



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, September 19, 2023, 9 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	Click for Zoom link	Dial 1(253) 215-8782	Click for Facebook LiveStream link
	Zoom Meeting ID: 854 2643 3096		
	Zoom Passcode: 610229		

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 – NorthWest Oregon Works (NOW) Update – *Heather DeSart, NOW*
- 4.3 30 minutes – Plan for Onboarding Incoming County Administrator – *Tracy Martineau, Human Resources*

The Board may 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.

BUSINESS MEETING

5. Consent Calendar

- 5.1 Approval of Appointment to the Community Services Consortium Community Action Advisory Council – Order #D2023-071: Vince Adams and Kristi Collins

6. Proclamations

- 6.1 5 minutes – Proclaiming September 2023 as National Suicide Prevention Month, Proclamation P2023-016 – *Eric Bowling, Health Services*

Public Hearings

(Hearings are heard at 11:00 a.m., time certain or as soon thereafter as the matter may be heard)

Those wishing to speak should sign the “Public Comment” sign-in sheet – Thank you.

- PH 1 10 minutes – In the Matter of the First Reading of Ordinance 2023-0320 Amending the Benton County Comprehensive Plan and Zoning Map, Regarding the Adair Village Urban Growth Boundary – *Darren Nichols, Community Development*

8. New Business

- 8.1 5 minutes – Request to Apply for the Oregon Heritage Grant – *Jesse Ott, Natural Areas, Parks, and Events; Inga Williams, Community Development*
- 8.2 10 minutes – Update from Historic Resource Committee – *Inga Williams, Community Development; Nancy Taniguchi, Historic Resources Commission*
- 8.3 15 minutes – Media Relations Policy Update and Approval – *Cory Grogan, Public Information Officer*

9. Departmental Reports and Requests

- 9.1 30 minutes – Broadband Action Team: Update, Funding, and Contract Proposal – *Adam Loerts, Information Technology; Rachel Maddock-Hughes, Sequoia Consulting*

10. 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.”

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.

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WORK SESSIONS

4.2 NOW Benton County Presentation 9.19.2023

as PDF document (102.5 MB)

as POWERPOINT slidedeck (109.2 MB)

CLICK UNDERLINED TEXT TO SEE MATERIALS - EXTERNAL LINKS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 09/19/23

View [Agenda Tracker](#)

Suggested Placement * Work Session

Department * Human Resources

Contact Name * Tracy Martineau

Phone Extension * 5417666389

Meeting Attendee Name * Tracy Martineau

Agenda Item Details

Item Title * Plan for Onboarding Incoming County Administrator

- 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

Advertisement*

Yes

No

Item Issues and Description

Identified Salient Issues*

The purpose of this agenda item is to obtain input from the commissioners for onboarding the incoming County Administrator, Rachel McEneny.

System access has been set up and HR and Board staff are working to populate standing meetings and other items on her calendar.

Options*

N/A

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](#).

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* onboarding process

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* onboarding process

Recommendations and Motions

Item Recommendations and Motions

Staff N/A
Recommendations*

Work Session I move to ...
Motions* N/A

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

Comments (optional) Vance: please advise on the best meeting forum to use for this item.

If you have any questions, please call ext.6800

**Department
Approver**

TRACY MARTINEAU

1. Dept Approval

Department Approval

Comments

Signature

Tracy Martineau

2.

Counsel Approval

Comments

Signature

Vance H. Chokey

3.

County Administrator Approval

Comments

Signature

Rick Crager

4.

BOC Final Approval

Comments

Signature

Amanda Makepeace

CONSENT CALENDAR

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

**In the Matter of Reappointments to the) ORDER No. D2023-071
COMMUNITY SERVICES CONSORTIUM)
COMMUNITY ACTION ADVISORY COUNCIL)**

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 council:

<u>Name</u>	<u>Appointed & Position</u>
Vince Adams	Beginning: 10/01/23 Expires: 09/30/26 Position: Public Appt.
Kristi Collins	Beginning: 10/01/23 Expires: 09/30/26 Position: Public Appt.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individuals are hereby reappointed to the Community Services Consortium Community Action Advisory Council.

Adopted this 19th day of September, 2023.

Signed this 19th day of September, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

Pat Malone, Chair

Xanthippe Augerot, Vice Chair

Nancy Wyse, Commissioner

LINN COUNTY	BENTON COUNTY	LINCOLN COUNTY
<p>Stephany Koehne Director Kidco Head Start</p> <p>Public Appt Term Expires 02-28-2025</p>	<p>Vince Adams Chair Board Development Specialist Oregon School Boards Association</p> <p>Public Appt Term Expires 09-30-2026</p>	<p>Jayne Romero Director Lincoln County Health & Human Services</p> <p>Public Appt Term Expires 02-28-2025</p>
<p>Miriam Cummins Consultant MGC Consulting – Diversity, Equity, Inclusion</p> <p>Public Appt Term Expires 02-28-2023</p>	<p>Kristi Collins Director Early Learning Hub</p> <p>Public Appt Term Expires 09-30-2026</p>	<p>Curtis Landers Sheriff Lincoln County</p> <p>Public Appt Term Expires 02-28-2026</p>
<p>Mitzi Naucier Retired Attorney Legal Aid Services of Oregon</p> <p>Low-Income Advocate Appt Term Expires 02-28-2023</p>	<p>Cookie Johnson Secretary Coordinator, Secretary Mary’s River Gleaners</p> <p>Low-Income Appt Term Expires 09-30-2025</p>	<p>Christopher Drago and Tailor Hausmann Head Start Policy Council</p> <p>Low-Income Appt Term Expires 02-28-2025</p>
<p>Frederick J. Edwards President Knight Vision Security, Inc. Faith, Hope & Charity</p> <p>Low-Income Advocate Appt Term Expires 02-28-2024</p>	<p>Donna Holt Executive Director Linn-Benton Housing Authority</p> <p>Other Major Group Housing Term Expires 09-30-2024</p>	<p>Taylor Gilmour Vice President – Samaritan Foundations Samaritan Health Services</p> <p>Other Major Group Health Term Expires 02-28-2023</p>
<p>Jason J. Dorsette Vice-Chair President National Association for the Advancement of Colored People – Corvallis-Albany Branch Other Major Group Culturally Specific Organization Appt Term Expires 02-28-2024</p>	<p>Mark Edwards Professor OSU School of</p> <p>Other Major Group Education Term Expires 09-30-2025</p>	<p>vacant</p> <p>Other Major Group Culturally Specific Organization Appt Term Expires 02-28-2024</p>
<p>Ricardo Contreras Interim Executive Director Casa Latinos Unidos</p> <p>Other Major Group Culturally Specific Organization Appt Term Expires 09-30-2024</p>	<p>Jerry Groesz Community member</p> <p>At Large Appt Community Term Expires 09-30-2025</p>	<p>Stephanie Linn Owner KSHL Radio</p> <p>Other Major Group Business Term Expires 02-28-2026</p>
<p>Nancy Greenman Community advocate and volunteer</p> <p>Other Major Group Volunteer Term Expires 02-28-2025</p>	<p>Luhui Whitebear Community member</p> <p>At Large Appt Community Term Expires TBD</p>	

PROCLAMATIONS

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



**In the Matter of Proclaiming September 2023)
as National Suicide Prevention) PROCLAMATION P2023-016
Month in Benton County)**

The month of September 2023 is National Suicide Prevention Month when millions of people around the world join voices to share a message of hope and healing.

Suicide is a devastating tragedy that leaves loved ones with unanswered questions and families missing a piece of their soul, wishing for more time together. While anyone can be impacted by suicide, we recognize that some populations experience more negative social conditions and higher rates of suicide or suicide attempts. This includes veterans, people who live in rural areas, sexual and gender minorities, middle-aged adults, people of color, and tribal populations.

Suicide and suicidal behavior are influenced by negative conditions in which people live, learn, work, and play. Acknowledging suicide's impact on our communities and addressing these negative conditions can help prevent suicide and suicide attempts.

Benton County is committed to addressing suicide as a public health issue and urges all residents to play a role in suicide prevention and promoting mental wellness.

