

AGENDA
BOARD OF COMMISSIONERS MEETING

Tuesday, March 19, 2024, 9 AM

How to Participate in the Board of Commissioners Meeting			
In-Person	Zoom Video	Zoom Phone Audio	Facebook LiveStream
Kalapuya Building 4500 SW Research Way Corvallis, Oregon	Click for Zoom link	Dial 1(253) 215-8782	Click for Facebook LiveStream link
	Zoom Meeting ID: 838 1881 4802		
	Zoom Passcode: 304428		

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 by contacting the Board of Commissioners Office at 541-766-6800 or 800-735-2900 TTY, by email bocinfo@bentoncountyor.gov, or on the County's website at <https://boc.bentoncountyor.gov/contact/>.

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.

1. Opening

- 1.1 Call to Order
- 1.2 Introductions
- 1.3 Announcements

2. Review and Approve Agenda

Chair may alter the Agenda

3. Proclamation

- 3.1 Proclaiming April 2024 as National Child Abuse and Neglect Prevention Month in Benton County, Proclamation #P2024-004 – Karsen O’Bryan; Executive Director, ABC House

4. 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.

5. Work Session

- 5.1 15 minutes – Juvenile Program Update – Matt Wetherell, Juvenile Department

6. Consent Calendar

- 6.1 Appointments to the Environmental and Natural Resources Advisory Committee, Order #D2024-028: Jackson Rheuben, Damilola Oljubutu, Sydney Tamplin
- 6.2 Approval of the Minutes of the February 15, 2024 Joint Meeting with the City of Corvallis
- 6.3 Approval of the Minutes of the January 16, 2024 Board Meeting

7. Old Business

- 7.1 20 minutes – Approval of Revised Disposal Site Advisory Committee (DSAC) Bylaws – Darren Nichols, Community Development; Ken Eklund, DSAC Chair

8. New Business

9. 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.”

10. Executive Session

The Board will meet under ORS 192.660[2][d] – Labor Negotiations

PROCLAMATION

WORK SESSION

BOC Agenda Checklist Final Approval

Agenda Placement and Contacts

Suggested Agenda Date 03/19/24

View [Agenda Tracker](#)

Suggested Placement * Work Session

Department * Juvenile

Contact Name * Matt Wetherell

Phone Extension * 6064

Meeting Attendee Name * Matt Wetherell

Agenda Item Details

Item Title * Juvenile Department 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

Advertisement*

Yes

No

Issues and Fiscal Impact

Item Issues and Description

**Identified Salient
Issues***

The department director will provide a departmental update, with a focus on referrals and minority contact.

Options*

n/a

Fiscal Impact*

- Yes
 No

2040 Thriving Communities Initiative

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? * Yes No

Mandated Service Description * If this agenda checklist describes a mandated service or other function, please describe here.
Maintain safety and promote development of minors, families, and communities.

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 * Minor children and families might need intervention and support

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 * Minor children and families might need intervention and support to maintain safe homes, neighborhoods, and communities

Recommendations and Motions

Item Recommendations and Motions

Staff n/a; information only
Recommendations*

Work Session I move to ...
Motions* n/a; information only

No Meeting Motion

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.

Benton County Juvenile Department Update

217.82KB

3.2024.pptx

Comments (optional)

If you have any questions, please call ext.6800

Department Approver

AMANDA MAKEPEACE

1.

Department Approval

Comments

Signature

Amanda Makepeace

2.

County Administrator Approval

Comments

Signature

Rachel L McEneny

3.

BOC Final Approval

Comments

Signature

Hanna Kwiatkowski

BENTON COUNTY JUVENILE DEPARTMENT UPDATE

GOAL SETTING WITH BOARD OF COMMISSIONERS

03/19/2024

UNIQUE JUVENILE DEPARTMENT REFERRALS 2022

All	Male	Female	Unknown	Caucasian	Hispanic	African-American	Asian	Native	Other
117	76	23	3	77	16	5	1	3	15
%	65	23.5	2.6	65.8	13.7	4.3	0.9	2.6	12.8
Criminal									
85	57	26	2	55	14	4	1	2	9
%	67.1	30.6	2.4	64.7	16.5	4.7	1.2	2.4	10.6

UNIQUE JUVENILE DEPARTMENT REFERRALS 2022 CLASS A MISDEMEANORS AND FELONIES

Referrals	Male	Female	Unknown	Caucasian	Hispanic	African American	Asian	Native	Other
49	35	13	1	34	7	2	0	1	5
%	71	27	2	69	14	4	0	2	10

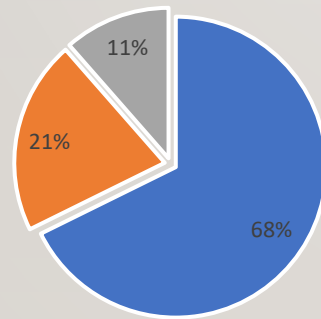
RELATIVE RATE INDEX

- Relative Rate Index or RRI is a way to compare experiences of different groups of youth, typically broken down by race or ethnicity, within the juvenile justice system.
 - 2019 – 2.31
 - 2020 – 2.12
 - 2022 – 1.32

RECIDIVISM

36 MONTH RECIDIVISM

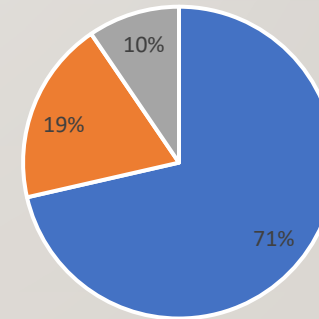
36 Month Recidivsm



■ Did Not Recidivate ■ Recidivated (1-2 referrals) ■ Recidivated (3+ referrals)

12 MONTH RECIDIVISM

12 Month Recidivsm



■ Did Not Recidivate ■ Recidivated (1-2 referrals) ■ Recidivated (3+ referrals)

CONSENT CALENDAR

Page 21 of 97
BENTON COUNTY
ENVIRONMENT and NATURAL RESOURCES ADVISORY COMMITTEE
(ENRAC)

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Jackson Rheuben	Begin: 01/01/22 Expire: 12/31/24	Partial Term	03/19/24
2	Kanchan Ojha	Begin: 01/01/22 Expire: 12/31/24	Partial Term	05/02/23
3	Damilola Oljubutu	Begin: 01/01/22 Expire: 12/31/24	Partial Term	03/19/24
4	Deb Merchant	Begin: 01/01/23 Expire: 12/31/25	1 st Term	12/22/20 12/19/23 reappt'd
5	Sydney Tamplin	Begin: 01/01/23 Expire: 12/31/25	Partial Term	03/19/24
6	Milt Roselinsky	Begin: 01/01/23 Expire: 12/31/25	Partial Term	06/06/23
7	Robert Swan	Begin: 01/01/24 Expire: 12/31/26	1 st Term	08/15/23 12/19/23 reappt'd
8	Jason Schindler	Begin: 01/01/24 Expire: 12/31/26	2 nd Term	12/22/20 12/19/23 reappt'd
9	Mike Hughes	Begin: 01/01/24 Expire: 12/31/26	1 st Term	08/15/23 12/19/23 reappt'd

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

RECORDER:

TERMS: 3 years; January 1 – December 31

MEMBERS: 9 members, Benton County residents

MEETS: Meets 2nd Wednesday of each month, 4:00 – 5:30 p.m.



MINUTES

(Chair May Alter the Agenda)

BENTON COUNTY BOARD OF COMMISSIONERS CORVALLIS CITY COUNCIL JOINT WORK SESSION

February 15, 2024, 4 PM

PRESENT:

BENTON COUNTY

Xanthippe Augerot, Chair
Nancy Wyse, Vice Chair
Pat Malone, Commissioner
Rachel McEneny, County Administrator
Vance Croney, County Counsel

CITY OF CORVALLIS

Charles Maughan, Mayor
Jan Napack, Councilor, Ward 1
Briae Lewis, Councilor, Ward 2
Hyatt Lytle, Councilor, Ward 3
Gabe Shepherd, Councilor, Ward 4
Charlyn Ellis, Councilor, Ward 5
Paul Shaffer, Councilor, Ward 7
Tony Cadena, Councilor, Ward 9
Mark Shepard, City Manager
Jeff McConnell, City Engineer

STAFF

Laurel Byer, Engineer, Public Works;
Maura Kwiatkowski, Administrative
Supervisor, Board of Commissioners;
Amanda Makepeace, Recorder, Board of
Commissioners

Rory Rowan, Transportation Division
Manager

GUESTS

Phill Worth, Kittelson & Associates, Inc.
Darren Hippenstiel, Kittelson & Associates, Inc.

Daniel Wood
Jon Polansky
Kosiso Ugwuode
Judy Dugan
Roberta Smith
Barb Bull

David Rabinowitz
Connie G (Philip Gutt)
Wendy B
Peggy Lynch
Steve Harvey
Cody Meyer

Blair Girard
Rollie Baxter
Katherine Bremser
Sheila Coxon PCP
Liz Irish

1. Call to Order

Benton County Board Chair Xanthippe Augerot called the meeting to order at 4:05 PM.

2. Introductions and Announcements

Introductions were made. There were no announcements.

3. Comments from the Public

Daniel Wood

Wood thanked the project team and everyone involved in this process; it is greatly appreciated. Wood expressed continuing concern that traffic from the Marys subdivision at full buildout, combined with traffic south of the Technology Loop Extension, will create safety issues at the new Elgin and West Hills Road intersection. It seems logical and prudent to designate sufficient right-of-way for a future roundabout at this location to eventually replace the two-way stop and vision there. Funding this project will be challenging, beginning with inclusion of the design, and a roundabout at the Western Boulevard triangle in the TSP (Transportation System Plan). In the meantime, the suggested interim safety measures to be installed by the county will help mitigate some of the well-documented safety concerns. Wood thanked the city and county staff for their work.

Augerot also thanked staff of both entities for their collaborative work on this matter.

Jon Polansky

Polansky stated his address as Deon Drive and thanked everyone that has been involved to date with the fabulous job on this proposal, and stressed how important and integral is a traffic circle replacing the traffic triangle where West Hills Road joins Western Boulevard. The project is not complete without that traffic circle as traffic currently backs up heading toward Corvallis, and it will back up more without the traffic circle. The traffic circle would further help to improve pedestrian safety on Western Boulevard due to a blind curve there and a lot of speeding traffic approaching that crosswalk, so the traffic circle would really serve a lot of purposes. Polansky offered thanks.

David Rabinowitz

Rabinowitz brought a PowerPoint Presentation; he noted two different suggestions while trying to develop a road design that is safe and convenient for everyone. The first was on the West Hill Road issue, and the other one was about Philomath Highway and 53rd Street. One problem is that eventually on West Hills Road there is going to be bus service, especially if the new development goes in. Rabinowitz proposed a road with a chicane (a serpentine curve in a road, added by design) with spaces for the buses to stop so that motorists can continue driving past it; the buses do not stop traffic. That chicane also serves as a traffic calmer, causing traffic to go more slowly and comfortably more slowly. This avoids the issue of placing signage; using lines in the road to slow down vehicles. Rabinowitz wished to talk

about traffic circles; if a road has a speed limit of 75 miles per hour and a red light that is red 25 percent of the time, the total capacity on that road is less than it would be if there were no traffic light and the speed limit were 20 miles an hour. The PowerPoint contains all of the details, including the math. If a traffic roundabout were put in place of a traffic light, the capacity is increased on both roads feeding into it, as well as a corresponding increase in safety leading to overall improvements in the situation. Unfortunately, the Powerpoint will not project on the meeting screen, so a copy was sent after the meeting to the Board of Commissioners and City Council.

Blair Girard

Girard thanked Byer for all her work, thanked Rowan for his outreach, and thanked Jeff McConnell; all of those involved on the team have been wonderful. The opportunity to speak to and weigh in is appreciated. Girard noted the purpose of this project is to enhance safety. Attendees may have been on West Hills Road at some point and may be aware there are children on this route who wait for the school bus and drivers go by at a high rate of speed. There is no protection for pedestrians or cyclists, and the team's approach to combining multiple traffic calming features to achieve that goal of safety is appreciated. Girard emphasized the importance of this project. Research shows that these features must be implemented in order to reduce the speeds that our drivers are currently driving. Unsafe straightaways without any calming features are greenways or simply drag strips. This is a wonderful opportunity to look at how streets might best function. Girard noted appreciation for the collaborative approach and offered thanks. Though the roundabout at Western Boulevard and West Hills Road is a separate project, Girard felt that would be a critical component of the West Hills corridor redesign and wished to recognize that 100 percent of the community members who have weighed in have been in favor of Option C. As President of the West Hills Neighborhood Association, Girard stated the association's community members are 100 percent in support. Girard offered thanks.

