”:
  - Include environmental space
  - Microplastic, pollution, health issues
- Add medical waste to waste stream analyses bullet point
- Add a bullet point addressing environmental impact

A member suggested looking in to funding from manufacturers (settlements?)

A member suggested allowing multiple consultants to take on the SMMP topics that they have expertise.

A member asked if Oregon State University will be involved in the taskforce. Daniel stated that the group is comprised of community members that were appointed by the Board of Commissioners. John Deuel is a member of the taskforce and will be representing OSU.

**RFP: Proposed Scope of Work and Process Section.**



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Proposal Format and Content:

- A member suggested breaking down the pricing per activity (individual rates, markups) to help affect the cost of the proposal.
- Include a task schedule

A member suggested that the consultant work with Republic Services to get more informed on grant funding that may be available to help with the SMMP.

**Next Meeting agenda items.**

“Project team experience and qualifications” – how do we ask that more clearly?

How will the consultant get “extensive” community involvement?

**Adjourn Meeting.** The meeting was adjourned at 2:03pm.



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**Sustainable Materials Management Plan  
Request For Proposals Task Force Meeting #2  
July 31, 2023 Minutes  
5:00pm-6:10pm**

Task force members present: Catherine Biscoe, Louisa Shelby, Mary Parmigiani, Ed Pitera, Kathryn Duvall, Christopher McMorran

Other county representatives present:

Benton County Staff present: Sean McGuire, Darren Nichols, Daniel Redick, Linda Ray

Public attendees: Kate Harris, Stephen Gerritson, Debbie Palmer, Ken Eklund, Marge Popp, Philipp Schmidt-Pathmann, Camille Hall, Joel Geier, Mark Yeager

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**Welcome & Introductions.** Meeting called to order at 5:00pm.

**Community engagement.** Daniel began the meeting asking members what does “successful engagement with the community” look like as it is communicated to applicants in the RFP process.

**Member responses:**

- The intent of how public input will be used needs to be communicated.
- Develop a community-oriented advisory group that will meet with the consultant to provide guidance and feedback.
- Include industries like food and health to be part of the advisory group.
- Create two advisory groups: “community oriented” and “subject matter”.
- Seeing two different bodies of stakeholders; higher up the waste stream (such as construction companies, larger commercial entities) and local groups such as HOAs, social services, etc.
- Clear communication on acronyms that are used, such as “SMMP”.
- Start early developing metrics to guide the process.
- Start early in communicating with the public on how they can participate.
- Accept feedback 24/7 through email, text, social media.
- Ask for “useful” feedback.
- Have trusted community leaders be part of the communication, not just county staff.
- Provide a phone line (hotline) to provide information and allow public to leave comments.



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- Be sure to include under-represented groups.
- Include youth/students, homeowners, colleges.

### **Project TEAM experience/qualifications:**

- Learn from other processes on their ability to engage with the community and provide successful engagement examples.
- Find a balance of expertise.
- Introduce applicants to people that are part of the work.
- Include individuals that have a balanced experience on how to approach landfills, sustainability, etc.
- The RFP recipient needs to be more than a consulting agency.

### **SELECTION TEAM (how does the process unfold) will provide feedback to BOC:**

- Consider reaching out to constituent groups for a robust public engagement) Include those groups as part of the selection team.
- Highlight communities that are directly impacted (local residents of the landfill)
- Include a representative from the health community.

The group discussed the approach to include other counties to be part of the work and option for them to provide financial support. The target amount on this RFP is \$400,000 in the next biennium. Find willing partners to help find solutions. A member emphasized to approach the work not expecting outside help – welcome it but don't rely on it. A member noted that there may be a point in time where the work has to be scaled back due to work involved and flexibility to adjust, especially if we do not get full participation from other counties and entities. A member cautioned that the consultant would need to have the liberty to scale back if it looks like the work will not be achievable.

### **Prioritizing projects**

- Our partners need to be engaged and provide feedback on how to prioritize the work.
- The first step is identifying what the priorities are and find out who is willing to invest.
- Prioritize neighbors of the landfill and allow feedback on how they are being impacted directly.
- Think bigger – what entities are we missing lumber? car dealerships?

### **Next Agenda**

Daniel called for agenda items to include for the next and final taskforce meeting next week.

- Pre-proposal meeting
  - what does that look like?



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- Daniel included language from another County RFP
  - Opportunity to ask questions and broadly present RFP and get feedback from potential applicants
  - Immediately after RFP goes out, to be open to prospects. Set expectations and get ideas for ways to improve with qualified applicants at the table.
  - Virtual
- 
- Prioritizing topics – environmental and social impacts
  - Additional feedback for the Board of Commissioners

### Other Questions

- medical waste/materials gets added.
- How can other community members provide RFP feedback?
  - Daniel encouraged public folks to give feedback to BOC = more appropriate than going through the taskforce.
  - Darren – BOC is looking at having constructive town hall visit near landfill.