The benefits of preventing and overcoming mental health challenges, suicide attempts, and loss are significant and valuable to individuals, families, and our community. We must encourage relatives, friends, neighbors, co-workers, and providers to recognize the signs of a problem and guide those in need to appropriate services and support.

In addition to community support, Benton County residents should be able to access high-quality mental health support services that lead to a healthy life.

Every day in Benton County people make use of behavioral health services and community supports. Suicide Prevention Month allows millions in our nation to raise awareness, build resiliency, and find hope.

NOW, THEREFORE, the Benton County Commissioners proclaim that September 2023 is Suicide Prevention Month.

Adopted this 19th day of September, 2023.

Signed this 19th day of September, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

Pat Malone, Chair

Xanthippe Augerot, Vice Chair

Nancy Wyse, Commissioner

PUBLIC HEARINGS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 09/19/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Community Development

Contact Name * Darren Nichols

Phone Extension * 6394

Meeting Attendee Name * Darren Nichols, Pat Hare (optional)

Agenda Item Details

Item Title * First Reading of Ordinance 2023-0320

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 * 10 minutes

Board/Committee Involvement * Yes
 No

**Name of
Board/Committee**

Benton County Planning Commission, City of
Adair Village

Advertisement*

- Yes
 No

**Names/Dates of
Publications**

List each publication name and date
September 5, 2023 - Corvallis Gazette-Times

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues*

On September 5, 2023, the Board of Commissioners approved an amendment of the Adair Village urban growth boundary and directed the Community Development director to prepare this Ordinance for First Reading. The Board's action anticipated a September 5, 2023, public hearing before the Adair Village City Council, at which the Board and the Council separately deliberated and voted to approve the urban growth boundary amendment as proposed.

Options*

Conduct the First Reading or make changes to the ordinance and continue the hearing of the First Reading to a date certain.

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.

Benton County is required by Oregon's statewide planning goals, and by Oregon Revised Statutes and Oregon Administrative Rules, to comply with the goals and to coordinate certain land use actions with certain local governments, including cities that have annexed land within the County's jurisdiction.

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
- NA

Explain Core Values Selections* The Core Values apply to the orderly and efficient urbanization and use of land within Benton County. Decisions about Adair Village's urban growth boundary will impact the city's ability to provide needed services and will determine how the city becomes a walkable, connected and complete community. Adair Village residents have also expressed a desire for more commercial development in their city - development that depends on a critical mass of residents to support basic commercial services.

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
- NA

**Explain Focus Areas
and Vision
Selection ***

The proposed urban growth boundary amendment specifically helps the city and county address bicycle and pedestrian infrastructure needs adjacent to Oregon Highway 99W and along Ryals Avenue. An earlier (and adjacent) boundary amendment also addressed a demonstrated need for housing.

Item Recommendations and Motions

Staff Conduct the First Reading of the ordinance.

Recommendations*

Meeting Motions*

I move to ...

...enact Ordinance Number 2023-0320, amending the Adair Village Urban Growth Boundary and to conduct a first reading of the ordinance.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

BOC Ordinance No. 2023-0320 City of Adair Village

UGB Amendment - Prepared for FIRST READING 468.63KB

9.19.2023.pdf

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

Department Approver DARREN NICHOLS

1. Dept Approval

Department Approval

Comments

Signature

Darren Nichols

2.

Counsel Approval

Comments

Signature

Vance H. Chokey

3.

County Administrator Approval

Comments

Signature

Rick Crager

4.

BOC Final Approval

Comments

Signature

Amarda Makepeace

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

**In the Matter of Amending the Benton) ORDINANCE
County Comprehensive Plan and Zoning)
Map, Regarding the Adair Village Urban) No. 2023-0320
Growth Boundary.**

WHEREAS:

This matter comes before the Benton County Board of Commissioners as a legislative proposal to amend the Benton County Comprehensive Plan to amend the City of Adair Village’s urban growth boundary (UGB) and amend the County Zoning Map to change the zoning of the subject property from Exclusive Farm Use to Urban Residential – 50-acre Minimum Parcel Size.

In response to population projections prepared by the Population Research Center of Portland State University, the City of Adair Village produced a buildable lands inventory in 2022 demonstrating that land available for residential development within the urban growth boundary was insufficient to meet 20-year projected demand for housing. Pursuant to Oregon Revised Statute and Administrative Rules, the City was required to address the deficiency in needed land, which it did by expanding the urban growth boundary in December 2022. The 0.12-acre subject property is an addition to that 2022 UGB amendment under File #LU-22-038 and Ordinance No. 2023-0317.

The City’s 2022 analysis demonstrated that the properties proposed for addition to the urban growth boundary were the most suitable, including the remnant 0.12-acre subject property, consistent with the methodology in Oregon Administrative Rule.

Pursuant to an Urban Growth Management Agreement between Benton County and the City of Adair Village, the Benton County Planning Commission and the City of Adair Village Planning Commission held duly advertised joint public hearings on July 18, 2023, and received public testimony. The Benton County Planning Commission deliberated and voted to recommend that the Board of Commissioners approve the UGB amendment and Zoning Map amendment.

The Benton County Board of Commissioners and the Adair Village City Council respectively held duly advertised public hearings on September 5, 2023, and received public testimony. The Board of Commissioners deliberated and voted to approve the

UGB amendment and Zoning Map amendment. The Benton County Board of Commissioners considered the staff report, recommendation of the County Planning Commission, and the record as a whole, and finds that the proposed Comprehensive Plan amendment complies with the review criteria in Section 17.3 of the Benton County Comprehensive Plan, and that the proposed Zoning Map amendment complies with the review criteria in Section 53.505 of the Benton County Development Code.

The Board of Commissioners conducted the First Reading of the proposed Ordinance on September 19, 2023.

The Board of Commissioners conducted the Second Reading of the proposed Ordinance on October 3, 2023.

NOW THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF BENTON COUNTY ORDAINS AS FOLLOWS:

PART I. Short Title. Amendments to the Benton County Comprehensive Plan and Zoning Map, Regarding the Adair Village Urban Growth Boundary.

PART II. Authority. The Board of County Commissioners of Benton County has authority to amend the Comprehensive Plan and Zoning Map pursuant to Oregon Revised Statute Chapter 215 and the Benton County Charter.

PART III. Decision: The urban growth boundary amendment proposed in Planning File No. LU-23-029 is hereby approved, based on Findings and Conclusions contained in attached "Exhibit 3" adopted and incorporated herein.

PART IV. The Benton County Comprehensive Plan is hereby amended to reflect the inclusion into the Adair Village urban growth boundary of the 0.12-acre property as shown in "Exhibit 1".

PART IV. The Benton County Zoning Map is hereby amended to designate as "Urban Residential – 50-acre Minimum Parcel Size" the 0.12-acre property shown in "Exhibit 2."

PART V. The effective date for these amendments will be:

 First Reading: September 19, 2023

 Second Reading: October 3, 2023

 Effective Date: November 3, 2023

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**BENTON COUNTY BOARD OF
COMMISSIONERS**

Pat Malone, Chair

Xanthippe Augerot, Vice Chair

Nancy Wyse, Commissioner

Approved as to Form:

County Counsel

Recording Secretary

Exhibit 1

**Amendment to Benton County Comprehensive Plan
Adair Village Urban Growth Boundary
File No. LU-23-029**

Legal Descriptions of Properties to be Added to the Adair Village Urban Growth Boundary

1. Oregon Department of Fish & Wildlife (ODFW) Property: Assessment Map & Tax Lot No. 104300001400. 0.12 acres located on the south side of Ryals Avenue at the southeast corner of Ryals Avenue & Oregon Highway 99W. The 0.12-acre remnant property is proposed for residential development.

Proposed UGB Expansion Map

**Southeast corner of Ryals Avenue & Highway 99W
0.12 Acres**



Exhibit 2

Amendment to the Benton County Zoning Map
File No. LU-23-029

Legal Descriptions of Properties to be Re-zoned Urban Residential-50

1. Oregon Department of Fish & Wildlife (ODFW) Property: Assessment Map & Tax Lot No. 104300001400. 0.12 acres located on the south side of Ryals Avenue at the southeast corner of Ryals Avenue & Highway 99W. The 0.12-acre property is proposed for residential development.