4. Work Session

4.1 Update on SW West Hills Road Corridor Plan

Byer presented and noted the previous public comments did provide snippets regarding the purpose of the meeting, the West Hills Road corridor. The county and city county met jointly in fall 2023 and today will provide an update of how the project got started, how it got to this point, and where it is hoping to end up. West Hills Road is a rural road within an urban interface with additional development occurring soon. The neighborhood wanted to talk to the city and county about traffic speeds but had been talking to each entity separately. As West Hills Road is a county road and at some point will be transferred to the City of Corvallis, it was decided between the two entities to take this on as a joint effort. It was important that any kind of design considerations be met with city approval if they were going to take over that road in the future. The goals

were to develop a context-sensitive cross-section for the corridor, given the constraints which will be explored further in a few minutes including environmental concerns and existing or future rights-of-way; to identify spot improvements that could help slow down traffic speeds as well as increase safety for those crossing at intersections. Byer noted design implementation was explored to improve safety along the whole corridor for all users, not just vehicles. The city and county are looking at roundabouts to determine if they are a feasible resolution at West Hill Road and Western Boulevard. The most important goal was engaging the neighborhood in a very broad open house environment and accepting feedback from the neighborhood as well as any other member of the public.

Rowan thanked the Board for scheduling a special meeting. Some of this information is a repeat for those who were in attendance or looked at the materials from the September 2023 work session. Rowan displayed slides that established context between the city, county, and the consultant project team and provided background information. December 2022 marked the initial meeting with the neighborhood specifically before including feedback from the general public, which was intended to look at existing challenges. The county and city could view the situation from an engineering perspective and hear from the neighborhood residents. An important thing to remember is that both the city and county have what are called typical roadway sections in their respective Transportation System Plans (TSP), and West Hills Road is classified as an arterial roadway in the functional classification hierarchy. It was recognized early on that what it would have taken to reconstruct and urbanize this corridor was not realistic. One of the bigger challenges was to determine what could correctly fit in an area in terms of the context sensitivity, with one example being a creek with a culvert running through an existing section of road with a weight restriction on it. There are hillsides that present challenges, from the grading that would be required if reconstruction were to be done to a previous widening project by the county about a decade ago to add shoulders to the road that currently function as bike lanes or for walking, with walls constructed at that time; these challenges go hand-in-hand with the very limited right-of-way that is publicly owned, within which the street fits. There are no separate sections for biking, walking, or placing out recycling and trash bins. Rowan introduced the engineering consultants, Kittelson and Associates, who have been with the project since the beginning, helping to shape the project.

Worth reviewed the public engagement piece, noting a December 2022 initial meeting with West Hills Corridor members, completed a corridor walk with the community members to become familiar with how they use it themselves and how they see everyone else using it. The primary concern was the need to find ways to manage travel speeds as motorists are traveling much too quickly in all sections of this corridor, often well above posted speed limits. A second concern was creation of facilities that were well-suited to each traveler, whether walking, biking, or driving.

Hippenstiel provided additional background. This facility is classified in the TSP document as an arterial, visible in this snippet from the document with West Hills at the

top of the screen colored in orange; the bottom snip is what a typical arterial cross-section could look like. There are generally three lanes, but it could be a five-lane facility with two lanes in each direction, bike lanes on the pavement adjacent to the travel lanes with a two foot buffer, a nine-foot planter strip, and then a six-foot wide sidewalk on each side. Presented at the fall 2023 meeting, these materials highlight some of the tools considered at the outset of developing concepts for the corridor ideas to break up the cross section, with medians in the center to reduce the overall width, places to put trash cans and mailboxes with the sidewalk meandered out to provide that space, a raised intersection where the concrete panels are raised up slightly for the pedestrian crossing and provide a vertical cue for drivers in the corridor, rather than the road going straight through the intersection. Geometry could be introduced into the corridor that would push the lane around to prevent motorists from driving straight through the portal at high speed. From the two concepts initially developed, the first was a narrower two-lane facility that would have 11-foot lanes in each direction, with buffered bike lanes still on the pavement adjacent to the travel lanes. Left turn lanes would be introduced at key intersections; a cross-section view of those key locations would show a third lane in the center for the turn lane; introduce narrower planter strips, as narrow as five feet in some locations to minimize the amount of property right-of-way and passing of Board orders in an attempt to get everything to fit. The second concept was a 12-foot shared-use path on the north side of the roadway, two 11-foot travel lanes, widening out for left turn lane at key intersections, and then planter strips and 6-foot sidewalk on the south side. A sketch was prepared showing the roundabout at West Hills Road and Western Boulevard as a feasibility or proof of concept to make sure that the geometry preferred for roundabouts specifically for speed control and providing facilities for pedestrians could actually fit within the space that available for the project. Other considerations such as access to properties and vehicle turning ratios were considered as part of the layouts. A sketch showed at a conceptual level that a roundabout could fit at the intersection and would have pretty minimal impact to adjacent properties.

Worth noted after completing the review, this two-concept design information was shared before Kittelson and Associates presented on it September 2023 and provided a briefing on that information. The end of that briefing indicated there might be an even better concept to be had. The return to the drawing board to figure out next best concept included taking in all of the input received, as well as additional thoughts developed between city and county and with the consulting team involved. Today's meeting is to share that third concept. With respect to the key considerations shown on the slide, as the agencies and Kittelson came out of the development of those first two concepts and had the opportunity to share them with the public and to hear their reactions, one of the two concepts really resonated with the public, and that was with respect to the shared use path, but through further discussions, especially between the two agencies, came the recognition that the city's TSP has quite decisively, and deliberately chosen to move away from shared use paths as a part of an urban treatment to their streets. In recognition of that fact, the issue became what should be done as a potential treatment in light of the inability to pursue a shared use pathway that is not administratively appropriate for that corridor. In addition, how does this project

provide dedicated facilities for each user type: pedestrians, bicyclist, and motorist that ensure ease of movement along the corridor while also providing safety for all. Other challenges must be addressed: trash bins placed curbside are placed in the literal pipeline, which can be problematic; the mail delivery truck has to occupy the bike lane in order to reach the mailboxes, so these problems must be solved with the design treatments. The question becomes what can be done from an engineering perspective how to communicate with motorists the appropriate roadway speed while also minimizing the range at which those driving speeds can practically vary. This next slide shows the third concept, maintaining those two travel lanes, but keep the curbs as tight as possible to those two travel lanes and pick up the bike lanes that were otherwise in the curbs and take them outside of the planter strip wherever it is possible to provide one. There is a notion that the bike lanes are directional and on both sides of the street; now bicyclists are not forced to cross the street to be able to use the bicycle lane. Another benefit of this design concept, pulled curbs as close together as possible, shortening the crossing distance for pedestrians reducing their exposure and inherently increasing their sense of safety and comfort. Without the bike lanes inside the curbs, the basic issue of garbage cans or mail trucks impeding the flow of bicycle traffic is overcome. All of the accumulated challenges were considered. This typical cross-section does not show the notion of other spot treatments, such as tabletop intersections, which are accommodating for pedestrians but less comfortable for the motorist to speed through. Worth showed a photograph of a street called Metro Drive in Nanaimo, British Columbia, showing this concept design. This does not exist exclusively in Canada; they are also here in the United States. This is very representative; in the foreground a side street is approaching the main street; the first thing that driveway crosses is the sidewalk, the light gray area, and immediately adjacent to that sidewalk is the bike lane in black asphalt; often the black asphalt bike lane is separated from the roadway by the planter strip, or in the case of where this street is intersecting, the apron used to get to street grade. The value of that treatment is that a pedestrian or a bicyclist crossing that street that is approaching West Hills Road won't be going up and down, they will stay at the same grade when crossing people's driveways and intersecting streets, which is the most comfortable way to accommodate pedestrians and bicycles along the corridor. The street has that an 11-foot lane in each direction, repeating the treatment on the far side. This is helpful to understanding how the roadway, side street, and driveway approaches would be treated.

Maughan posed a question regarding the growth of trees in the planter strip eventually blocking the field of view for motorists making a left-hand turn.

Hippenstiel replied that as part of any design effort where plantings would occur, whether trees or shrubs, a sight distance or sight triangle check would be performed at the side streets like that. Hippenstiel was unaware if that were true for the Canadian design, but it would be included in the design element for any West Hills Road or future unknown project.

Ellis self-identified as a bicyclist and walker, then asked if there were anything between the bike path and the sidewalk. Ellis noted different textures shown in the Metro Drive photo and related knowledge of the practice in Copenhagen, Denmark, of placing the road, bike lane, and sidewalk adjacent to each other but was not convinced that is what is needed for West Hills Road.

Hippenstiel referred to the previous slide, noting the cross-section colors may be less representative of what was seen in the Metro Drive. There is a 1.5-foot buffer included between the bike lane and the sidewalk to provide that separation. It is not necessarily a vertical change, so they would all be at the same level to make it easier to maintain and clean. It could be a concrete curb or some other material that provides visual separation.

Ellis stated there appear to be benefits either way.

Rowan replied that materials shared at the open house included a careful consideration of that Metro Street concept presented via the lens of the criteria shared on previous slides and existing street maintenance challenges such as sweeping and snow removal. The City of Bend has a street that was reconstructed about 20 years ago, prior to Rowan's time with them, that went through similar exercises in an effort to manage speed and create context-sensitive solutions. At that time, they had decided on two different levels from sidewalks and bikes, for Reed Market Road, near the river. Unfortunately, they have experienced challenges maintaining that in the winter due to cinders; for Corvallis, the issue would be leaves with occasional snow events. The design team walked through that and developed a pro-con matrix analysis tool that is available on the handouts from the open house last Fall 2023. One of the real benefits to this, which is very similar to what some other communities have done, that is similar to a shared-use path; rather than putting up signs indicating bike and pedestrian traffic location and flow, this is the attempt to enforce with more physical infrastructure. Other places have pursued different methods. To be clear, Canada does not have the same requirements for accessibility and separation.

Ellis liked this method.

Lytle had a question that had been answered in the cross-section slides presented by Worth of Kittelson & Associates.

Worth said once this idea was developed and internally tested, it was shared with the public at an open house in November 2023; the image shown is at the Benton County Fairgrounds. All three concepts were shown with an eye to people deciding for themselves the positives and negatives and which merits could be identified in each. The third option drew the most favorable reactions. This meeting has now heard directly from community members that there is strong support for this concept.

Hippenstiel noted that one of the activities since the November 2023 open house introduced this third concept was generating a cost estimate for the preferred third concept. An opinion of cost was also prepared for the roundabout at Western Boulevard

and West Hills Drive, assuming a full road reconstruction for West Hills Road. This is likely the easiest and most conservative way for the improvement, ensuring the road is completed to a fully produced cross-section, despite not really knowing what the existing road grades would allow for as far as savings in the existing facilities. For the issue of the culvert, an analysis was completed through the entire roadway corridor looking at the drainage basin and completed rough calculations on what drainage improvements might be needed. The creek is fish passable so the culvert will need to be updated. It cannot simply be extended to account for the widening of the road, so that update cost was included as well. A high-level analysis was completed on West Hill to investigate the requirements to make improvements. Much of the community feedback throughout the project is the sight distance on the hill itself is constrained due to road grades and the tightness of the vertical curvature at the top of the hill with additional roughed-out cost calculation. Kittelson believes these costs could include sight distance improvements on the hill as well, perhaps some slight grade changes, which could be then offset by retaining wall costs that would be required, based on the impacts and the hill slopes that exist today. Costs are inclusive of everything: a high-level estimate of right-of-way acquisition because the corridor is not wide enough; design time and engineering, construction, and management costs. Most everyone is aware the existing construction environment from a cost perspective is volatile, so these costs were developed using unit pricing and costs to date from current projects. This is a current-year cost estimate. At this level of detail, industry practices of plus or minus 30 to 50 percent of costs are considered. That may seem like a huge range, but without doing a lot of detailed design engineering, it is challenging to narrow that down to a tight figure. There is a relatively high contingency value applied to projects at this level of design; 30 percent is added to the bottom line to account for those future conditions that are unknown until more detail is provided. The projected cost is \$6.5 million for the West Hills Road and Western Boulevard roundabout; the corridor improvement that begins at the west edge of the roundabout to 53rd Street is \$22.2 million.

Napack asked if there were any information on the cost, if there were a cost, for the residents that live out there, or is any financial revenue from development of the Marys annexation contributing to and funding this, directing the question to Rowan.

Rowan stressed the importance of remembering that no funding source has been identified at this time by either city or county agency and noted West Hills Road is still currently a county-owned road within the city's urban growth boundary and city limits that have been identified for future improvements. There are no strategies and no anticipated timeline for construction. Although the Marys annexation occurred a number of years ago, which drove a lot of the interest in starting this corridor development project being considered now, the city is unaware of any active interest on moving forward with a development application and construction that would possibly require work. Here are the next steps that would possibly enable some of the costs discussed today to be addressed, potentially, by development. Of great concern to both agencies, the neighborhood's residents, general community members, and meeting attendees, is

the separate but very important question of how to fund the work. The question of how to fund is separate from the completion of the corridor plan adoption.

Napack asked whether there had been an evaluation around contribution from existing residences for modifications, fees for sidewalks, or similar work.

Rowan replied that nothing like that has been discussed or proposed.