**Adjourn Meeting.** The meeting was adjourned at 6:10pm.





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**Sustainable Materials Management Plan  
Request For Proposals Task Force Meeting #3  
August 7, 2023 Minutes  
5:00pm-6:10pm**

Task force members present: Catherine Biscoe, Louisa Shelby, Mary Parmigiani, Ed Pitera, Kathryn Duvall, Christopher McMorran

Other county representatives present: Paul Seitz

Benton County Staff present: Sean McGuire, Daniel Redick, Linda Ray

Public attendees: Kate Harris, Stephen Gerritson, Debbie Palmer, Ken Eklund, Marge Popp, Philipp Schmidt-Pathmann, Camille Hall, Joel Geier, Mark Yeager, Bernie Cummings

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**Welcome & Introduction:** Meeting called to order at 5:01pm.

**Pre-proposal Meeting:**

- Confirmation that the meeting would be virtual.
- Clarification on the timeline for this meeting. Staff capacity for time after the meeting to communicate behind the scenes. DR: timeline drafted week by week. Daniel will check to make sure there is enough time.
- Request for Proposals is drafted to be issued in September. Is that enough time to do pre-proposal meeting? DR: pre-proposal meeting will take place after the RFP goes out (September), but prior to proposals being submitted to the county.
- Look through bidders list ahead of schedule and form partnerships/teams to provide the most effective questions at the meeting. Have applicants work together to discuss questions and combined capabilities. Is this an option? DR: that can be done. Mandatory submission of interest will help with collaboration. The outreach will be broad and once interest is communicated; collaboration could happen. Daniel will add more language in the RFP to promote that.
  - Disclosure that bidders can opt out of being advertised on a list. DR: County counsel will have to give feedback.



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- Sean – pro-virtual meeting will show those interested and attending. So, this helps show who all is participating. It's a public meeting.
- Pg 9 – “mandatory” – change it to optional so it doesn't preclude interested parties.

### Prioritize Strategic SMMP Planning Topics

- Suggestion to add language clarifying that the technical advisory group will be in place before the pre-proposal.
  - This will help narrow the applicants.
- Helpful to put “i.e. other counties, other waste haulers” to help guide the direction we'd like to see with the scope submitted.
- Put examples of what we are looking for under “measuring of impacts” (for example “what areas of the environment”)
- Use “integrated systems approach” to combine that all are what our community needs. Recognition that they are all connected (health, social, etc)
- Environmental – protocols for establishing impacts. The last meeting notes highlighted more of those. Capture landfill issues (acknowledgement) that are a result of products. (Ed P has notes)
- Are the impact metrics listed required by the County for RFPs?
  - No, these metrics are not specifically required to be evaluated for RFPs and County projects. These metrics were drawn from recommendations through the SMMP subcommittee in the BCTT process.
- Not just where we have come from but also capture impacts that have already been identified through BCTT. Would benefit from hearing consultant's feedback from receiving information from the BCTT group that reported those issues. Those issues are from current management. Would like to see the consultant express they know where we are at and how to move forward.
- Health – water/soil/air quality causes health issues, etc. Would like to see analysis from the consultant.
- Use language like “here is topics that have come up, evaluate across the whole life cycle”. Show interest in their analysis and how do we move forward while reducing those impacts
- “Disposal (section)” - Purchasing of the products – how can we educate the public on environmentally friendly consumption
  - cost estimates need to be robust. Include capital and operating costs.
  - Possibility of the need for more than one “type” of consultant
  - DR: We anticipate there will be next steps from the consultants recommendations and ask how we can accomplish moving that forward. It is likely that the scope of this plan cannot both be landfill-specific, while also accomplishing the broader goals a lifecycle impact approach.
- Identify tangibles/intangibles and how to fund changes



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- How to put money together to make changes.
- Leave room for negotiations – possible amendments based on what is learned through the process.
- The group is generally comfortable with the RFP draft, pending additions from this task force meeting discussion.
  - The group would like landfill related impacts and disposal analyses to be addressed as specifically and detailed as possible while also accomplishing the lifecycle analyses.
  - The group is also generally comfortable with additional landfill and disposal-focused analyses/planning work to be done outside of this plan through follow-up action from the consultant’s recommendations, or in conjunction with this plan.

**Next Steps:**

- BOC to review a clean version of the document. Staff will share a link to the BOC review document and their meeting agenda to the group to attend that BOC meeting for those who are interested.
- The group recommends another subject matter expert to review the document ahead of the release (perhaps OSU).

**Adjourn Meeting.** The meeting was adjourned at 6:24pm.