Exhibit 3

Findings of Fact and Conclusions of Law
Adair Village Urban Growth Boundary Amendment; LU-23-029

The findings are contained in the following two documents:

- A. Justifications and Findings document. Findings specific to the review criteria in Benton County's Comprehensive Plan and Development Code are found on Pages 71 - 78.
- B. Additional Findings – August 16, 2023, Staff Report

NEW BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 09/19/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Natural Areas, Parks and Events

Contact Name * Jesse Ott

Phone Extension * 6002

Meeting Attendee Name * Jesse Ott/Inga Williams/Nancy Taniguchi

Agenda Item Details

Item Title * Approval to apply for the Oregon Heritage Grant & Historic Resource Committee Update

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 * 15

Board/Committee Involvement * Yes
 No

**Name of
Board/Committee**

Historic Resource Committee

Advertisement*

Yes

No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

The Oregon Heritage Grant grants funds for historic education. In partnership with Natural Areas Parks and Events NAPE and the Historic Resource Commission HRC the concept is to create an education outreach project around Ft. Hoskins. This would be in the form of a weekend festival, to take place at a time other than May. The grant would maximize our funding for a community event in Kings Valley. Normally we just get the historic reenactors to come to Ft Hoskins, but with the additional grant funding and partnership with the HRC, we could make the event larger in scale an include the larger Kings Valley Community. Chair of the Historic Resource Commission Nancy Taniguchi would also like to give a quick update on recent collaborations with NAPE and the work the HRC has been doing.

Options *

Approve or deny request to apply for the grant.

Fiscal Impact *

- Yes
- No

Fiscal Impact Description *

Generally, awards are \$3,000-\$20,000. \$380,000 is available to award. Grants will be made for no more than 50% of total project costs, but may be less than 50% of the total project costs. NAPE would be spending funds on reenactors, entertainment, and advertising regardless of the grant and NAPE and the HRC feels like we could bring a great deal of awareness to our beautiful Kings Valley sites, while educating our community on Kings Valley history.

2040 Thriving Communities Initiative

Mandated Service? * Yes No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections *

HRC and NAPE are in the early stages of planning for our next event at Ft Hoskins. Educational events have been the best way to encourage folks to head to Kings Valley to learn and explore Ft Hoskins and Beazell. With the help of HRC, we hope to include the larger Kings Valley community in this event.

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 *

We hope to have experts that have led anthropological digs at Ft Hoskins, civil war era reenactors, local tribal educators and historians out to Ft Hoskins to educate our community on the site and to encourage our community to explore Kings Valley.

Recommendations and Motions

Item Recommendations and Motions

Staff To approve the request to apply for the grant.

Recommendations *

Meeting Motions *

I move to ...

...authorize Natural Areas Parks and Events to apply for the Oregon Heritage Grant.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

Comments (optional)

If you have any questions, please call ext.6800

**Department
Approver**

TOMI DOUGLAS

1.

Department Approval

Comments

Signature

Tomi Douglas

2.

Counsel Approval

Comments

Signature

Vance H. Croney

4.

County Administrator Approval

Comments

Signature

Rick Crager

5.

BOC Final Approval

Comments

Signature

Maura Kwiatkowski

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 09/19/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Cory Grogran

Phone Extension * x6843

Meeting Attendee Name * Cory Grogran

Agenda Item Details

Item Title * Media Relations Policy Update and Approval

Item Involves * Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
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- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

Estimated Time * 15

Board/Committee Involvement * Yes
 No

Advertisement*

Yes

No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues* Presentation and final approval of Media Relations and Strategic Communications Policy. Policy has been presented to leadership and staff for review and comment.

Options* n/a

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.
n/a

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* Media relations and strategic communications encompass all county programs providing transparency, clarification, and to help tell the County's story.

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* Explain Focus Areas and Vision: The focus is on all County programs with the vision to provide transparency and tell the County's story.

Recommendations and Motions

Item Recommendations and Motions

Staff Approval of policy as presented.

Recommendations *

Meeting Motions * I move to ...

...approve the Media Relations and Strategic Communications Policy.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

media_relations_and_strategic_communication_po...
_copy.pdf 410.07KB

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

Department Approver RICK CRAGER

1. Dept Approval

Department Approval

Comments

Signature

Rick Crager

2.

Counsel Approval

Comments

Signature

Vance H. Choney

3.

County Administrator Approval

Comments

Signature

Rick Crager

4.

BOC Final Approval

Comments

Signature

Amarda Hakepeace



Policy

Policy Title:	Media Relations and Strategic Communication				
Policy Number:	A116	Version:	3.0	Effective Date:	05/15/2018

Board of Commissioners

05/15/2018

Approved By _____

Date Adopted _____

Overview

Purpose/Rationale:

Timely and accurate communications with honesty, openness, and empathy are critical for serving Benton County residents. County messages to community, staff, media, and partners should be consistent, accurate, relevant, culturally and linguistically appropriate, and provided with courtesy and professionalism.

Scope:

This policy and corresponding procedures apply to all Benton County employees, regardless of their department. Elected officials are not bound by this policy, although they are encouraged to use this policy as a guideline. Individual departments may have additional guidelines specific to their program areas, but departmental guidelines must be at least as stringent as this countywide policy.

Failure to Comply:

Failure to comply with this policy and associated policies, standards, guidelines, and procedures may result in disciplinary action up to and including dismissal from County service for employees or termination of contracts for contractors, partners, consultants, and other entities. Legal action also may be taken for violations of applicable regulations and laws.

Policy Owner:

Public Information Officer

Policy

1. Media Relations and Strategic Communication Policy Guidelines

- a. Scope of Communications Responsibilities
The Public Information Officer (PIO) conveys the official County position on issues of general countywide impact or significance.
- b. The PIO develops internal and external communications plans.
- c. The PIO is responsible for managing media relations, major campaigns and crisis communications; and develops print collateral and web materials on behalf of Benton County.
- d. The PIO may assist in department communications projects, initiatives and proofing and development of County publications to ensure consistent and coordinated messages.
- e. The PIO will conduct media outreach for increased transparency to inform the public and highlight County programs and achievements.

2. Representation of County Positions and Personal Opinions

- a. Benton County must maintain consistent and coherent messaging regarding operations, decisions and other issues that impact Benton County.
- b. County employees, when acting in their official capacity as a County

employee, may only submit a letter to the editor or opinion piece to a print or electronic media forum that has been approved in advance by the Department Director and Public Information Officer.

- c. The PIO will notify the Board of Commissioners and other Department Directors and employees as necessary when an employee's content will be featured in the media.
- d. When commenting on County issues as private community members, employees should not use County-issued electronic devices (including email accounts), appear in a County uniforms or vehicles, or comment during the employee's work hours. Further, employees should state that they are "offering a personal view and not speaking on behalf of Benton County." Employees should notify their supervisor and the PIO if there are concerns and portions of the comment will be portrayed as speaking on behalf of the County.
- e. Failure to adhere to these provisions may be grounds for disciplinary action.

3. Disclosure Exemptions

- a. Unless approved by Benton County Legal Counsel, employees shall not disclose or provide to any person, records or information contained in records that are exempt from disclosure under ORS 192.501, ORS 192.502 or any other state or federal public records statute.
- b. Employees shall not disclose or provide to any person records, materials or information contained in such materials that are distributed in executive session (ORS 192.660) unless the information is not exempt from disclosure.
- c. Employees shall not disclose to any person the substance of discussions held in executive session.
- d. Benton County employees should refer all inquiries regarding legal issues, personnel matters and County emergencies or crises to the Department Director or County Counsel for further action, unless authorized to speak

on a particular issue.

4. Emergency and Crisis Notification

- a. Communications regarding all crisis and emergency situations are to be coordinated by the PIO in consultation with the County Administrator and appropriate Department Director(s), where reasonable.
- b. Employees should immediately call 911 in an emergency and seek personal safety for themselves and others.
- c. All crisis and emergency matters should be reported immediately to the Department Director who then will inform the County Administrator and PIO.
- d. The County Administrator or PIO will notify the Board of Commissioners and other officials as necessary.
- e. Notifications to vulnerable populations will follow the guidance of the County's Emergency Operations Plan Public Information 4.6 Access and Functional Needs Populations, and the Vulnerable Populations Annex to the County's Emergency Operations Plan.