Shepherd asked if this would be increasing capacity and thus eligible for SDC (System Development Charges) funds as it appears to have the same number of lanes.

Rowan replied that Corvallis Public Works is working through the rural program areas not just related to transportation, but specific to this. For transportation-related SDCs to be collected, there needs to be an identified project on the eligible list and there must be an associated cost. That was not the sole purpose of the corridor plan, but a very key part of our goals. The city is primarily being the agency in this position to collect SDC as that separate project linked to all our SDC areas for infrastructure. Rowan noted with the next slide that he was not with the city when the Marys Annexation occurred, but there has been interest in the neighborhood starting in December 2022. Rowan mentioned positive interactions with neighborhood residents while learning about this process together. The thrust of this effort was to identify the concept that would work best here from an engineering, staff support, and community standpoint while considering that costs are important. There are a number of possible future activities within the corridor, including a larger development area on the western side that likely will be developing in the next few years, while some other corridor areas that were previously built out will not be changing. It may take other work, such as a capital project by one or both agencies to make that work happen. The reason for preparing the plan is to develop, all at one time, a unified plan that is different than the adopted typical sections in the city's unified transportation system plan. Three corridor concepts were developed and the meeting has indicated unanimous support for Concept 3 or Concept C that met the goals expressed during the process of how to manage speeds, provide safe and comfortable facilities for different transportation modes, operational, maintenance considerations, and constructability to encourage the work. The county's transportation system plan defers to the city's documents for streets like West Hills Road that are within the urban growth boundary. The future action coming back to the Corvallis City Council would be to adopt a final report based on the direction received today. One key action is to have the typical sections reflected in the final design, which would guide our development review team when a development application does come forward in an area. Another action would be to add this to our SDC list and then have that cost associated with it, which would allow the city to collect fees against it, while items within it will be SDC reimbursable. The roundabouts, as mentioned, could be a separate item; there has been a lot of interest in that roundabout at Western Boulevard, which could be integral to the project. Either way, having those identified as projects on the SDC-eligible list but ultimately a formal action of coming back with a preferred concept corridor plan and formal adoption of the plan by the Council would be the next step. While there is no currently identified public funding source, it allows for more

certainty for staff and developers or landowners to be aware of next improvements needed in a particular area. Today, the assembly is asking for a three-lane road and on-street bike lanes. At the beginning, it was recognized that whatever was considered for design concepts might not be the right treatment; it was just confirmed that something else was desired instead for that location. The purpose of the work sessions was to transition into discussion; the city did make a recommendation in the staff report. Today, if the meeting members concur with Concept C, the plan is to return to Corvallis City Council with a final report primarily related to adoption of the additional work in there, but primarily adoption of the concept plan seen here; typical sections that allow some certainty related to development.

Shepherd wished to follow up on his earlier question and confirmed with Rowan that the project would be SDC eligible, and then asked if there are ways to make it SDC-eligible without increasing capacity, or is it being defined as increasing capacity. That was the crux of the question.

Rowan replied that the way Corvallis currently calculates SDCs, there are two sources, a reimbursable and an improvement; SDC-R and SCD-I. While the capacity does not need to be increased, the capacity must be defined. However, depending on how capacity is defined, the addition of a new sidewalk is equivalent to adding in a new transportation facility. One can think of it strictly as the road, with modes, facilities, and treatments that create eligible SDC components. The City of Corvallis is currently working through new SDC update processes.

Shepherd voiced support for Concept C and thanked the consultants for their engagement with the public and expressed gratitude for their approach. The community appears supportive of this proposal, so this is a positive situation for all.

Malone noted that today's discussion was about one project that is fairly expensive compared to the resources available, and reported being unsure as to how the process works. The assembled bodies may be able to come to the conclusion that this project is a priority for our area. If that is the case, in the 2025 Legislature, there will be a transportation package; Malone believed a project like this fits in. What Malone has learned on large projects is to take them in bite-sized pieces, finding funds for design work then moving from sketches to a serious proposal that indicates how wide the project is in a specific area and what the project would look like. While Malone understands that moving the project forward is coming up quickly, he prefers to avoid a situation similar to the 53rd Street overpass project discussed for the last four decades and trying to develop a sense of urgency as important safety concerns are not being met and need to be met. After a great deal of planning and community outreach to this point, Malone hopes to get organized enough to make some kind of ask, perhaps try to get a sense of urgency for prime placement for potential funding sources. It is Malone's understanding the focus will be taking care of what already exists rather than developing new projects. The county and city need to design a project that fits what the legislature is thinking about. The Transportation Committee will be doing outreach starting in spring 2024 to solicit community input. Malone advocated for getting

organized enough to ensure Benton County voices are heard when the committee travels around the state.

Shaffer stated that he believes Option C makes the most sense. Having bikes in both directions as in Option B is concerning as it might invite motorists to forget to look the other way. Shaffer also thanked the consultants for the engagement that has been occurring on this topic, noting his appreciation for this as the way things of this nature ought to be done. Shaffer reiterated that motorists are not used to looking for bikes set back from the street and was wondering if there is a learning curve in locations where that design has been implemented or if residents adapted well. Shaffer speculated about motorists forgetting about the bike lane being part of the roadway and might pull up or out into a roadway without looking for bicyclists. Shaffer wondered how to educate motorists.

Rowan noted this is how roundabouts work. An example is the one that can be seen at 53rd Street and West Hills Road; they are set back about a car length at minimum, typically. When one stops at a typical intersection that has no other controls, or even a signal, there are a lot of decision points going on all once. Signs must be paid attention to, and there is nothing really preventing a person from ignoring them or simply not seeing them, even if it is a signal light. That is built into a roundabout, not that there cannot be a motor vehicle crash or something that tends to happen at a different angle. The roundabout lowers speeds and pulls apart movement. As an example, the first thing a motorist does is to pull up and notice the crossing or crosswalk. The motorist should yield but not always, then proceed past that, then there is a separation before then yielding to the traffic in the roadway, the roundabout circulatory traffic, then enter that lane, and then, decide on the exit point in the roundabout, exit that and there is another decision point usually about a car length back. This is a basic example of the setback design principle incorporated here. The setback is by design to assist with several safety features, it is not just for trash. The bonus is that it is a buffer for trees. Also envisioned is keeping the setback raised through almost every intersection, especially those lower volume side streets, which was not envisioned in the earlier concepts. Looking at the roll plot maps, it was on the street, everything was closed in, there was nothing preventing a driver from veering over into that area. Similarly, with the shared used path option, it would go up and down. It looked attractive when drawn on the roll plot map because there was always undeveloped land to the north. But in the future, with further development, many multiple crossings need to be envisioned here. One of the advantages of these types of designs being implemented is keeping things raised up, literally. Referring back to Shaffer's question, Rowan said education is always an important thing; this meeting talked about the ease, education, engineering, encouragement, evaluation, and enforcement. The engineering component is important here; there will be a design that forces motorists to slow down as they turn or as they are coming down the side street. They cannot ignore a stop sign by blowing through it; over time, motorists will learn they must move across this like a driveway apron. Roundabouts have features incorporated by design to help with self-enforcing safety.

Ellis wondered if it were like a speed bump and then shared her understanding of the road design, comparing it to her understanding of Rowan's explanation, noting differences from the one in the presentation.

Rowan explained that for the design shared in the presentation, one must look carefully to see the curbs on the side road. They start at full height and then start to go down. It is a kind of optical illusion that the road is going up to meet the side street, which is going up to reach the same level as the sidewalk and the bike lane, which is different than most intersections today. Where there are curb ramps that drop down across the side street, even though the side street in some cases could be a lower volume than whatever is crossing it. This is a different way of saying here is how the right-of-way would work and how a driver would yield at that street if there were a stop sign. This is a way to simply rely upon signs, education, and the rules of the road; this design further enforces those generic features.

Shaffer noted the second question was more straightforward. Taking into account the section where West Hills Road is narrowest going over the knoll, are there any problems anticipated from broadening the right-of-way that will encroach on people's access to their homes or anything that will create a significant problem for those landowners? Landowners will lose some property where that bank is, though Shaffer was unsure if there were a solution to that particular problem, and possibly setting up a situation where a resident no longer desires to be in that house.

Rowan confirmed that when the city and county held a joint work session at the Fair Grounds in fall 2023, that particular section was extremely challenging. At this point in the process, it is difficult to confirm this will be the final footage as this is not the final design. It is important to be realistic, as being off by 20 or 30 feet would make a difference to someone's property or right-of-way impact due to how tight the roadway is in that section. It was decided to go into the November open house during the development phase with some level of certainty of what the vertical impacts were thought to be; that was worked through as much as possible. The east segment of the corridor was narrowed in the design because of a bigger vacant area to the north and properties very close to the south with a high level of support, almost unanimous, not just from the open house, but from email comments received. It is not possible to answer definitively at this time what their driveway might look like; that will have to be worked out. Rowan displayed the approximate limits based on this concept design; this is how it looks now. Many of those comments have been positive.

Lytle thanked the Kittelson consultants for a successful public engagement process, noting meaningful contributions from city and county staff to the project as well. Lytle strongly advocated for planter strip buffers, which may have been researched for the Route 99 South Corvallis corridor project. Lytle concurred with colleagues on Option C, asking if there has been any discussion about phasing projects within the concept, considering \$6.5 million for the traffic circle and \$22.2 million, potentially for the whole project.

Rowan reiterated the answer given to Councilor Napack earlier in the meeting: at this point, the project has not yet reached the proposal stage. Rowan emphasized that the original goal since the beginning of the project was identifying and getting to an adoption of the typical road sections. When the annexation occurred, it was a different economic environment than compared with two or three years ago when interest rates were lower. The big concern at this time is to try to get this project started because within a month perhaps, the developer could potentially look at phasing within the larger land area, and Corvallis wanted to be able to state that this plan has been adopted or has been placed on the SDC list now, thus reimbursable within these particular improvements, and Corvallis city planning believe there is community support for an important phase that reduces some of that cost from the public standpoint of a future capital project, and a grant ask. The very first and important step is the finalization of this report and meeting jointly to adopt it, because it allows for strategic positioning for that possibility, whether it occurs near term or at any future point.

Augerot noted the county learned the valuable lesson that if there is a vision and a big plan, people can be recruited to pieces of it; without the vision and plan, it is very difficult to get started at all. Augerot believes the city is heading in the right direction and appreciated the joint work of the city, county, and community to get to a workable plan for implementation. The work completed so far makes Option C look desirable. Augerot liked the idea of the ramped treatment of the side roads, noting it is a natural method to slow down traffic. Augerot asked if there were comments from councilors or from fellow commissioners.

Wyse stated support for the third option, "C".

Cadena wished to state the staff report was very well prepared and this was a great process, noting his support.

Lewis, who uses public transportation, appreciated the roundabout for safety reasons. Lewis has experienced speeding motorists who caused the bus to immediately stop, otherwise the outcome could have been disastrous. Lewis wished to verify that the entire concept, the \$22.2 million includes that roundabout cost of \$6.5 million, or is that amount separate? Lewis noted some confusion about the two amounts.

Rowan confirmed the two amounts are separate.

Augerot agreed this is typical; once a design is closer to 100% completed, those numbers may either go up or down due to 30 percent contingency.

Rowan stated that if a development occurred that took a portion of that off the table, costs would go down and noted that while planning is highly valued in Oregon, plans can be different. This type of planning effort, with positive community feedback and the return for its adoption, could potentially leverage private investment construction if the plan is moved forward after its adoption in the near term. Other plans may have value, but they can be categorized or conceptualized differently, where there may not be a

direct tie to SDC reimbursements and development. Rowan recognized people might feel frustrated with a process that could be viewed as yet another planning effort.

Augerot had one other question to echo public comment from Mr. Rabinowitz about thought given to eventual transit stops on this corridor.

Rowan responded that the city completed its transit development plan, or update to its plan, about five years ago with an envisioned long-term transit in this exact area on this portion of West Hills Road. Corvallis' transit system is actually within the Transportation Division. The section was flagged a short time ago, because if there were an existing route there, it would be easier in some ways. Conveniently, the Canadian example shown today has transit along it and has some designs for transit islands; there would be a higher level of investment with that model. The example looks a little different with the protected bike lanes and sidewalks and the more traditional transit stops. Ensuring bus stops are included in this plan is important, though more difficult because that corridor does not currently have stops. The city is working through how that might be incorporated in the final report as an item to allow for either development to construct transit stops in the future, or to pursue a dedication or a right-of-way for the West Hills Road corridor, even though those transit stops may not be in service on an active route at the time. Transit stops for buses are absolutely on the planning list; the plan is to develop the facilities even if the service is not in place in the next few years.

Chair Augerot inquired if there were any other questions from the assembly.

5. Adjournment

Benton County Board Chair Augerot adjourned the Joint Work Session at 5:15 pm.