5. Media Inquiries/ Requests for Interviews

- a. Departments are to identify spokespeople who are authorized to speak on behalf of their departments. This may be the Department Director, or any other person designated by the director or PIO. Designated spokespeople should have attended a media training seminar, offered by the Public Information Officer or through an outside, approved, media training agency, prior to being designated a spokesperson.
- b. County employees authorized as spokespeople are the subject-matter experts regarding services and may respond directly to requests from the media regarding their specific projects or professional expertise.
- c. Employees are to notify their Department Director and the PIO either before responding or immediately after contact.

- i. Elected officials may designate a spokesperson to speak on their behalf, particularly if immediate response for a criminal case is necessary. While not bound by this policy, elected officials and their designees are encouraged to use this policy as a guideline for media inquiries and requests for interviews.
- d. Employees are to coordinate with the PIO in advance of speaking with the media when:
 - i. The employee has not completed media training.
 - ii. The topic is controversial or sensitive in nature.
 - iii. The employee is not the appropriate source for the reporter's request.
 - iv. The employee is uncomfortable handling the request for information.
- e. Employees and Department Directors are encouraged to work with the PIO to coordinate media inquiries.

6. Media Contacts

- a. All contact with the media should be handled professionally and in a coordinated manner with respect to deadline considerations, confidentiality requirements, and organizational needs.
- b. All contact from media should be returned as soon as possible, with effort to meet reporters' deadlines when reasonably possible.
- c. Benton County will respond to media inquiries using the following schedule when the County PIO, or other designated communication staff, are aware of the inquiry (designated staff include Health Department communications staff, BOC Communications Coordinator, and BCSO communications staff):
 - i. Requests on a Friday after 1 p.m.: Response will be no later than the following Monday at 12 p.m.

- ii. Requests before 1 p.m. on business days (not related to Board of Commissioners meetings): Response will be no later than 5 p.m. the same day.
 - iii. Requests after 1 p.m. on business days: Response will be no later than 12 p.m. the next day.
 - iv. Requests on Tuesdays related to Board of Commissioners meetings: Requests after 1 p.m. on Tuesday (related to the Board of Commissioners Meeting only): Response will be no later than 5 p.m. the same day.
 - v. Requests on Holidays: Response no later than 12 p.m. the next business day.
- d. Benton County employees will be honest, fair, and helpful to all media.
- i. Benton County employees are encouraged to share important information and success with media.
 - ii. Benton County employees must coordinate with their Department Director and PIO before reaching out to media.
 - iii. Benton County employees are encouraged to coordinate with PIO to have PIO reach out to media.
- e. All Benton County Employees including Department Directors should send media inquiries to PIO for coordination when there is no specific or simple response – in queries that require additional coordination, with the following exceptions:
- i. County Commissioners, County Counsel and County Administrator are encouraged to work with the PIO to coordinate complex inquiries that may require support from multiple subject matter experts.
 - ii. The Benton County Health Department is required to inform the Benton County PIO of all media inquiries but is not required to coordinate with the PIO.

- iii. The Benton County Sheriff's Office is not required to inform the PIO of all inquiries.
 - Benton County Sheriff's Office Employees must inform County Administrator and PIO when inquiries have an impact on the County beyond law enforcement.
- iv. The Benton County District Attorney's Office is not required to inform the PIO of all inquiries.
 - The Benton County District Attorney's Office Employees must inform County Administrator and PIO when inquiries have an impact on the County beyond the DAO.
- v. Benton County Commissioners are not required to inform the PIO of all inquiries.
 - Benton County Commissioners must inform County Administrator and PIO when inquiries impact County business.
 - When commenting on County business from an individual commissioner's perspective, and not approved by the entire Board, individual commissioners should be clear they are offering a personal view and not speaking on behalf of Benton County.
- b. The PIO will provide talking points, interview prep, scheduling assistance, and coordinate with other departments, organizations, etc. upon request.
- c. Media partners are expected to give Benton County leaders and subject matter experts reasonable time to prepare for interviews.
 - i. All Benton County Employees and Elected Officials should report misinformation, disinformation, and errors in fact in media reports to PIO.

- PIO or another designee as assigned by the PIO will notify media outlets when misinformation, disinformation, or errors in fact, are identified and ask for a correction, or for the information to be removed.
- ii. County Department Directors, County Counsel, County Administrator, Elected Officials, BoC Communications Coordinator, Health Department Communications Coordinator, and BCSO Sheriff's Office may notify media when misinformation, disinformation, or errors in fact, are identified and ask for a correction, or for the information to be removed.
 - All other County employees must coordinate with PIO, and PIO will respond to the media.
- d. The Benton County PIO, County Administrator and County Commissioners, Sheriff, District Attorney, and all other employees (employees must coordinate with PIO and County Administrator first) reserve the right to refuse interviews for a variety of reasons including:
- i. Media refuses to give a general framework about the interview.
 - ii. The County does not have the right person to comment on the topic that the reporter has requested.
 - iii. The interview topic would violate any legal matters, employee privacy, or litigation.
 - iv. Media or journalists are coming at a story with an angle without a willingness to be objective.
 - v. Media requestor has consistently shared inaccurate information, misinformation, or disinformation.
 - vi. If the decision is made to refuse an interview request, the County will do so politely, and truthfully and provide an opportunity to change this

position in the future.

- e. Media inquiries that require substantial time to gather detailed information may be forwarded to County Counsel or PIO.
- f. Responses will be truthful; employees should make sure they understand each question from the journalist before answering and make sure the journalist understands the response, and confirm the journalist understands the response.
- g. County employees also should refrain from using the phrase “no comment.” If the answer to a question is not known, say so and follow up with additional information once that unknown information is obtained.
- h. Gossip and speculation are to be strictly avoided when communicating with members of the media.
- i. County employees should have no expectation that anything communicated to a reporter is “off the record.”
- j. County employees should share telephone and email contact information with the reporter for follow-up questions.
- k. Refrain from all speculation, conjecture, etc. Opinions can be provided by elected officials.
- l. Department Directors, the County Administrator and the PIO should all be notified prior to meetings with news editors or editorial boards of any news organizations.

7. News Releases

- a. News releases are to be coordinated through the PIO in accordance with individual department policy.
- b. County employees should coordinate news releases with the PIO 2-4 weeks in advance of media distribution when possible.
- c. Should breaking news, emergency notifications or other

immediate needs arise, County employees should contact the appropriate departmental supervisor and PIO immediately for assistance.

- d. An approved news release format can be obtained through the Public Information intranet (“The B.E.E.”) web section.
- e. All news releases will include contact information for a County contact who is immediately available to media on the release date.
- f. Departments are responsible for notifying community partners or agencies mentioned in news releases, when reasonable.
- g. All news releases will undergo editorial review by the PIO.
- h. All news releases will be written in Associated Press style, in accordance with the latest available AP Style Guide.

8. News Conferences

- a. News conferences are used to announce and answer questions about major happenings and breaking news impacting Benton County. It is vital that these are well-run, function smoothly and provide a service to the news media in attendance.
- b. Departments should plan media conferences with the PIO.
- c. Departments will notify the County Administrator and PIO of their plans to hold news conferences prior to scheduling and announcing the media event.
- d. The County Administrator and PIO will notify the Board of Commissioners and other Department Directors or County Counsel as necessary.
- e. The PIO will assist departments with news conference planning, speech writing, talking points, developing an agenda/program,

preparing news releases/media kits and other event details.

9. Countywide Emails

- a. Countywide emails represent an important tool for internal communications among employees and must be used appropriately to maintain their informational value.
- b. Countywide emails are intended to keep employees informed and may include emergency communications, computer maintenance or other support system updates.
- c. County events, engagement opportunities, countywide initiatives, communications from County leaders or announcements related to trainings will be posted on the intranet ("The B.E.E."), and may be distributed via countywide email.
- d. Events and opportunities hosted by other agencies may be made available to employees via the intranet ("The B.E.E.").
- e. Employees may not use countywide email for personal purposes such as charity fund-raisers, causes, etc., but that information can be posted on a designated portion of the intranet ("The B.E.E."), at the discretion of the PIO or County Administrator.