APPROVED:

Xanthippe Augerot, Chair
Benton County Board of Commissioners

APPROVED:

Charles Maughan, Mayor
City of Corvallis

Amanda Makepeace, Meeting Recorder

Exhibits:

1. West Hills Neighborhood Association Testimony email
2. Rabinowitz email with text and supporting materials
3. Rabinowitz slidedeck
4. Rabinowitz image exhibited during meeting



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MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS
Tuesday, January 16, 2024
9:00 a.m.

Present: Xanthippe Augerot, Chair; Nancy Wyse, Commissioner; Pat Malone, Commissioner; Vance Croney, County Counsel; Rachel McEneny, County Administrator

Elected Official: Jef Van Arsdall, Sheriff

Staff: Rick Crager, Finance; Cory Grogan, Public Information Officer; April Holland, Health; Amanda Makepeace, BOC Staff; Erika Milo, BOC Recorder; James Morales, Records & Elections; Gary Stockhoff, Public Works

Guests: John Harris, Horsepower Productions; Mark Yeager, resident

1. Opening:
1. Call to Order

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

2. Introductions
3. Announcements

Augerot noted that most staff are working from home due to icy weather, and thanked everyone for being flexible.

2. Review and Approve Agenda

The following item was added under **8. Other:**

8.1 Storm Forecast – Jef Van Arsdall, Sheriff

3. Comments from the Public

No comments were offered.

4. Work Session

4.1 *Monthly Public Health Update – April Holland, Health Services

Holland reported that 242 Oregonians were hospitalized with COVID-19 as of January 9, 2024. The whole country is experiencing a COVID-19 surge, driven by Omicron sub-variant JN.1, which is estimated to account for 60% of circulating variants in this area. JN.1 is distantly related to XBB.1.5, the variant for which the latest COVID-19 booster was formulated. While JN.1 is causing a large increase in hospitalizations, extensive population immunity mitigates its severity. Higher levels of vaccination would help even more.

The COVID-19 testing positivity rate in Benton County is around 11%; wastewater data shows more increases. This means that elevated hospitalizations will likely continue through January 2024. Instead of counting individual cases, Health staff look at Emergency Room visits,

wastewater samples, hospitalizations, and outbreaks. Almost all wastewater sampling detected some SARS-CoV-2.

Hospitalization rates for COVID-19 in Oregon are about 3.7 per 100,000 people of all ages, which is lower than in the past due to population immunity. Everyone should continue to protect people aged 65 and older, whose COVID-19 hospitalization rate is 12.6 per 100,000 people.

Influenza season continues. About 70% of wastewater sampling for influenza detected some amount; about 40% have an increase or a sustained increase. Statewide testing positivity is about 11%. Staff expect several more weeks of increases in Oregon before a plateau is reached.

Cases of respiratory syncytial virus (RSV) are holding steady in Oregon, with about 50% of wastewater sampling sites detecting some level. Hopefully cases will peak soon. RSV is a significant cause of hospitalizations among the very young and elderly. Hospitalization rates are 2.4 per 100,000 people of all ages, but in people aged 0-4, the rate is 23 per 100,000, and 4.4 for people aged 65 and older.

From November 2023 to January 2024, just under 6% of Emergency Department visits in Oregon were for these three respiratory illnesses.

The updated fall 2023 COVID-19 vaccine is protective against severe illness and is available for all people aged 6 months and up. According to Oregon Health Authority, Benton and Hood River Counties have the highest vaccination rates in Oregon, with 18% of all populations up to date with the fall 2023 vaccine.

There have been supply problems with the RSV vaccine for infants. Additional doses have been issued, so the vaccine is available and recommended for the populations listed. It is not too late to get the influenza vaccine, which is widely available for low or no cost. People should get up to date on vaccines this month and stay home when sick with any illness. Check with your provider for home tests and antivirals.

There are six measles cases in southwest Washington state; Benton's Communicable Disease team is ready to assist if cases increase.

Augerot requested an update on snow and ice and emergency sheltering.

Holland replied that contractor Faith Hope & Charity (FHC) activated overflow sheltering on January 12, 2024, and will work through tonight. FHC uses a mix of hotel and congregate sheltering for those who cannot access other sheltering. The number of people served per night varied, but over 20 hotel rooms were used, and the congregate site at First Christian Church was full each night, except the night of January 12, 2024, when it was closed. Many sites and some staff volunteered to provide daytime warming. Holland thanked Corvallis Daytime Drop-in Center and Director Allison Hobgood for that service, and thanked Unity Shelter for increasing its operating hours. Holland also thanked the Health Department Harm Reduction and Healthy Communities Team and Emergency Management staff.

Malone commented that while Benton is at the top of vaccination rates in Oregon, 18% is still not high. Malone asked if this is due to people thinking COVID-19 is over, and asked about ways to get community attention.

Holland replied there is a lot of fatigue around the pandemic and disruptions. Health makes the impacts of COVID-19 as clear as possible in all communications. Staff would like to see a much higher vaccination rate. Vaccination rates across the country are much lower, so Holland expressed gratitude for the Benton community's willingness to be vaccinated. Numerous studies show that fully vaccinated people have less severe illness and lower rates of long COVID-19. Health focuses on communities at highest need and highest risk; the County immunizations program and home-visiting nurses not only vaccinate, but also conduct outreach to long-term care facilities and skilled nursing facilities, sharing information and connecting the facilities with pharmacies. Staff continue to conduct outreach and vaccine marketing, which is refreshed regularly.

Malone asked how the COVID-19 vaccination rate compares to the influenza vaccination rate.

Holland replied that uptake of the initial primary series of COVID-19 vaccination was close to 80% in Benton County. Holland did not have influenza vaccination rates for today. Benton holds second place in the state for overall influenza vaccination at 27.5% of the population, and over 50% of people aged 65 and older. The most recent COVID-19 booster is not getting the traction that initial vaccines did. There is widespread illness. Staff continue to practice vaccine confidence and continue vaccination uptake.

{Exhibit 1: Respiratory Virus Update Slideshow}

4.2 Recognition of Reverend Dr. Martin Luther King, Jr.'s Birthday – *Xanthippe Augerot, Board Chair*

Augerot explained that yesterday was a holiday celebrating King's contributions, but many local events had to be cancelled due to inclement weather. The life's work of King and his colleagues has been greatly on Augerot's mind as election season begins. King's focus on equal rights before the law and in practice is as important as ever, given that the United States lacks a constitutional clause guaranteeing every citizen over age 18 the right to vote in presidential and congressional elections, as some countries have. Everyone must be vigilant to protect voting rights for all. King's emphasis on economic rights also reverberates today; much partisan wrangling is rooted in economic inequality and cultural differences, but reshoring manufacturing and increasing union power helps. Still, distribution of wealth in the United States remains extremely high, the highest in the Group of Seven countries. The COVID-19 era programs for Universal Basic Income and expanded child tax credits demonstrated that people have the tools to change this equation. There is a lot of work to do to achieve the vision that King laid out in the 1960's, before he was so unfortunately assassinated. There is a lot of work to do to foster the creation of what King called beloved community. Oregon State University is hosting many events so that people can share in further commemorations of King's life and mission.

4.3 *Discussion of Proposed Revisions to Benton County Code (BCC) Chapters 4, 5 and 6 – *James Morales, Records and Elections*

Morales explained that Chapter Four guides the filing of candidates for County offices, Chapter Five concerns measures, and Chapter Six concerns the voters' pamphlet. The goal is to clarify Code due to confusion over which elections were referred to. Staff removed references to precinct committee positions, which are addressed by Oregon Revised Statutes (ORS). Ranked-choice voting (RCV) and the nomination and election of County offices was addressed. Wyse provided feedback in an email (exhibit 2) which adds clarity. The Commissioner filing date was corrected to align with ORS. In Chapter 5, staff clarified that explanatory statements are a voters'

pamphlet filing, not a judicial review. The Benton County Clerk conducts an explanatory review process. Staff clarified that if RCV is not used in the election for County positions, the candidate receiving the most votes is also elected.

Wyse noted that on page 22 of the packet, section 5.375 “Cost and Election Date for Advisory Measures” states that advisory measures shall be limited to election dates which are not even year Primary and General Elections. Wyse asked if that was new.

Morales shared that only Benton County has the option for advisory measures or RCV advisory measures; ORS does not address that. Morales was concerned about physically fitting an RCV advisory measure on the ballot. To preserve space on the ballot, Morales established the limit.

Wyse asked what happens if there is too much material for a one-page ballot.

Morales replied that a second page would be needed, which makes it harder to audit the election. Morales sought to avoid this if possible, based on an experience during a General Election in 2000. The County may be better equipped now, but the first experience was a shock.

Wyse commented that made sense. Wyse asked whether the other Commissioners supported limiting an election.

Malone was comfortable with the change. Malone asked if Benton had used the advisory measure option yet.

Morales replied there have been yes/no advisory measures, but not RCV advisory measures. An RCV advisory measure also must occur in a district fully contained within the County, since neighbor counties cannot process RCV ballots.

Malone supported this change. If a real problem arises, it can be dealt with then.

Augerot noted that if and when the State shifts some State offices to RCV, there probably will be multi-page ballots, at which point the Board may consider this clause. The technology may also be better by then. Augerot supported this clause now, but flagged it for consideration later to be in accord with the latest ballot auditing technology.

Wyse requested that staff contact the cities about this change so there are no surprises.

Morales will do so.

Augerot asked whether the Board should proceed with the first reading today, given that Wyse’s edits were in an unpublished email, or hold the Public Hearing and continue it so everyone could see the changes first.

Counsel stated that Wyse’s email goes into the public record. Wyse’s edits do not differ substantially from typical verbal edits during a meeting. Morales’ initial edits are more substantial and have been published. The decision is up to the Board. Also, Morales wants to complete these revisions in time to be effective for the next election cycle.

Augerot suggested that staff put Wyse’s content on a slide to be shared onscreen during the Public Hearing, for full transparency.

Wyse concurred and was comfortable delaying the Public Hearing if time allowed.

Morales noted that it should work if the Public Hearing and first reading occurred next week, because the second reading would be February 6, 2024.

Counsel recommended opening the Public Hearing today and continuing it to next week.

Wyse asked if Augerot and Malone were comfortable with the other changes proposed in Wyse's email.

Malone and Augerot confirmed.

{Exhibit 2: Wyse email}

5. Consent Calendar

5.1 Approval of the November 28, 2023 Tuesday Board Meeting Minutes

Augerot noted that although the version of Item 5.1 in the packet still had 'draft' in title, the minutes were complete.

Wyse noted two corrections:

- On packet page 36, the phrase 'Wyse wanted to ask [Republic Services] if there was evidence that the high-volume discount is effective or causes people to throw more recycling into the garbage' should read, 'Wyse wanted to ask [Republic Services] if there was any evidence that doing away with the high-volume discount is effective or if it causes people to throw garbage into the recycling.'
- 'Wyse directed Nichols to inform [Republic Services] that she could not approve the increase without speaking to a representative' should read, 'Wyse informed Nichols that she could not approve the increase without first hearing from a representative of [Republic Services].'

MOTION: Wyse moved to approve the Consent Calendar of January 16, 2024 with the noted corrections. Malone seconded the motion, which **carried 3-0.**

6. Public Hearing

PH 1 First Reading of Ordinance 2024-0322 Proposing Revisions to Benton County Code (BCC), Chapters 4, 5, and 6 – James Morales, Records and Elections

Chair Augerot opened the Public Hearing at 11:00 a.m.

Staff Report

Morales summarized changes to BCC Chapters Four, Five, and Six (see Item 4.3). Voters' pamphlet space is now measured by wordcount, not inches; voter requirements was updated to include electronic photo submission; language about gender and the availability of translated election materials were added. Morales incorporated Wyse's email suggestions, which improved clarity and grammar.

Public Comment

Mark Yeager, resident, inquired about the process used to develop these changes, for instance: was an outside advisory committee or State elections personnel involved, or was the County making these changes on its own without input from the public or other election officials.

Staff Response

Morales explained that while correcting the filing date for Commissioner, staff saw the opportunity to shorten and clarify the code language; staff had struggled in the past to understand some of the code. Morales, Elections Manager Darla Rush, and Counsel reviewed these chapters to add clarity to existing processes. The one larger change was in the advisory measures section, which is unique to Benton County. Morales sought to make clear that any city or district that requests an advisory measure must bear the cost for doing so, and that the times an advisory measure could be submitted be limited to elections other than the General and Primary Election, ensuring that a two-page ballot is not needed. Morales felt that a two-page ballot could be confusing for voters and difficult for staff to determine number of votes, number of voters participating, and ballots returned.

Wyse asked for an example of a hypothetical advisory measure.

Morales provided an example of a Jail measure; an advisory RCV process could present several options to the electorate to gauge interest in the size and cost of the Jail and the services included in the measure.

Responding to a question from Wyse, Morales confirmed that if Benton County or a city wanted to put a question to voters, people could rank their options in a way that is non-binding.

Augerot stated that given the importance of public involvement in the Public Hearing process, and given Wyse's proposed edits, the Board would continue this Public Hearing so more people can be aware of the changes and so there are not multiple versions of the changes. Addressing Yeager's comments, Augerot noted that only County staff participated in the revision process because Benton is a home-rule county, and unless a decision is prescribed by the State, it is up to Board and County voters.

Responding to a question from Augerot, Morales confirmed that there are no advisory councils or bodies for the County Elections Office.

Augerot added that the County has been cleaning up this language since residents approved RCV several years ago. The goal is to use plain English and modernize.

Chair Augerot continued the Public Hearing to 11:00 a.m., January 23, 2024, both virtually and in person, at the Holmes-Shipley Meeting Room at 4500 Southwest Research Way. Both versions of the text will be available to review. Public testimony remains open.

Wyse asked whether her email would appear in the packet, or would there be one document with all the changes.

Augerot stated a preference for one document.

Wyse requested that both versions appear in the packet.

Augerot asked that everything be clearly labeled. The goal is for meeting packets to be published the Wednesday before the meeting, which is tomorrow. That may not be feasible due to the ice storm, but staff will do their best.

7. Departmental Reports & Requests

7.1 Approval of Application for Oregon Parks and Recreation Local Government Grant – *Tomi Douglas, Jesse Ott; Natural Areas, Parks, and Events (NAPE)*

In the absence of NAPE staff, Augerot proposed moving ahead with the item.

McEneny explained that the County was working on this with partners. McEneny had been briefed by Douglas and Crager to move forward. The process will take about a year and a half.

Augerot added that this is a local grant which the County looked at previously; the grantor has increased the amount that the County can apply for. Funds would be used to improve restrooms at Hubert K. McBee Memorial Campground. Readying the site for use is a high priority. The Board has discussed this with Douglas and Ott at previous work sessions.

MOTION: Malone moved to approve the Natural Areas, Parks, and Events Department request to apply for the 2024 Oregon Parks and Recreation Local Government Grant. Wyse seconded the motion, which **carried 3-0.**

7.2 Approval of Submission of Street Name Recommendations to the City of Corvallis for the New Courthouse/District Attorney's Office Facility – *Gary Stockhoff, Public Works*

Stockhoff discussed the naming of the collector street the County is building as part of the new Courthouse/ District Attorney's Office (DAO) / Emergency Operations Center (EOC) project. The City of Corvallis directed the County to submit three prioritized names which include the word 'Drive.' Stockhoff thanked Communications staff for conducting the naming poll. The top three choices were Champinefu Drive, Carson Drive, and Moore Drive. This road will tie into the ring road around HP, Incorporated, then emerge at Circle Boulevard. The road is part of Corvallis's Transportation System Plan. Once the Board confirms the name ranking, staff will submit an application to Corvallis. The names have been reviewed by the Fire Marshal.

Augerot noted that Champinefu honors the Kalapuya band's ancestral homelands here, Carson is for Black pioneer Leticia Carson, and Moore is for Harriett Moore.

Grogan added that Moore served in the Army Medical Corps, contributed to the Oregon State University library and archives, and was committed to historical accuracy and helping students.

Wyse asked if the poll was for Benton County community members.

Grogan confirmed. The poll was posted on Nextdoor, other social media, and local media.

Wyse noted there is a park with a name similar to Champinefu.

Stockhoff commented that there was only a four-vote difference between the top two choices, Champinefu and Carson.

Augerot did not have a strong preference. Augerot liked acknowledging the Kalapuya band, but had a concern about pronunciation and ambiguity. It could be initially challenging to direct emergency services, though that could be overcome. All of these names have great emotional resonance for the community. Augerot preferred Champinefu Drive or Carson Drive.

Wyse felt the pronunciation was a valid point, but people could learn to pronounce Champinefu. Wyse was fine with that option.

MOTION: Wyse moved to approve submitting Champinefu Drive, Carson Drive, and Moore Drive as the preferred street names for the new collector street for the Courthouse/District Attorney's Office facility. Malone seconded the motion, which **carried 3-0.**

Malone asked for any other news on the new Courthouse.

Stockhoff replied that EOC schematic drawings were sent out on January 12, 2024. Hopefully contractors can work on the EOC at the same time as the DAO and new Courthouse.

8. Other

8.1 Storm Forecast – *Jef Van Arsdall, Sheriff*

Augerot asked Van Arsdall to provide an update on the storm forecast.

Van Arsdall reported that an additional quarter inch of freezing rain, with accumulation up to about half an inch, was expected that afternoon between 1:00 p.m. and 3:00 p.m. Van Arsdall will consult with Human Resources Director Tracy Martineau, McEneny, and on-duty Corvallis Police Department supervisors, and will also contact Public Works and coordinate with Lee. Anyone who does not have to go out should not go out. The Emergency Room is tied up with fall-related injuries. Warm air will arrive tonight and tomorrow. Jail personnel brought several people back from NORCOR Corrections due to continued bad weather on the Columbia Gorge.

Malone noted that he might have difficulty traveling to the meeting at 8:30 a.m. tomorrow due to challenging roads.

Augerot suggested holding the meeting remotely.

Van Arsdall and Wyse concurred.

McEneny asked if electrical outages had improved.

Arsdall replied there were about 1,200 outages in the County yesterday. Some south Corvallis and downtown residents (including the Jail and the Sheriff's Office) lost power. That is probably no longer an issue since Lee did not mention it in today's update.

Malone noted that freezing rain may bring down more tree limbs, which could cause more electrical outages.

Van Arsdall observed that once the ice melts, there will be some flooding. This was discussed with Undersheriff Don Rogers. Van Arsdall will discuss the forecast with Lee tomorrow to be prepared. Lee did a good job of communicating with Natural Areas, Parks, & Events. There will be an after-action review with Lee next week to discuss areas to improve.

Wyse asked to verify that tomorrow's meeting would be all virtual.

Augerot confirmed, subject to power outages. Any updates to tomorrow's meeting process should come by text.

Malone thanked the Sheriff and crew, Holland, Lee, and everyone involved for helping the County get through this challenging weather.

McEneny praised the County team and partners for fluid communication, competence, and leadership.

Wyse agreed there was great coordination and commented that this makes her feel good about being a Commissioner in Benton County.

Malone suggested releasing some information after the event to let the public know what the County was doing during the emergency.

Chair Augerot recessed the meeting at 10:13 a.m. and resumed at 11:00 a.m.

9. Adjournment

Chair Augerot adjourned the meeting at 11:20 a.m.

Xanthippe Augerot, Chair

Erika Milo, Recorder

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

OLD BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 03/19/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Community Development

Contact Name * Darren Nichols

Phone Extension * 5417666819

Meeting Attendee Name * Darren Nichols, Ken Eklund

Agenda Item Details

Item Title * Revised Bylaws - Disposal Site Advisory Committee

- 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 * 20 minutes

Special Report Options *

- Oral
- Written

**Board/Committee
Involvement***

Yes

No

**Name of
Board/Committee**

Disposal Site Advisory Committee

Advertisement*

Yes

No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

In November 2023, the Board of Commissioners heard concerns about the functions and operations of the Disposal Site Advisory Committee and directed staff to return with revised bylaws to improve the committee's operations and function.

The attached bylaws are drafted by staff and incorporate input from the Board, Board staff, the committee chair, and Community Development Department staff. The revised bylaws follow Oregon statutes and address the efficient and safe operation of the committee, the Board, and staff.

The revised bylaws provide additional guidance to the committee and staff and seek to address the following:

- Community health and safety
- Workplace support and safety
- Leadership and collaborative governance
- Inclusive community engagement
- Safe public spaces and public processes
- Open, constructive dialogue

Options *

The Board may choose to:

- provide additional input into the bylaws;
- adopt the revised bylaws; or
- take other actions as needed to address the operations of the committee.

Fiscal Impact *

- Yes
 No

Fiscal Impact Description *

Staff does not anticipate any direct fiscal impacts as a result of the adoption of these revised bylaws.

To address the needs of the solid waste management program, however, may require an investment of County resources, possibly including but not limited to additional staffing, contract services, additional support for existing and proposed committees, or other core investments.

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 responsible to implement certain elements of its solid waste program consistent with guidance in Oregon state law. ORS 459.320-330
https://www.oregonlegislature.gov/bills_laws/ors/ors459.html

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 * Solid waste and sustainable materials management impact nearly every aspect of life in Benton County and the mid-Willamette Valley. Benton County's leadership on these issues is fundamental to the health and safety of the community, and directly reflects our community's core values.

Focus Areas and Vision * Select all that apply.

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

Explain Focus Areas and Vision Selection * Solid waste and sustainable materials management impact nearly every aspect of life in Benton County and the mid-Willamette Valley. Benton County's leadership on these issues is fundamental to the health and safety of the community.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff recommends the Board review the attached revised bylaws, provide any additional suggestions or edits the Board deems necessary to improve the operations and functions of the Disposal Site Advisory Committee, and adopt revised bylaws or direct staff to take additional actions.

Meeting Motions * I move to ...
... adopt the revised Disposal Site Advisory Committee bylaws ["as drafted" or "with the following amendments: (list amendments here)] and direct staff to implement the bylaws with the Committee beginning (insert date).

Staff Recommendation

Staff recommends the Board review the attached revised bylaws, provide any additional suggestions or edits the Board deems necessary to improve the operations and functions of the Disposal Site Advisory Committee, and adopt revised bylaws or direct staff to take additional actions.

Meeting Motion

I move to adopt the revised Disposal Site Advisory Committee bylaws ["as drafted" or "with the following amendments: (list amendments here)] and direct staff to implement the bylaws with the Committee beginning (insert date).

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.

DSAC-Bylaws-2020.pdf	241.27KB
ORS 459.320-330.pdf	432.73KB
DSAC-Bylaws-2024 Revisions, Clean.pdf	112.89KB
DSAC-Bylaws-2024 Revisions, Tracked Changes.pdf	259.43KB

Comments (optional)






The following materials are attached:

- The DSAC's current (2020) adopted bylaws
- A red line comparison of proposed changes to the bylaws; and
- A clean version of the proposed (2024) bylaws;
- A copy of ORS 459.320-330.

If you have any questions, please call ext.6800

Department Approver

AMANDA MAKEPEACE

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

7.1 240319 Revised DSAC Bylaws, TRACKED CHANGES

BYLAWS

DISPOSAL SITE ADVISORY COMMITTEE

ARTICLE 1

Name

The name of this organization shall be the Disposal Site Advisory Committee (the "Committee").

ARTICLE 2

Function

~~The Committee shall assist~~Under the authorities and responsibilities in Oregon Revised Statutes (ORS), the Benton County Board of Commissioners in the planning and implementation of disposal site management, including (but not limited to)~~(Board) hereby establishes and charges a Board-appointed Disposal Site Advisory Committee (Committee) to advise the following:~~Board and support the County in fulfilling its mandates under ORS 459.320-330.
Review

The Committee is a public body that reports to the Benton County Board of Commissioners through the Benton County Community Development Department (Department). The Board may direct the Community Development Director (Director) to prescribe the duties of the Committee. At a minimum, pursuant to ORS 459.325, the Committee's functions shall include:

- (1) Reviewing with the permittee of the regional disposal site, issues including, but not limited to, siting, operation, closure, and long-term monitoring of the regional disposal site; and
- (2) Provide~~Providing~~ a forum for community ~~member~~ comments, questions and concerns about the regional disposal site and ~~promote~~promoting a dialogue between the community in which the regional disposal site is located and the owner or operator of the regional disposal site; (permittee, franchisee); and
- (3) Prepare~~Preparing~~ an annual written report summarizing the local community ~~member's~~members' concerns and the manner in which the owner or operator is addressing those concerns. ~~The~~The Community Development Department shall submit the report to the Oregon Department of Environmental Quality and to the Benton County Board of Commissioners. Pursuant to direction in ORS 459.325(2), the report shall be considered by the Oregon Department of Environmental Quality in issuing and renewing a solid waste permit; under ORS 459.245 (Issuance of permits).

ARTICLE 3

Membership

Section 1. Number and Selection: The Committee shall consist of no less than seven (7) and

no more than eleven (11) members; Members shall be appointed by the Board of Commissioners, as follows from the following groups to the extent feasible:

~~The ten (10)~~ Residents residing near or adjacent to the regional disposal site;

(1) Owners of real property adjacent to or near the regional disposal site;

(2) Persons who reside in or own real property within Benton County;

(3) Employees of the permittee; and

(4) Local organizations and citizen interest groups whose majority of members of the Solid Waste Advisory Council; One (1) designated either:

a. Are electors of Benton County; or

b. Own real property in Benton County.

Any employee of the permittee who is appointed to the Committee shall assist the Committee in reviewing the regional disposal site, in responding to community comments, questions and concerns, and shall assist in promoting a constructive forum for dialogue between the community, the Committee and the owner or operator of the regional disposal site. The employee of the regional disposal site shall promptly notify the Department and the Committee when the permittee proposes to apply for a change to any state or local permit, pursuant to ORS 459.330.