10. County Branding

- a. Benton County should establish and maintain a positive and consistent brand across its diverse operations.
- b. It is every Department's responsibility to follow established brand and style guidelines for print and web marketing and promotional materials, made available to employees via the Public Information intranet ("The B.E.E.") web section.
- c. The official Benton County logo shall be used on all internal and external materials for distribution. Department logos are official

County logos.

11. Awareness and Outreach Campaigns

- a. Awareness and Outreach campaigns must maintain a consistent County brand and be cognizant of overall organizational goals and sensibilities.
- b. Departments will inform the PIO prior to launching any major marketing campaign or outreach initiative.
- c. Awareness and Outreach campaigns and outreach initiatives must be coordinated professionally and thoughtfully.
- d. Continual education efforts that are ongoing as part of Department or program responsibilities are to be overseen by the Department Director, in consultation or partnership with the PIO.
- e. Consent and Usage Agreements
 - i. Benton County must secure the consent of those whose image, voice, likeness or name will be used in photos, videos, collateral materials and other images that represent or promote Benton County. Benton County must require usage agreements or licenses on all materials used in County marketing, communications or advertising materials. Materials requiring usage agreements or licenses include but are not limited to: Creative Commons-licensed files; images obtained on social media platforms; and, commercially licensed images, audio files, videos, graphics.

12. Advertising

- a. All paid advertising should convey a consistent and positive image of Benton County government and its services.
- b. Official Benton County logos can be obtained on the Public Information intranet ("The B.E.E.") web section. 111.2.12.2 All advertising for County programs and services will identify the

County program or service with the words “Benton County” and an official Benton County logo.

13. Collateral Materials

- a. All awareness and outreach materials should convey a consistent and positive image of Benton County government and its services.
- b. Departments will develop materials (brochures, annual reports, newsletters, banners, flyers, signs, etc.) as needed to support their communication goals and outreach efforts, in consultation with the PIO and use Benton County brand guidelines.
- c. All print or electronic promotional materials will include an official Benton County logo and the name “Benton County,” unless otherwise specified by the PIO.
- d. The PIO is available to assist departments in managing material development as needed, and will have final approval over materials before they are distributed.

14. Consent

- a. Benton County must secure the consent of those under the age of 18 whose image or name will be used in photos, videos, collateral materials and other images that represent or promote Benton County.
- b. Photos taken in public of those over the age of 18 -- which is considered any place where people have no reasonable expectation of privacy -- can be used for outreach without getting permission first.
 - i. Patients at Benton County Health Clinics have a reasonable expectation of privacy and cannot be filmed or photographed without consent.

- c. Benton County uses photos, videos, collateral material, and other images that represent Benton County for awareness and outreach only, not for profit.

Definition(s):

Word:	Definition:
Media	Any newspaper, magazine, radio, television, newsletter or electronic outlet with intent to provide information to the masses. Representatives should carry credentials identifying their organization.
Journalist	Any employee working on behalf of a media or communications entity to create informational content that will be consumed by the masses and who has been issued identifying media credentials by the entity.
Interview	Any conversation with a journalist or other media representative where information is shared for public consumption electronically, in print, or by other methods of distribution.
Crisis	A crisis is considered a significant event that disrupts or prevents business as usual.
Emergency	An emergency is considered any situation that poses an immediate threat to human life or Benton County property.
News Release	Any document created and submitted to the media to either be used as an article or spur news coverage.
Public Information Officer (PIO)	The position reporting directly to the County Administrator, and charged with leading communications efforts for Benton County.
Collateral	The collection of media materials used to support promotion of a product or service. The brand of an organization usually presents itself by the way of its collateral to enhance its brand.

Keywords:

Media, public, information, press, release, article, pio, emergency, crisis, inquiry, contact, interview, radio, tv, television, reporter

Category:

Administrative

Contact(s):

Name: Board of Commissioners **Phone:** (541)766-6800

Policy History:

- **Version 2.0:**
 - 05/22/2019- Reformatted policy in new policy template, added contact information
- **Version 1.5:**
 - 01/08/2018- General edits, definitions, keywords
- **Version 1.0:**
 - 05/02/13- Original Format



Procedure

Procedure Title:	Media Relations and Strategic Communications				
Procedure Number:	A116	Version:	2.0	Effective Date:	05/15/2018

Procedure

1. Drafting and Submitting a Pre-Prepared News Release

- a. News release or intended content is created and reviewed by the appropriate Department Director or Supervisor for accuracy of information, verbiage and message.
- b. Once initial review is completed, the release or information is submitted to the PIO for editing and formatting revisions.
- c. Document is submitted to originator for final departmental review.
- d. PIO submits document to all appropriate media, posts on County website and shares on relevant communication platforms.

2. News Release or Article Drafted by PIO

- a. Department employee contacts PIO at least two weeks in advance of anticipated news release distribution, when possible.

- b. PIO gathers information via research, interviews and other methods and drafts release.
- c. Department employee, appropriate Department Director, supervisors and/or stakeholders review document for accuracy, message and other considerations.
- d. PIO implements applicable revisions to the text and distributes the final document to applicable media, as well as posting on the County website and relevant communication platforms.

3. Media Contact or Inquiry

- a. Collect the journalist's name, publication or station, telephone number and/or email address and inquire as to the information they seek as well as deadline considerations.
- b. If employee answering the request is not a designated spokesperson, refer journalist to designated departmental spokesperson and inform the PIO, Department Director and Supervisor, as appropriate and reasonable.
- c. Media requests must be returned in a brief and reasonable period of time. Inform the PIO as soon as possible to report a media request.

4. Issuing a Countywide Email

- a. Designated personnel have authority to send all-County emails and this communications channel should be used for official County business only.
- b. Formulate message and submit to appropriate individual with access to Countywide email capabilities.
- c. Final approved message is distributed through the Countywide email listserv by the appropriate individual.

5. News Conferences

- a. Clear topic and reasoning for proposed news conference with PIO, Department Director and Supervisor relative to appropriateness, timing and other factors.
- b. Work with PIO for news conference planning.
- c. Work with PIO, Department Director and other applicable employees and stakeholders to plan the message, materials to be distributed, formatting and agenda, etc., providing adequate time to complete the necessary tasks for a successful and highly effective news conference.
- d. PIO announces the news conference to the local media at least 48 hours in advance of the event, when possible.
- e. Carry out news conference in partnership with all stakeholders with the PIO serving as a key point of contact with local media.

6. Coordinating Large Scale Marketing Campaigns

- a. Department Director or Supervisor approves concept of large-scale marketing campaign.
- b. PIO is consulted to discuss best practices, branding issues, budgeting and other considerations relative to planning and executing a campaign.
- c. Collateral and messages are developed in consultation with the PIO and Department Director.
- d. PIO and Department Director approve plan of action, approach and all related materials to be used in the campaign.
- e. Campaign launches with appropriate news releases and other communications and marketing collateral.

7. Marketing Collateral and Advertising

- a. Departmental staff, in consultation with the Department Director and PIO, determine feasibility and applicability of advertising or marketing materials.
- b. PIO develops cost estimate and funding approval is determined by the PIO or appropriate Department Director.
- c. Material and design is developed and coordinated by the PIO or designated departmental employee.
- d. Material is reviewed and edited by PIO to ensure consistency of County brand and messaging.
- e. Department Director and PIO reviews and approves final content.
- f. Advertising is placed or marketing print materials are produced.

DEPARTMENTAL REPORTS AND REQUESTS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 09/05/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Information Technology

Contact Name * Adam Loerts

Phone Extension * 6889

Meeting Attendee Name * Adam Loerts, Rachael Maddock-Hughes

Agenda Item Details

Item Title * Broadband Action Team: Update, Funding, and Contract Proposal

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

Advertisement*

Yes

No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

Sequoia Consulting (doing business as Rural Prosperity Partners, LLC) has been facilitating the area Broadband Action Team's (BAT's) efforts by providing insights and organizational work and helping to engage and align the BAT's efforts with State and Federal updates on broadband infrastructure funding. This agenda item will update the Board on related issues and request a decision on the proposed contract.

Options *

Enter into a contract with Rural Prosperity Partners, LLC to extend work in facilitating the BAT, or

Decline to enter into a contract with Rural Prosperity Partners, LLC.

Fiscal Impact *

- Yes
- No

Fiscal Impact Description *

Determine whether or not to spend funds in partnership with other counties to extend work by Rural Prosperity Partners on the area BAT and its broadband improvement efforts.

The fees for services are:

1. Broadband Action Team (4 counties): \$80,000 (\$20,000, each County to directly contract with Rural Prosperity Partners)
2. On an as-needed basis, Engineering and Design and Technical Grant Writing services at \$175 to \$250 per hour. Cost may vary depending on the engineering firm with which Rural Prosperity Partners subcontracts.

2040 Thriving Communities Initiative

Mandated Service? * Yes No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections *

Internet access, specifically broadband as defined by the project, is core to an individual's community engagement, safety, and convenience. Quality broadband improves the livability of the community, access to resources, community resilience, equity, and access to healthcare.

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 *

Quality internet access affects most areas.

Recommendations and Motions

Item Recommendations and Motions

Staff

Recommendations *

Staff recommends Benton County enter into a contract with Rural Prosperity Partners to facilitate the Broadband Action Team and assist in leading to quality outcomes of improved internet access for our community. Similar to the other counties on the contract, Benton County -- specifically the Information Technology Department -- does not have resources on staff to undertake the work needed to adequately support this initiative without this contract.

Meeting Motions *

I move to ...

...approve Benton County entering into a contract with Rural Prosperity Partners, LLC to facilitate the Broadband Action Team and assist in leading to quality outcomes of improved internet access for our community with the following costs:

The fees for services are:

1. Broadband Action Team (4 counties): \$80,000 (\$20,000 from each county, with each county directly contracting with Rural Prosperity Partners).
2. On an as-needed basis, Engineering and Design and Technical Grant Writing services at \$175 to \$250 per hour. Cost may vary depending on the engineering firm with which Rural Prosperity Partners subcontracts.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

September Presentation.pdf

1.86MB






Rural Prosperity Partners Contract.pdf

162.33KB

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

**Department
Approver**

ADAM LOERTS

<p>1. <u>Department Approval</u></p> <p>Comments</p> <p>Signature </p>	<p>5. <u>BOC Final Approval</u></p> <p>Comments</p> <p>Signature </p>
<p>2. <u>Counsel Approval</u></p> <p>Comments</p> <p>Signature </p>	
<p>3. <u>Finance Approval</u></p> <p>Comments</p> <p>Signature </p>	
<p>4. <u>County Administrator Approval</u></p> <p>Comments</p> <p>Signature </p>	

RURAL PROSPERITY

PARTNERS

(Formerly Sequoia Consulting)



BENTON COUNTY

LBLL Broadband Action Team

RURAL PROSPERITY

PARTNERS



LBLL BAT

Over the past nearly three years, Rural Prosperity Partners (Sequoia Consulting), has:

- Secured funding for a regional feasibility study from the Economic Development Administration (\$255k)
- Providing information on funding opportunities
- Supported the region to submit mapping challenges to the FCC, which have long-term budgetary impacts for communities seeking funding
- Coordinated responses from our region on the Oregon Broadband Office's program development
- Provided talking points for legislators and stakeholders on key broadband issues
- Acted as a liaison for the region with the Oregon Broadband Office
- Coordinating Linn, Benton, Lincoln and Lane's efforts with other regional Broadband Action Teams across the state
- Provided support for the roll-out of Faster Internet Oregon in the region
- Providing training and education on broadband-related issues such as Internet Exchanges, and more.



RURAL PROSPERITY

PARTNERS

What's Next-Securing our region's portion of the nearly \$1B in broadband funding

Rural Prosperity Partners Will:

- Work with the four counties to coordinate regional projects
- Support the on-going use of the Rapid Design Study to position the region for funding
- Identify both state and federal funding opportunities, liaise with funding agencies to position region for successful applications
- Provide grant-writing services (separate fee) to LBLL members
- Support implementation of the recommendations from feasibility study
- Provide in-depth monthly reports for LBLL champions and elected officials
- Create content for website, social media, etc.
- Create talking points around legislation
- Liaise with the Oregon Broadband Office and other initiatives state-wide
- Represent LBLL at state-wide meetings

RURAL PROSPERITY

PARTNERS



State Funding Programs

- \$6.5M Broadband Technical Assistance Program (BTAP)-Universal Service Fund. Projected to become available end of 2023.
- \$157M Broadband Deployment Program (BDP)-ARPA. Projected to become available end of 2023, early 2024.
- \$688M Broadband Equity, Access, and Deployment (BEAD). Projected to become available late 2024.
- \$50M Digital Equity Act (DEA). Projected to become available mid-2-24.

CLIENT SERVICE AGREEMENT

Thank you for choosing Sequoia Consulting (DBA-Rural Prosperity Partners) for your consultation needs. Rural Prosperity Partners is leveling the playing field for rural communities. We offer technical assistance focused on resource development and new initiatives for rural, small and medium-sized jurisdictions, special districts and non-profits.

This Agreement (the "Agreement") is made and entered into by and between **RURAL PROSPERITY PARTNERS** (the "PROVIDER"), Registry Number 1657615-95 whose address is 2234 NW DIXON ST, Corvallis, Oregon 97330 and Benton County (the "CLIENT"). This Agreement shall be deemed valid and effective upon the date signed.

1. DESCRIPTION OF SERVICES

PROVIDER's consulting services include but are not limited to management development, one on one or team coaching, training facilitation, feedback regarding hiring/training/management documents, meeting with owners and/or management, meeting with staff, among others. PROVIDER can also provide resource development (fundraising) and/or new initiative support (coalition building, facilitation, program development and launch).

WHEREAS, CLIENT desires to retain the services of the PROVIDER as an independent contractor to perform consulting services for the CLIENT and PROVIDER is willing to make the PROVIDER's services available to the CLIENT. The PROVIDER will for all purposes be deemed an independent contractor and will not be deemed an agent or employee of the CLIENT. The PROVIDER and the CLIENT do not intend to create a joint venture, partnership or other relationships, which might impose a fiduciary obligation on the PROVIDER or the CLIENT in the performance of this Agreement.

PROVIDER will assess the CLIENT'S situation. This is necessary to determine the right combination of services needed by the CLIENT. PROVIDER is not responsible for CLIENT partially following PROVIDER's advice or recommendations or for the result of these actions.

The PROVIDER shall set their own general hours of work to perform their services. The PROVIDER may engage in other consulting work during the term of this Agreement without the prior written consent of the CLIENT, provided that (a) such work does not cause the PROVIDER to be in violation of any terms of this Agreement; and, (b) such work does not delay or hinder the work to be performed under this Agreement.

The Client must pay on a project basis. Depending on project details and mutual agreement, CLIENT may pay on an hourly fee schedule. Specific services to be provided by PROVIDER to CLIENT are detailed in the attached Exhibit A (collectively, the "Scope of Services").

Activities and deliverables are outlined in the proposal document shown in “**Exhibit A: Scope of Services**” Any additional activities must be agreed by both parties. Scope of Services addendums will be signed by both parties and attached to this agreement. If you have questions about PROVIDER’s procedures, CLIENT should discuss them whenever they arise.

2. PAYMENT AND PAYMENT METHODS

Payment of service will depend on the rates of the type of service provided and agreed upon by PROVIDER and CLIENT in “Exhibit A: Scope of Services.” Please see payment details in Scope of Work.

It is considered **late payment** after 30 days from the date invoices are sent. A late payment fee of \$250 will be charged to the CLIENT every 10 days from the last payment date.

If the contract is **canceled** before the work is finished, PROVIDER will not refund the CLIENT for any payment already made. If work has been performed and the contract is canceled, PROVIDER will bill CLIENT for the proportional work performed and CLIENT must pay the remaining balance.

3. COMMUNICATION PROCESSES

PROVIDER primarily uses google and email for project management and for communication. The following rules apply:

- When there is more than one CLIENT involved in the project, CLIENT must select one person to be the main contact for further communications.
- CLIENT agrees to communicate with PROVIDER in a professional, informative, and reasonable way.

4. TURNAROUND TIME AND CONTENT CONTROL

The PROVIDER shall use all reasonable endeavors to deliver the work to the CLIENT by an agreed date and shall notify the CLIENT of any anticipated delay at the first opportunity. The PROVIDER will not be liable for delays caused by matters outside of the PROVIDERS control. Any times or dates quoted for the supply of the work are dependent upon the CLIENT giving reasonable instructions and information to the PROVIDER.