The Board of Commissioners may appoint ex officio members who are entitled to participate in proceedings of the Committee but how shall not ~~to~~ vote, including but not limited to: the Community Development Director or ~~his/her~~their designee; a collection and a disposal franchise holder; a person holding a permit; and a person lawfully engaged in providing recycling or reuse service or the promotion or education for such service.

Section 2. Terms of Office: Terms for members of the ~~Solid Waste Advisory Council~~Committee shall be ~~as governed by that Council's by law~~two (2) years. Members may not serve more than two (2) successive terms; partial terms shall not be counted toward the successive term limit. The term of the designated employee of the permittee shall be two (2) years. Terms shall begin on January 1 and end on December 31.

Section 3. Responsibilities: Committee members shall regularly attend meetings of the Committee and any meetings of ~~the~~ subcommittees to which they are appointed; and shall fulfill other duties as appointed by the Chair.

Section 4. Termination of Membership: The Board of Commissioners may remove Committee members as follows:

- (1) Failure to attend three or more consecutive regular committee meetings.
- (2) For cause following public hearing, for reasons including, but not limited to:
 - (a) Commission of a felony;
 - ~~(b) —Corruptness;~~
 - ~~(b) —Intentional violation~~Failure to comply with Benton County's Code of Conduct;
 - (c) Violation of open meetings law;
 - (d) Failure to declare conflicts of interest;
 - ~~(e) —Incompetence.~~

- (3) (e) Act or threat of physical harm
Without cause pursuant to Benton County Code chapter 3.035.

Section 5. Vacancies: The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

ARTICLE 4 Officers

The ~~following officers-Committee shall be elected~~select from the ~~Committee membership-~~during appointed members to fill the following offices prior to the first meeting of each calendar year:

Chair: The Chair shall ~~have the responsibility of conducting~~conduct all meetings ~~and hearings~~ in an efficient, respectful, and orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called.

However, in the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting.

Vice Chair: The Vice Chair shall be responsible for conducting the Committee's meetings ~~and hearings~~ in the absence of the Chair.

ARTICLE 5 Subcommittees

Section 1. Creation of Subcommittees: The Committee ~~shall have~~may, subject to the ~~power, with the concurrence~~approval of the Community Development Department, ~~to~~ create subcommittees with such responsibilities as the Committee directs.

Section 2. Naming of Subcommittees: The Chair, ~~with~~subject to the ~~concurrence~~approval of the Community Development ~~Department~~Director, shall name, appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. ~~The~~Subject to the approval of the Community Development Director, the subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

ARTICLE 6 Advisors

The Committee and the subcommittees may call on lay community members and professionals as ad hoc, non-voting advisors ~~without voting rights~~ to provide technical assistance, participate in deliberations, and attend meetings to the extent deemed appropriate by the Chair.

ARTICLE 7 Meetings

Section 1. Regular Meetings: Benton County desires that the Committee will hold quarterly meetings. However, the number and frequency of meetings may vary from year to year. Meetings shall may be held quarterly, or more frequently when called by the Chair of the Committee or the Benton County Board of Commissioners, the Community Development Department or by the Chair, subject to the approval of the Community Development Director.

Section 2. Special Meetings: Special meetings may be called by the Chair ~~or by the~~, with the approval of the Community Development Director, by the Community Development Department, or by the Board of Commissioners by giving the Committee members and the press written or verbal notice at least 24 hours before the meeting. The Department and the Committee shall jointly schedule meetings with the goals of supporting member attendance and facilitating timely action.

Section 3. Quorum: A quorum shall consist of a majority of the sitting members of the ~~committee~~ Committee. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee.

Section 4. Voting: Each Committee member shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting.

Section 5. Staffing: County Staff for recordings shall record the proceedings of the Committee shall be provided by the County.

Section 6. Agenda: The Committee's agendas shall be developed jointly by the Chair, with the assistance of and the Community Development Director, or his/her their designee, shall prepare consistent with the agenda Board-directed functions of items requiring the Committee action, and. The Chair and the Community Development Director or their designee shall add items of business as may be requested by individual Committee members and/or, the Community Development Department and the Board of Commissioners.

Final agenda decisions shall be made by the Community Development Director or their designee, in consultation with the Chair and with the goal of supporting Committee member interests to the extent feasible for the Department. Committee members may add items of business with the concurrence of the Chair and the Community Development Director or their designee. The Board of Commissioners may add items of business at any time.

Section 7. Notice: All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting, and written or verbal notice one (1) day before a special meeting.-

In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and that member objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 8. Minutes: ~~Minutes~~ County staff shall take minutes recording all motions and subsequent Committee action(s) including the number of yes or no votes on each issue ~~shall be taken.~~ In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be maintained by the Community Development Department.

ARTICLE 8 Public Records and Meeting Law

The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to public records and meetings.

ARTICLE 9 Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these bylaws or any special rules of order the Committee shall adopt.

ARTICLE 10 Conflict of Interest

A conflict of interest shall be declared by any member who has a conflict of interest as defined by Oregon law prior to taking any action on the matter causing the conflict.

ARTICLE 11 Bylaw Amendments

These bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the sitting membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

ARTICLE 12 Code of Conduct and Ethics

Section 1. Conduct Guidelines: Committee members and County staff shall adhere to ethical guidelines that promote respectful and professional behavior during all Committee activities.

Section 2. Conflict Resolution: Ethical guidelines dictate the establishment of a mechanism to address conflicts among Committee members, county staff or the public. The Chair, aided by the Community Development Director or their designee, is responsible for guiding conflict resolution processes with fairness and impartiality.

Section 3. Training and Orientation: Newly appointed Committee members shall undergo an orientation program that includes training on the Committee's mission, functions, and the importance of ethical conduct. The orientation program shall be developed by the Department, with input from Committee members. Periodic refresher training may be provided to reinforce

ethical standards.

ARTICLE 13
Continuous Improvement and Evaluation

Section 1. Periodic Self-Evaluation: The Committee shall conduct periodic self-evaluations to assess its effectiveness, identify areas for improvement, and, subject to the approval of the Community Development Director, may implement strategies to enhance its performance. The results of any evaluation or assessment shall be provided to the Community Development Director and to the Board of Commissioners.

Section 2. Feedback Mechanism: Subject to the approval of the Board of Commissioners and the Community Development Director, the Committee shall establish a mechanism for obtaining feedback from the community and constituents to inform its continuous improvement efforts.

ARTICLE 14
Whistleblower Protection

Section 1. Reporting System: An anonymous reporting system will be implemented to enable Committee members or staff to disclose any observed breaches of ethical standards or unlawful activities without facing retaliation.

Section 2. Inquiry Procedure: Upon receipt of a reported violation, Benton County shall activate a just and unbiased procedure to examine the issue and implement necessary measures to address any concerns.

Adopted this ____ day of March, 2024.
Signed this _____ day of March, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner

Approved as to form:

Vance M. Croney, County Counsel

7.1 240319 Revised DSAC Bylaws CLEAN

BYLAWS

DISPOSAL SITE ADVISORY COMMITTEE

ARTICLE 1

Name

The name of this organization shall be the Disposal Site Advisory Committee (the "Committee").

ARTICLE 2

Function

Under the authorities and responsibilities in Oregon Revised Statutes (ORS), the Benton County Board of Commissioners (Board) hereby establishes and charges a Board-appointed Disposal Site Advisory Committee (Committee) to advise the Board and support the County in fulfilling its mandates under ORS 459.320-330.

The Committee is a public body that reports to the Benton County Board of Commissioners through the Benton County Community Development Department (Department). The Board may direct the Community Development Director (Director) to prescribe the duties of the Committee. At a minimum, pursuant to ORS 459.325, the Committee's functions shall include:

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- (2) Providing a forum for community comments, questions and concerns about the regional disposal site and promoting a dialogue between the community in which the regional disposal site is located and the owner or operator of the regional disposal site (permittee, franchisee); and
- (3) Preparing an annual written report summarizing the local community members' concerns and the manner in which the owner or operator is addressing those concerns. The Community Development Department shall submit the report to the Oregon Department of Environmental Quality and to the Benton County Board of Commissioners. Pursuant to direction in ORS 459.325(2), the report shall be considered by the Oregon Department of Environmental Quality in issuing and renewing a solid waste permit under [ORS 459.245 \(Issuance of permits\)](#).

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Residents residing near or adjacent to the regional disposal site;

- (1) Owners of real property adjacent to or near the regional disposal site;
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- (3) Without cause pursuant to Benton County Code chapter 3.035.

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**ARTICLE 4
Officers**

The Committee shall select from the appointed members to fill the following offices prior to the first meeting of each calendar year:

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ARTICLE 8

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Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these bylaws or any special rules of order the Committee shall adopt.

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A conflict of interest shall be declared by any member who has a conflict of interest as defined by Oregon law prior to taking any action on the matter causing the conflict.

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These bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the sitting membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

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Code of Conduct and Ethics

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ARTICLE 13
Continuous Improvement and Evaluation

Section 1. Periodic Self-Evaluation: The Committee shall conduct periodic self-evaluations to assess its effectiveness, identify areas for improvement, and, subject to the approval of the Community Development Director, may implement strategies to enhance its performance. The results of any evaluation or assessment shall be provided to the Community Development Director and to the Board of Commissioners.

Section 2. Feedback Mechanism: Subject to the approval of the Board of Commissioners and

the Community Development Director, the Committee shall establish a mechanism for obtaining feedback from the community and constituents to inform its continuous improvement efforts.

ARTICLE 14
Whistleblower Protection

Section 1. Reporting System: An anonymous reporting system will be implemented to enable Committee members or staff to disclose any observed breaches of ethical standards or unlawful activities without facing retaliation.

Section 2. Inquiry Procedure: Upon receipt of a reported violation, Benton County shall activate a just and unbiased procedure to examine the issue and implement necessary measures to address any concerns.

Adopted this ____ day of March, 2024.

Signed this _____ day of March, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner

Approved as to form:

Vance M. Croney, County Counsel

7.1 200922 DSAC Bylaws

**BYLAWS
DISPOSAL SITE ADVISORY COMMITTEE**

ARTICLE 1

Name

The name of this organization shall be the Disposal Site Advisory Committee (the "Committee").

ARTICLE 2

Function

The Committee shall assist the Benton County Board of Commissioners in the planning and implementation of disposal site management, including (but not limited to) the following:

- (1) Review with the permittee of the regional disposal site including, but not limited to, siting, operation, closure, and long-term monitoring of the regional disposal site; and
- (2) Provide a forum for community member comments, questions and concerns about the regional disposal site and promote a dialogue between the community and the owner or operator of the regional disposal site; and
- (3) Prepare an annual written report summarizing the local community member's concerns and the manner in which the owner or operator is addressing those concerns. The report shall be considered by the Department of Environmental Quality in issuing and renewing a solid waste permit.

ARTICLE 3

Membership

Section 1. Number and Selection: The Committee shall consist of eleven (11) members, appointed by the Board of Commissioners, as follows:

The ten (10) members of the Solid Waste Advisory Council;
One (1) designated employee of the permittee.

The Board of Commissioners may appoint ex officio members entitled to participate in proceedings of the Committee but not to vote, including but not limited to: the Community Development Director or his/her designee; a collection and a disposal franchise holder; a person holding a permit; and a person lawfully engaged in providing recycling or reuse service or the promotion or education for such service.

Section 2. Terms of Office: Terms for members of the Solid Waste Advisory Council shall be as governed by that Council's by-laws. Members may not serve more than two (2) successive terms; partial terms shall not be counted toward the successive term limit. The term of the designated employee of the permittee shall be 2 years. Terms begin on January 1 and end on December 31.

Section 3. Responsibilities: Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chair.

Section 4. Termination of Membership: The Board of Commissioners may remove Committee members as follows:

- (1) Failure to attend three or more consecutive regular committee meetings.
- (2) For cause following public hearing, for reasons including, but not limited to:
 - (a) Commission of a felony;
 - (b) Corruptness;
 - (c) Intentional violation of open meetings law;
 - (d) Failure to declare conflicts of interest;
 - (e) Incompetence.
- (3) Without cause pursuant to Benton County Code chapter 3.035.

Section 5. Vacancies: The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

ARTICLE 4 Officers

The following officers shall be elected from the Committee membership during the first meeting of each calendar year:

Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting.

Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

ARTICLE 5 Subcommittees

Section 1. Creation of Subcommittees: The Committee shall have the power, with the concurrence of the Community Development Department, to create subcommittees with such responsibilities as the Committee directs.

Section 2. Naming of Subcommittees: The Chair, with the concurrence of the Community Development Department, shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall

be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

ARTICLE 6

Advisors

The Committee and the subcommittees may call on lay community members and professionals as advisors without voting rights to provide technical assistance, participate in deliberations, and attend meetings to the extent deemed appropriate by the Chair.

ARTICLE 7

Meetings

Section 1. Regular Meetings: Meetings shall be held quarterly, or more frequently when called by the Chair of the Committee or the Board of Commissioners.

Section 2. Special Meetings: Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the press written or verbal notice at least 24 hours before the meeting.