5. TERM AND TERMINATION

This Contract will terminate automatically upon completion by PROVIDER of the “Scope of Services” required by this Contract.

This Agreement may be terminated by either party for Cause at any time. For purposes of this section, "Cause" shall mean a material breach of this Agreement.

Should a breach be of concern, a party must in writing notify the other of said potential breach. At which time, the other party shall have no more than ten (10) days in which to cure potential breach.

Termination for Cause example that would satisfy the leave of a contractual breach include but are not limited to:

- a. An outstanding payment that has not been made after invoiced.
- b. Fraud, theft, misrepresentation, or other deceptive conduct.
- c. Either party being convicted of a crime.
- d. Harassment, racism, xenophobia, homophobia, transphobia, sexism, assault, among others
- e. Conduct by either party that reasonably could be expected to injure either party's reputation or public standing.
- f. Not replying to communication after repeated attempts and/or not providing necessary materials in order to further or complete the project(s).

In the event of termination of this Agreement, parties agree to assess the total amount of funds paid and the total amount of work completed at that time. If the CLIENT should owe additional funds for uncompensated work, it will pay the PROVIDER these additional funds within 30 days or less after the date of termination. Should the CLIENT have paid more than the total of work completed at that time, PROVIDER shall return those unused/unallocated funds within thirty (30) days or less after the date of termination.

Both parties agree that clear and precise communication is essential to the completion of the services agreed upon. Should information not be furnished after a reasonable period of time, PROVIDER after a good-faith effort to solicit such information from the CLIENT, PROVIDER reserves the right to interpret this as a termination of this agreement. CLIENT will still be liable for time and/or materials used up until the point of contract termination.

6. REMEDIES

In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have ten (10) days from the effective date of such notice to cure the default(s). Unless waived by a party providing notice, the failure to cure the default(s) within such a time period shall result in the automatic termination of this Contract.

7. INTELLECTUAL PROPERTY.

The PROVIDER owns all rights, including, without limitation, copyrights, patents, trade secret rights, and other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship, confidential Information or trade secrets (i) developed or created by PROVIDER, solely or jointly with others, during the course of performing work for or on behalf of the PROVIDER or any affiliate of PROVIDER, (ii) that PROVIDER conceives, develops, discovers or makes. Without limiting the foregoing, to the extent possible, all software, compilations and other original works of authorship included as a work product, will be considered as work owned by PROVIDER. The CLIENT grants permission to the PROVIDER to publish and use material for marketing purposes and portfolio use.

8. CONFIDENTIALITY.

PROVIDER, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of PROVIDER, or divulge, disclose, or communicate in any manner, any information that is confidential to the CLIENT. PROVIDER and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract.

9. INDEMNIFICATION AND HOLD HARMLESS

PROVIDER shall not be liable for any claim, loss, injury, damage or expense, either with respect to person or property, sustained by CLIENT, or by any of CLIENT's employees, agents, invitees and guests. Moreover, it is agreed and understood that CLIENT shall defend, indemnify and hold harmless PROVIDER and its officers, directors, employees, agents, successors and assigns from and against any and all claims, demands, actions, losses, costs, damages and expenses (including, without limitation, reasonable attorney's fees).

10. FORCE MAJEURE.

If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, death or injury, acts of God, fire, pandemic, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, public health emergencies, city/county/state/federal government orders (ie. Stay at home directives), insurrections, riots, or wars, or strikes, lock-outs, work stoppages, or other labor disputes, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased.

An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

11. DISPUTE RESOLUTION

In the event any dispute shall arise out of or relating to this Agreement and negotiation is unsuccessful, CLIENT and PROVIDER agree to use good faith efforts to settle the dispute through mediation prior to resorting to arbitration and/or litigation processes and procedures.

When the parties resort to mediation, both parties have to agree to a mediator. If there is no agreement in the period of time of five days since the first refusal, the parties have a right to involve their own mediators to try to resolve the dispute and have the right to be represented by an attorney.

12. ENTIRE AGREEMENT.

This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.

13. SEVERABILITY.

If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

14. AMENDMENT.

This Contract may be modified or amended in a writing that is signed and dated by both parties.

15. GOVERNING LAW.

This Contract shall be construed in accordance with the laws of the State of Oregon.

16. WAIVER OF CONTRACTUAL RIGHT.

The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

By signing below, parties attest that they have read, understand, and agree to all terms and conditions herein.

PROVIDER: **Rural Prosperity Partners**

Signature _____ Date _____

Printed Name _____

CLIENT

Signature _____ Date _____

Printed Name _____



EXHIBIT A: SCOPE OF WORK

Linn, Benton, Lincoln, Lane Broadband Action Team

Rural Prosperity Partners (formerly Sequoia Consulting)

Rachael Maddock-Hughes, Founder & Principal

rachael@sequoiaconsulting.org

503-810-4985

May 2, 2023

Oregon will be distributing up to \$700M in broadband funding over the next several years. This is a generational investment, and rural communities need to position themselves to secure the funding they need to close their broadband gaps. One of the best ways to support communities to do this, is through a regional Broadband Action Team.

Broadband Action Teams lay the ground for partnership and collaboration. They fulfill the requirements of most state and federal grant opportunities for stakeholder engagement and can ultimately pave the way for public private partnerships. Having a Broadband Action Team in place increases scoring and competitiveness for grant applications. The goals of a broadband action team are to educate stakeholders on regional challenges, identify potential project areas, form partnerships, liaise with Broadband Office, ensure the region is positioned to secure state and federal funding, work with legislators and key stakeholders to ensure your region's interests are represented in grant rules and legislative policy.

Over the last three years, Rural Prosperity Partners has supported the Linn, Benton, Lincoln and Lane Broadband Action Team by:

- Securing funding for a regional feasibility study from the Economic Development Administration (\$255k)
- Providing up to date information on funding opportunities
- Supporting the region to submit mapping challenges to the FCC, which have long-term budgetary impacts for communities seeking funding
- Coordinating responses from our region on the Oregon Broadband Office's program development
- Providing talking points for legislators and stakeholders on key broadband issues
- Acting as a liaison for the region with the Oregon Broadband Office
- Coordinating Linn, Benton, Lincoln and Lane's efforts with other regional Broadband Action Teams across the state
- Providing support for the roll-out of Faster Internet Oregon in the region
- Providing training and education on broadband-related issues such as Internet Exchanges, and more.

We are proposing to deepen our existing scope of work for the Linn, Benton, Lincoln and Lane Broadband Action Team to help position the region to secure funds over the next several years. In addition, we have expanded the scope of services that our team can provide, and now include Rapid Design Studies which provide high-level engineering and financial analysis, and broadband engineering to support grant applications. ***The team we've engaged are committed to rural communities in particular, and our services are 5-10x less than similar national firms.***

To date, both Lincoln and Linn Counties have shared the responsibility for paying for the regional Broadband Action Team. We believe it is more sustainable to present all four counties with a proposal to share those costs over the long-term. The good news is that according to our recent conversations with the Oregon Broadband Office, the Broadband Technical Assistance Program (BTAP) is likely to allow applications for staffing/consultants to help support broadband efforts. This is not yet finalized, but we believe that our region can ask for funding specifically for the Broadband Action Team in the near future.

Our work is complimentary to the feasibility study being conducted in the region by Solarity. Once the feasibility study is complete, communities will need help implementing next steps—which includes applying for broadband funding.

PROPOSAL

There are several distinct elements to our proposal. The first is support for the Broadband Action Team. We also have included services on an as-needed basis, including conducting Rapid Design Studies, and engineering design and technical

grant writing for both technical assistance and infrastructure grants. Our services streamline the process for identifying and applying for broadband funding.

Once a Broadband Action Team is set up, we recommend conducting Rapid Design Studies. A Rapid Design study creates a high-level engineering design and financial analysis that is used to facilitate public-private partnership conversations in detail, with focus on specific geographic areas. Once a Rapid Design Study is completed, our engineering team assesses the potential project areas against the technical grant requirements of both state and federal funding opportunities and work with the selected Internet Service Provider partner to design the detailed engineering plans to be shovel/grant ready. Below you will find details on each of these services.

1. BROADBAND ACTION TEAM

BAT Facilitation and Development

- Build on the existing Broadband Action Team and help develop the ongoing scope, members, and structure of the group to optimize the community's positioning for funding. This includes on-going relationship building with grant decision-makers such as the Oregon Broadband office, National Telecommunication and Information Administration, Oregon Broadband Advisory Council
- Help develop projects within the Broadband Action Team, including the facilitation of potential partnerships, and the alignment of projects with other critical interests from stakeholders identified by the community. This work will take into account and build off of the report and strategy document created by Solarity
- Assess upcoming grant opportunities and align with broadband action team project priority areas
- Lead monthly BAT meetings, and create monthly reports including a summary of grant opportunities and status of their rollout
- Content creation for website, social media, newsletters, press releases as requested

Broadband Legislation, Policy and Engagement

- Creation of key talking points to share with legislators on broadband issues in the region
- Creation of key talking points on any new legislation developed around broadband in Oregon
- Provide liaison with Faster Internet Oregon, and access to tailored outreach materials
- Provide liaison with Oregon Broadband Office and Oregon Broadband Advisory Council as needed

- Represent the regional Linn, Benton, Lincoln and Lane BAT at state-wide BAT leadership meetings

2. Engineering and Design, and Technical Grant Writing: \$150-250/hr. (depending on needs of specific grant opportunities)

Grant-writing for broadband applications is extremely technical and requires the support of an engineering team. Some Internet Service Providers have this capacity in-house, but many do not, especially those in rural areas. The cost for other firms to provide this can start at \$50,000. Our team generally expects to deliver engineering for approximately 50% less. The engineering team will firm up the costs based on the Rapid Design Study that Benton County already has through the work with the Oregon Cascades West Economic Development, define exactly where all the equipment goes, where the fiber is laid, how the towers are interconnected, which houses are connected, where the splice points are, where the handholds are, which buildings will house the equipment, etc. They will then create an engineering plan that is responsive to the requirements of each grant application, integrating not only the technical infrastructure aspects, but also the social and other economic data that will ensure a competitive proposal.

FEES & Payment schedule

The fees for these services are:

1. Broadband Action Team (4 counties): \$80,000 (\$20k each County to directly contract with Rural Prosperity Partners). Benton County will pay \$20,000 over 12 months. Payments will be split into quarterly amounts of \$5,000, with the first payment due upon signing of contract.
2. Engineering and Design, and Technical Grant Writing: \$175-250/hr. The cost may vary depending on the engineering firm we sub-contract to. This is on an as-needed basis.

ABOUT RURAL PROSPERITY PARTNERS

Rural Prosperity Partners is a rural technical assistance firm that has been at the forefront of supporting rural and medium-sized communities in Oregon on broadband since the beginning of the pandemic. Our team members lead several Broadband Action Teams across the state, including the Linn, Benton, Lincoln and Lane Broadband Action Team, and the Morrow County Broadband Action Team. Rural Prosperity Partners leads and coordinates the state-wide Broadband Action Team leadership group, and the Faster Internet Oregon Initiative (under Link Oregon). Our team has over 40 years of stakeholder engagement experience, 35 years of telecommunications experience, and 40 years of resource development expertise.

Our Senior Technical Advisor, Joseph Franell, served as the Governor-appointed chair for the Oregon Broadband Advisory Council for 12 years, and is the President of Blue Mountain Networks, serving eastern and central Oregon rural communities. Founder, Rachael Maddock-Hughes, was recognized by the Oregon Connections Advisory Committee as an outstanding telecommunications advocate in 2022. Our team members are invited to speak on broadband issues at state and national conferences and events on a regular basis.

Rural Prosperity Partners takes a fiber-first approach when it comes to broadband, to ensure communities receive future-proof technology. We are partner-neutral when recommending potential Internet Service Providers to our clients. Our goal is to ensure the best possible outcome for our clients.

We maintain strong relationships with the Oregon Broadband Office, National Digital Inclusion Alliance, the National Telecommunications and Information Administration, Oregon Broadband Advisory Council, and other key state and local stakeholders to facilitate the best outcomes for Oregon communities. We are trusted partners at all levels of government and enjoy a strong reputation among state and federal elected officials, as well as state and federal agencies.

Rural Prosperity Partners works with Breaking Point Solutions to offer Rapid Design Studies. They have provided over 250 Rapid Design Studies around the United States. We engage Stone Ventures to provide engineering and technical grant writing services to our clients. They have a strong track record of working with communities across Oregon, as well as Oregon Tribes.

PAST AND CURRENT INITIATIVES

Broadband: Sequoia currently leads several broadband initiatives across the state of Oregon. This includes a regional Broadband Action Team for Linn, Benton, Lincoln Counties, and Lane Counties; the Deschutes County Broadband Action Team; facilitation of a state-wide Broadband Action Team leadership working group; and a state-wide broadband mapping effort, [Faster Internet Oregon](#), under Link Oregon. Rachael Maddock-Hughes was also a member of the Oregon Broadband Office's Technical Working Group in 2022 to help develop the rules and regulations that will oversee up to \$800M of broadband funding for the state of Oregon.

Art and Economic Revitalization: Sequoia has worked with the City of Toledo, Oregon over the past two years to launch the [Arts Revitalization of Toledo \(ART\) Initiative](#). This has included developing and managing three new programs,

including a Mural Program, Phantom Gallery Program, and an annual summer event series called Art, Oysters and Brews.

Blue Economy: Working with Lincoln County, Oregon State University and the Economic Development Association of Lincoln County, Sequoia played a critical role in coalescing private, public and non-profit partners across the Oregon Coast under the Oregon Ocean Innovation Hub initiative. Sequoia led the efforts to create an ecosystem of programming focused on workforce development and innovation and led fundraising efforts in securing \$1M in federal earmarked funding for the project.

Rural Federal Funding: Rural Prosperity Partners has been working with The Ford Family Foundation since 2021 on projects aimed at helping rural communities secure more federal funding. This has included a [report](#) identifying barriers to federal funding and key recommendations on how to overcome these barriers; developing a federal grant readiness assessment; developing a streamlined economic development prospecting document; and creating a roster of federal grant writers in Oregon and around the U.S. who can support rural fundraising efforts. These tools can be found at <https://oedd.org/rural-funding-resources/>.

Fund management: Sequoia is currently managing a childcare fund for Benton County, Oregon. Working with partner United Way, Sequoia is distributing funding to local childcare and student programming organizations for low-to-moderate income individuals. Funding for this opportunity comes from Business Oregon Community Development Block Grants. Sequoia also managed a childcare fund for Lincoln County for both wildfire and COVID-19 impacted families in 2020/2021.

Emergency Housing and Homelessness

Rural Prosperity Partners has worked on various housing and homelessness projects, including: working with Northwest Coastal Housing to secure over \$3M in funding for emergency housing for homeless communities through the Turnkey Program; and working with CHANCE and Albany Helping Hands to secure funding through the Special Emergency Solutions Grants Program funds.

Past and Current Clients

- The Ford Family Foundation, Oregon
- Texas Rural Funders, Texas
- Michigan Municipal League, Michigan
- City of Toledo, Oregon
- Benton County, Oregon
- Linn County, Oregon
- Central Oregon Intergovernmental Council
- Centro de Ayuda, Oregon
- City of Talent, Oregon
- Columbia Pacific Economic Development District, Oregon
- Curry County, Oregon
- Umatilla County, Oregon
- Economic Development Association of Lincoln County, Oregon
- Jackson County Longterm Recovery Group, Oregon
- Link Oregon
- Port of Newport, Oregon
- Helping Hands, Oregon
- City of Roseburg, Oregon
- Safety Compass, Oregon
- Share Vancouver, Washington
- YDC of Lincoln County
- Farmerline, Ghana
- Moringa Connect, Ghana
- CHANCE, Oregon
- City of Siletz, Oregon
- Pionner Connect, Oregon
- Benton Community Foundation, Oregon
- Northwest Coastal Housing, Oregon
- Benton County, Oregon

PROVIDER: Rural Prosperity Partners

Signature_____ Date_____

Printed Name_____

CLIENT

Signature_____ Date_____

Printed Name_____