Section 3. Quorum: A quorum shall consist of a majority of the sitting members of the committee. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee.

Section 4. Voting: Each Committee member shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting.

Section 5. Staffing: Staff for recording the proceedings of the Committee shall be provided by the County.

Section 6. Agenda: The Chair, with the assistance of the Community Development Director, or his/her designee, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Commissioners.

Section 7. Notice: All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting, and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 8. Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall

be noted. Minutes of all meetings shall be maintained by the Community Development Department.

**ARTICLE 8
Public Records and Meeting Law**

The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to public records and meetings.

**ARTICLE 9
Parliamentary Procedure**

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these bylaws or any special rules of order the Committee shall adopt.

**ARTICLE 10
Conflict of Interest**

A conflict of interest shall be declared by any member who has a conflict of interest as defined by Oregon law prior to taking any action on the matter causing the conflict.

**ARTICLE 11
Bylaw Amendments**

These bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the sitting membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted this 22nd day of September, 2020.

Signed this 22nd day of September, 2020.

BENTON COUNTY BOARD OF COMMISSIONERS




Pat Malone, Chair

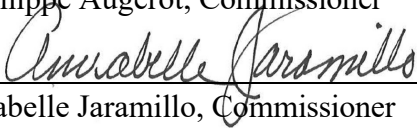
Approved as to form:



Xanthippe Augerot, Commissioner



Vance M. Croney, County Counsel



Annabelle Jaramillo, Commissioner

7.1 ORS 459.320-330

Oregon Revised Statute – Chapter 459.320-330

Also available online here: oregonlegislature.gov/bills_laws/ors/ors459.html

...

459.320 Regional disposal site advisory committee; membership; terms. (1) Except as provided in subsection (3) or (4) of this section, the board of county commissioners of a county in which a regional disposal site is proposed to be located shall establish a local citizens advisory committee when the Department of Environmental Quality receives an application for a regional disposal site within the county. The board shall select members of the committee from among at least each of the following groups, to the extent feasible:

(a) Residents residing near or adjacent to the regional disposal site.

(b) Owners of real property adjacent to or near the regional disposal site.

(c) Persons who reside in or own real property within the county in which the regional disposal site is located.

(d) Employees of the permittee.

(e) Local organizations and citizen interest groups whose majority of members either:

(A) Are electors of the county in which the regional disposal site is located; or

(B) Own real property in the county in which the regional disposal site is located.

(2) Unless determined otherwise by a board of county commissioners:

(a) Members of the local citizens advisory committee shall serve a term of two years.

(b) The committee shall elect from among its members a chairperson of the committee with such duties and powers as the committee imposes.

(c) The committee shall meet at least four times each year for so long as the regional disposal site is proposed or operating.

(3) If the regional disposal site is operated by a metropolitan service district, the local citizens advisory committee shall be established by the governing body of the metropolitan service district.

(4) If the board of county commissioners of a county in which a regional disposal site is located or is proposed to be located has already established a local citizens advisory committee for solid waste issues in general, that committee may serve to fulfill the duties specified in ORS 459.325 so long as the membership of the committee is consistent with this section. [1987 c.876 §9; subsection (4) enacted as 1987 c.876 §10; 1999 c.720 §1]

459.325 Duties of regional disposal site advisory committee. The duties of the local citizens advisory committee established under ORS 459.320 shall include but need not be limited to:

(1) Reviewing with the permittee, the regional disposal site including but not limited to siting, operation, closure and long-term monitoring of the regional disposal site; and

(2) Providing a forum for citizen comments, questions and concerns about the regional disposal site and promoting a dialogue between the community in which the regional disposal site is to be located and the owner or operator of the regional disposal site. The committee shall prepare an annual written

Oregon Revised Statute – Chapter 459.320-330

Also available online here: oregonlegislature.gov/bills_laws/ors/ors459.html

report summarizing the local citizens' concerns and the manner in which the owner or operator is addressing those concerns. The report shall be considered by the Department of Environmental Quality in issuing and renewing a solid waste permit under ORS 459.245. [1987 c.876 §11]

459.330 Notification of advisory committee by regional disposal site permittee. The permittee shall notify the local citizens advisory committee established under ORS 459.320 when the permittee proposes to apply for a change to any state or local permit. [1987 c.876 §12]

...

NEW BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 03/19/24

View [Agenda Tracker](#)

Suggested Placement * New Business

Department * Finance

Contact Name * Rick Crager

Phone Extension * 5417666246

Meeting Attendee Name * Rick Crager, Jenn Ambuehl and Debbie Sessions

Agenda Item Details

Item Title * Semiannual Finance Report for the Period Ending 12/31/23

- 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 *

In accordance with Section 5.1 of the County Finance and Budget Policies, for each six-month period ending June 30 and December 31, the Chief Financial Officer (CFO) shall prepare and present a report to the Board of Commissioners on the state of the budget, approved capital improvement plan projects and the general financial condition of the County and service districts.

Included with the agenda checklist is the semiannual report for the period ending 12/31/23, which includes an update of the County Budget, Service District Budgets, and Capital Spending for both the Capital Improvement Program and Major Capital Projects (not including Road Fund Projects)

Options *

This report provides information to the Board of Commissioners on the status of the County and Service District Budgets and outlines any concerns or budget risk for the period ending 12/31/23. Overall, budget revenues and expenses are trending in the right direction with a few concerns in dedicated revenues for Community Development and Records and Elections, as well as dedicated revenues and expenses for Natural Areas, Parks, and Events. There are a few other areas we will continue to monitor to ensure the trending corrects itself. At this point in the biennium, there is no recommendation to make any adjustments to the budget, but to continue to monitor and review again at the one-year mark of the biennium.

Fiscal Impact *

- Yes
- No

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 * N/A

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 * N/A

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff recommend the Board of Commissioners accept receipt of the semiannual finance report for the period ending 12/31/23.

Work Session Motions * I move to ...
...accept receipt of the semiannual finance report for the period ending 12/31/23 in accordance with Section 5.1 of the County Finance and Budget Policies.

Staff Recommendation

Staff recommend the Board of Commissioners accept receipt of the semiannual finance report for the period ending 12/31/23.

Meeting Motion

I move to accept receipt of the semiannual finance report for the period ending 12/31/23 in accordance with Section 5.1 of the County Finance and Budget Policies.

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.

2023-25 Budget and Financial Report - Quarter 1

229.86KB

030824.pptx

Comments (optional)

If you have any questions, please call ext.6800

Department

RICHARD CRAGER

Approver

1.

Department Approval

Comments

Signature




Rick Crager

2.

Counsel Approval

Comments

Signature



Vance H. Chokey

3.

County Administrator Approval

Comments

Signature



Robert L. McSwain, Boone County Administrator

4.

BOC Final Approval

Comments

Signature



Amanda Makepeace

2023-25 BENTON COUNTY BUDGET

SEMI-ANNUAL FINANCE REPORT FOR THE PERIOD ENDING 12/31/23



BENTON COUNTY FINANCIAL POLICY

In accordance with Section 5.1 of the County Finance and Budget Policies:

For each six-month period ending June 30 and December 31, the CFO shall prepare and present a report to the Board of Commissioners on the state of the budget, approved capital improvement plan projects and the general financial condition of the County and service districts.

REPORTING FRAMEWORK

In examining the most effective way in providing the Board of Commissioners a clear, concise, and informational report, the 2023-25 reporting framework has been adjusted as follows:

- Structured to follow the 2023-25 Budget Development presentation by Department.
- Focus on financial benchmarks and identification of revenue and expenditures actuals to date that aren't meeting benchmarks.
- As opposed to detail information related to each fund, provide summary overview of areas not meeting benchmarks.
- General overview of CIP Projects, and major capital projects (not including Road Fund Projects).
- Provide information from audited financial statement to give status of County financial position.

2023-25 BUDGET STATUS AS OF 12/31/23

BUDGET CATEGORY	2023-2025 ADOPTED BUDGET	2023-2025 SUPPLEMENTAL BUDGET	2023-2025 REVISED BUDGET	2023-2025 EXPENDITURES AS OF 12/31/23	2023-25 % EXPENDED AS OF 12/31/23
PERSONAL SERVICES	\$ 160,310,921	\$ -	\$ 160,310,921	\$ 35,639,525	22%
MATERIALS & SERVICES	\$ 135,128,119	\$ (2,340,543)	\$ 132,787,576	\$ 27,680,188	21%
CAPITAL OUTLAY	\$ 107,349,782	\$ 22,104,852	\$ 129,454,634	\$ 9,899,132	8%
TRANSFERS	\$ 27,665,885	\$ 4,007,105	\$ 31,672,990	\$ 4,483,505	14%
DEBT SERVICE	\$ 10,543,949	\$ -	\$ 10,543,949	\$ 1,225,700	12%
RESERVES	\$ 20,036,925	\$ (5,285,888)	\$ 14,751,037		
CONTINGENCY	\$ 24,840,779	\$ (1,052,011)	\$ 23,788,768		
TOTAL	\$ 485,876,360	\$ 17,433,515	\$503,309,875	\$ 78,928,051	16%

- Personal Services (staffing cost), including vacancy factors, is trending at approximately 3% below of where it would be expected at this point in the biennium. Some of this is attributed to administrative actions taken within the Community Health Centers.
- It is expected that the biennial budget will need to address unplanned fiscal impacts from staffing cost related to the management and unrepresented market study, and any contract negotiations that exceed what was built into the budget forecast.
- Materials and Services are trending approximately 4% below the estimated biennially and is partially driven by slower than anticipated construction cost.
- While at only 8% of estimated expenditures in Capital Outlay, the bulk of construction cost for the Crisis Center, Courthouse and District Attorney's Office, and Emergency Operation Center are anticipated in the second half of biennium.
- Both Transfers and Debt Service are in line with expenditure expectations and are based on timing of these transactions.

2023-25 DEPARTMENT BUDGET STATUS AS OF 12/31/23

DEPARTMENT	* TOTAL COUNTY REVENUES			** TOTAL COUNTY EXPENDITURES		
	2023-25 TOTAL FORECASTED	2023-25 ACTUALS AS OF 12/31/23	PERCENTAGE RECEIVED	2023-25 TOTAL ESTIMATED	2023-25 ACTUALS AS OF 12/31/23	PERCENTAGE EXPENDED
Board of Commissioners	\$ -	\$ -	0%	\$ 6,908,837.00	\$ 1,381,962.23	20%
Community Development	\$ 2,703,230.00	\$ 492,097.32	18%	\$ 7,469,741.00	\$ 1,377,186.09	18%
Assessment	\$ 824,250.00	\$ 114,203.25	14%	\$ 6,568,302.00	\$ 1,376,353.18	21%
District Attorney	\$ 1,305,180.00	\$ 187,689.43	14%	\$ 9,572,462.00	\$ 2,119,010.45	22%
Juvenile	\$ 523,040.00	\$ 36,216.28	7%	\$ 5,761,189.00	\$ 1,213,736.53	21%
Sheriff's Office	\$ 5,416,554.00	\$ 1,151,117.63	21%	\$ 45,735,827.00	\$ 10,822,738.14	24%
Records & Elections	\$ 1,379,360.00	\$ 327,828.81	24%	\$ 3,304,895.00	\$ 728,221.54	22%
Health Department	\$ 35,029,796.00	\$ 8,393,367.13	24%	\$ 46,035,591.00	\$ 8,505,998.21	18%
Public Works	\$ 61,419,058.00	\$ 10,251,168.11	17%	\$ 67,207,577.00	\$ 13,819,949.48	21%
Natural Areas Parks & Events	\$ 4,764,386.00	\$ 997,555.53	21%	\$ 9,763,721.00	\$ 2,427,672.68	25%
Non Departmental	\$ 142,796,894.00	\$ 40,495,361.75	28%	\$ 103,416,221.00	\$ 3,331,316.35	3%
Human Resources	\$ 282,684.00	\$ 57,416.38	20%	\$ 3,867,847.00	\$ 859,391.53	22%
Financial Services	\$ 29,827,596.00	\$ 6,449,566.75	22%	\$ 39,980,679.00	\$ 8,488,260.97	21%
County Counsel	\$ 851,123.00	\$ 243,893.00	29%	\$ 880,720.00	\$ 215,128.12	24%
Information Technology	\$ 2,589,866.00	\$ 656,505.14	25%	\$ 10,976,840.00	\$ 2,789,116.76	25%
Community Health Centers	\$ 63,043,240.00	\$ 13,043,222.81	21%	\$ 65,646,631.00	\$ 14,988,503.02	23%
TOTAL	\$ 352,756,257.00	\$ 82,897,209.32	23%	\$ 433,097,080.00	\$ 74,444,545.28	17%

Total County Revenue Benchmark

Percentage received is at no more than 1% below historical averages.

- Good: No More than 1% Below Average
- Watch: 1-3% Below Average
- Mitigation: More than 3% Below Average

Total County Expenditures Benchmark

Percentage of expenditure at or less 25% representing the current timeframe of biennium as of 12/31/23

- Good: 25% or Less
- Average: Above 25% to 27%
- Mitigation: Above 27%

* Total County Revenues do not include beginning balances or fund transfer ins.

** Total County Expenditures do not include budget for reserves, contingency, or fund transfer outs.



AVERAGE – CONTINUE TO MONITOR AND ASSESS FOR RISK

Juvenile Department Revenue: The Juvenile Department revenues are trending about 2% below the average for the last three biennia. While this threshold warrants potential mitigation, after further analysis it is determined the difference is due to the Juvenile Department having late billings against current state grant awards. It is anticipated that once these grant reimbursements are received, it will be in alignment with past trends.

Community Health Center (CHC) Revenue: The CHC is currently trending 1% below for both revenues and expenses. However, because the CHC is nearly 100% self-funded through these revenues, should revenues and expenses continue to trend in the same manner, it would result in over a \$5.0 million biennial deficit. The CHC and Financial Services Department have been working on this issue the last three months and will be coming to the BOC on April 2nd to deliver a rebalanced budget for the biennium. This rebalance is accomplished by a re-negotiated increase to state reimbursement rates, as well as a series of administrative actions that have reduced the biennial estimated expenditures.

District Attorney's Office Revenue: While the District Attorney's Office revenues are at approximately 9% below the average, this is due to the discontinuation of the Animal Defense Grant on 12/31/23, and the slower than anticipated receipt of funds from the CAMI Grant. We just learned that we will no longer be funded for the Animal Cruelty prosecutor after December 31, 2023. After accounting for these two situations, it would put the current revenue trend at 23% - aligned with past performance.

AVERAGE – CONTINUE TO MONITOR AND ASSESS FOR RISK

Non-Departmental Revenues - Non-Departmental Revenues are trending at 28% which is 5% below past history averages. Non-Departmental Revenues include the Discretionary General Fund Resource, Dedicated Program Revenues, Local Option Levy Funds, Dedicated for Capital Projects, and Internal Service Charges. The primary factor on slower collections is due to revenue contracts for Capital Projects either not finalized or delayed due to all stipulations not yet met on requirements of the project. The biggest contributor is the revenue agreement for the state’s cost share of the new courthouse.

Summary of Non-Department Revenues

Non-Departmental Revenues	Forecast	Actuals	% Received
General Fund Discretionary	\$57.98	\$23.58	41%
Local Option Levy	\$18.79	\$8.75	47%
Dedicated Capital Project Resource	\$46.53	\$3.05	6%
Dedicated Internal Service Revenues	\$16.96	\$4.09	25%
Dedicated Program Revenues	\$2.55	\$1.03	40%
Total Non-Departmental Revenues	\$142.8	\$40.5	28%

Summary of General Fund Discretionary

DISCRETIONARY REVENUE SOURCE	2023-25 TOTAL FORECASTED	ACTUALS AS OF 12/31/23	PERCENTAGE RECEIVED	PERCENTAGE BENCHMARK
Property Taxes-General Fund	46,193,686.00	21,604,729.54	47%	47%
Transient Lodging Tax	444,000.00	65,372.42	15%	19%
Landfill surcharge	5,790,000.00	867,000.00	15%	21%
Cable Franchise	259,239.00	31,234.62	12%	13%
Cooperative Utility Payments	540,612.00	272,619.55	50%	56%
State Forest	120,000.00	-	0%	0%
Cigarette Tax	100,000.00	20,777.50	21%	24%
Marijuana Tax	160,000.00	19,907.99	12%	22%
Amusement Device	40,000.00	12,022.85	30%	36%
Liquor Tax	1,400,000.00	225,744.42	16%	19%
Court Fines/Fees	260,000.00	52,151.96	20%	20%
O & C	1,060,000.00	-	0%	0%
PILT	309,338.00	-	0%	0%
Interest Earnings	1,300,000.00	407,397.88	31%	11%
TOTAL	57,976,875.00	23,578,958.73	41%	41%



MITIGATION – ADD TO WATCH LIST FOR CONTINUED ANALYSIS

Community Development Revenue: Revenues dedicated specifically to Community Development programs and activities are trending approximately 4% below past history. The primary driver to this decline is reduced building permit revenues created by the cooling of housing starts and new construction. Beginning in January 2023, these revenues began declining from what had been resources that ran consistent with expenses. While the Department had been prudent in preparing economic downturns, the surplus built in to the program of over \$1.0 million has now declined to \$540,000 over the 12-month period ending 12/31/23. This trend appears to be continuing into calendar year 2024, and if it remains unchanged without modification of expenses it could require additional General Fund discretionary reserves of approximately \$700,000. The Financial Services and Community Development Departments are currently re-evaluating both revenue and expenditure forecasts to determine what actions will be necessary to mitigate this issue.

Records and Elections Revenue: Overall revenues in the Records & Elections Department is down approximately 6% from historic averages. Documenting recording fees, which are the primary revenue source for operational costs for Records, have also seen a drop due to slower housing starts, and higher mortgage interest rates. Based on trends through 12/31/23, the biennialized shortfall of revenue is estimated to be over \$200,000 which could require the use of General Fund discretionary reserves. These revenues will continue to be monitored to determine if there are any opportunities to reduce impacts.

MITIGATION – ADD TO WATCH LIST FOR CONTINUED ANALYSIS

Natural Areas, Parks, and Events (NAPE) Revenues and Expenses – Both revenues and expenses are added to the watch list. While expenses are trending equal to the 25% mark in the biennium, both expenditures for Fairground Operations and Annual Fair are trending much higher than in the past. Some of this is driven by an unanticipated \$225K cost for a vehicle acquisition that was ordered several years ago, but due to supply chain issues, it was not received during that year. It was received and paid for during this biennium, but was not included in the current budget. There are also higher trends being experienced in contracted services, utilities, and temporary hires. Capital Outlay funded with Transient Lodging Taxes (TLT) is the only expenditure mitigating the overspending in other areas. It is anticipated that in order to balance the NAPE biennial budget and mitigate some of the shortfalls outlined in Fairground Operations and the Annual Fair, a shift of budgeted expenditures and revenues from TLT will need to be made.

Total NAPE revenues are at 21% as of 12/31/23 which is approximately 2% below its historic average. However, past averages include revenue which were greatly reduced during the pandemic. Using pre-pandemic averages, it would suggest NAPE averages would be at 25% this point in the biennium. The lower revenues are associated with the following:

- Annual fair revenues are at approximately 42% of what was projected for 2023-25. This is about 7-8% below what would be needed to support the existing fair budget.
- Charges for Services related from fairground operation revenues appear to be performing much better at 28%. At this point, two years ago, revenues were at 18% of what was budgeted.
- The biggest driver to lower revenue trend is the TLT which is at 15% compared to 19% in previous biennia. However, due to uncertainty of TLT estimates the last two biennia, using a performance benchmark against forecasted revenues are a bit misleading. Additionally, timing plays a significant role in TLT due to when the funds are received. As of 12/31/23, the County has only received one quarters worth of allocation for TLT which would suggest that using a straight-line methodology, the revenues are actually trending 2.5% higher than expected.

ANNUAL AND BIENNIAL SERVICE DISTRICT BUDGETS STATUS AS OF 12/31/23

SERVICE DISTRICT	* SERVICE DISTRICT TOTAL REVENUES			** SERVICE DISTRICT TOTAL EXPENDITURES		
	TOTAL FORECASTED	ACTUALS AS OF 12/31/23	PERCENTAGE RECEIVED	TOTAL ESTIMATED	ACTUALS AS OF 12/31/23	PERCENTAGE EXPENDED
911 Emergency Service District (Biennial)	\$ 8,096,325.00	\$ 4,285,720.45	53%	\$ 8,096,325.00	\$ 6,409.03	0%
Library Service District (Biennial)	\$ 7,222,981.00	\$ 3,915,389.35	54%	\$ 7,222,981.00	\$ 9,830.58	0%
OSU Extension Service District (Annual)	\$ 920,201.00	\$ 891,042.87	97%	\$ 830,108.00	\$ 222,259.01	27%
Alsea Service District (Annual)	\$ 267,119.00	\$ 228,467.94	86%	\$ 68,976.00	\$ 24,452.45	35%
Alsea Human Service District (Annual)	\$ 56,102.00	\$ 55,906.28	100%	\$ 47,927.00	\$ 1,911.23	4%
Alpine Service District (Annual)	\$ 67,650.00	\$ 55,851.30	83%	\$ 37,674.00	\$ 16,130.67	43%
Cascade View Service District (Annual)	\$ 201,182.00	\$ 180,832.18	90%	\$ 36,268.00	\$ 12,772.06	35%
Hidden Valley Service District (Annual)	\$ 43,965.00	\$ 37,541.18	85%	\$ 13,503.00	\$ 6,140.51	45%
South 3rd Service District (Annual)	\$ 31,380.00	\$ 12,780.66	41%	\$ 31,380.00	\$ 11,799.70	38%
TOTAL	\$ 16,906,905.00	\$ 9,663,532.21	57%	\$ 16,385,142.00	\$ 311,705.24	2%

* Service District Total Revenues includes both beginning balances and revenue projected.

** County Total Expenditures do not include budget for reserves or contingency.

CAPITAL IMPROVEMENT PROGRAM – AS OF 12/31/23

PROJECT NAME	BUDGET	EXPENDED	REMAINNG	PROJECT NAME	BUDGET	EXPENDED	REMAINNG
<u>Facility Projects</u>				<u>Capital Equipment and Assets</u>			
Avery Building - Fuel System Blast Wall	30,000	-	30,000	Fleet Capital - SUV replacement	27,000	27,000	-
Avery Building - Storage Barn	42,000	-	42,000	NAPE Operations- Portable Lifts	60,113		60,113
Avery Building - Truck Barn	35,000	-	35,000	NAPE Operations - Telehandler Forklift	116,500	116,500	-
Avery Building - Fleet Floor Drain	35,000	-	35,000	Total Equipment and Capital Assets	203,613	143,500	60,113
Countywide - LED Upgrade	15,750	14,623	1,127				
Countywide - Bike Lockers	28,000	-	28,000	<u>Transportation and Infrastructure</u>			
Historic Courthouse - Roof Replace	350,000	-	350,000	North Albany Park & Restroom	350,000	2,200	347,800
Historic Courthouse - Carpet Replace	63,000	-	63,000	Salmonberry Campground - Retaining Wall	40,000		40,000
Court Annex - HVAC replace	15,000	-	15,000	Countywide - Surface Preservation	300,000		300,000
Health Service Bldg. - HVAC Replace	48,000	-	48,000	Corvallis-Albany Pathway Project	123,179		123,179
Health Service Bldg. - Stair Repair	36,887	6,614	30,273	Total Transportation and Infrastructure	813,179	2,200	810,979
Humphrey Hoyer - Roof Replace	84,000	-	84,000				
Humphrey Hoyer Paint	18,500	-	18,500	<u>Systems Improvement</u>			
Humphrey Hoyer - Transition Center	43,173	-	43,173	Community Development Systems	75,000	-	75,000
Kalapuya Building -Bollards	26,000	-	26,000	Total Systems Improvement	75,000	-	75,000
Kalapuya Building - Zero Cut Curb	17,000	-	17,000				
Sunset Building - Gutter Replace	40,000	9,920	30,080	Unallocated	236,562	-	236,562
Sunset Building - Restroom Remodel	45,000	-	45,000				
Sunset Building - Flooring	38,000	-	38,000				
New Courthouse - Funding Reserve	661,336	-	661,336				
Total Facility Projects	1,671,646	31,157	1,640,489	TOTAL CAPITAL IMPROVEMENT PROGRAM	3,000,000	176,857	2,823,143

MAJOR CAPITAL PROJECTS (Non-Road Fund Projects)

PROJECT NAME	BUDGET	EXPENDED	REMAINNG	% EXPENDED
<u>Major Facility and Infrastructure Projects</u>				
Courthouse and District Attorneys Project ***	86,619,121	9,705,693	76,913,427	11.2%
Emergency Operations Center	8,833,334	2,678	8,830,656	0.0%
Behavioral Health - Children and Families **	5,614,972	100,000	5,514,972	1.8%
Benton County Crisis Center	8,926,594	1,234,577	7,692,017	13.8%
Alsea Water and Sewer Project	1,600,000	-	1,600,000	0.0%
Benton Area Transit Fleet Replacement	1,512,000	-	1,512,000	0.0%
Rural Sewer Infrastructure Improvement Project *	1,160,000	-	1,160,000	0.0%
Regional Public Safety Infrastructure Project *	963,000	-	963,000	0.0%
Monroe Health Clinic Replacement *	1,000,000	-	1,000,000	0.0%
Benton County Housing and Services ***	2,500,000	-	2,500,000	0.0%
Total Major Facility and Infrastructure Projects	118,729,021	11,042,948	107,686,073	9.3%

* Funded in Federal Fiscal Year 2024 for Congressional Delegated Spending Awards

** Partially Funded by 2024 Legislature

*** Fully Funded by 2024 Legislature

BUDGET RISKS GOING FORWARD

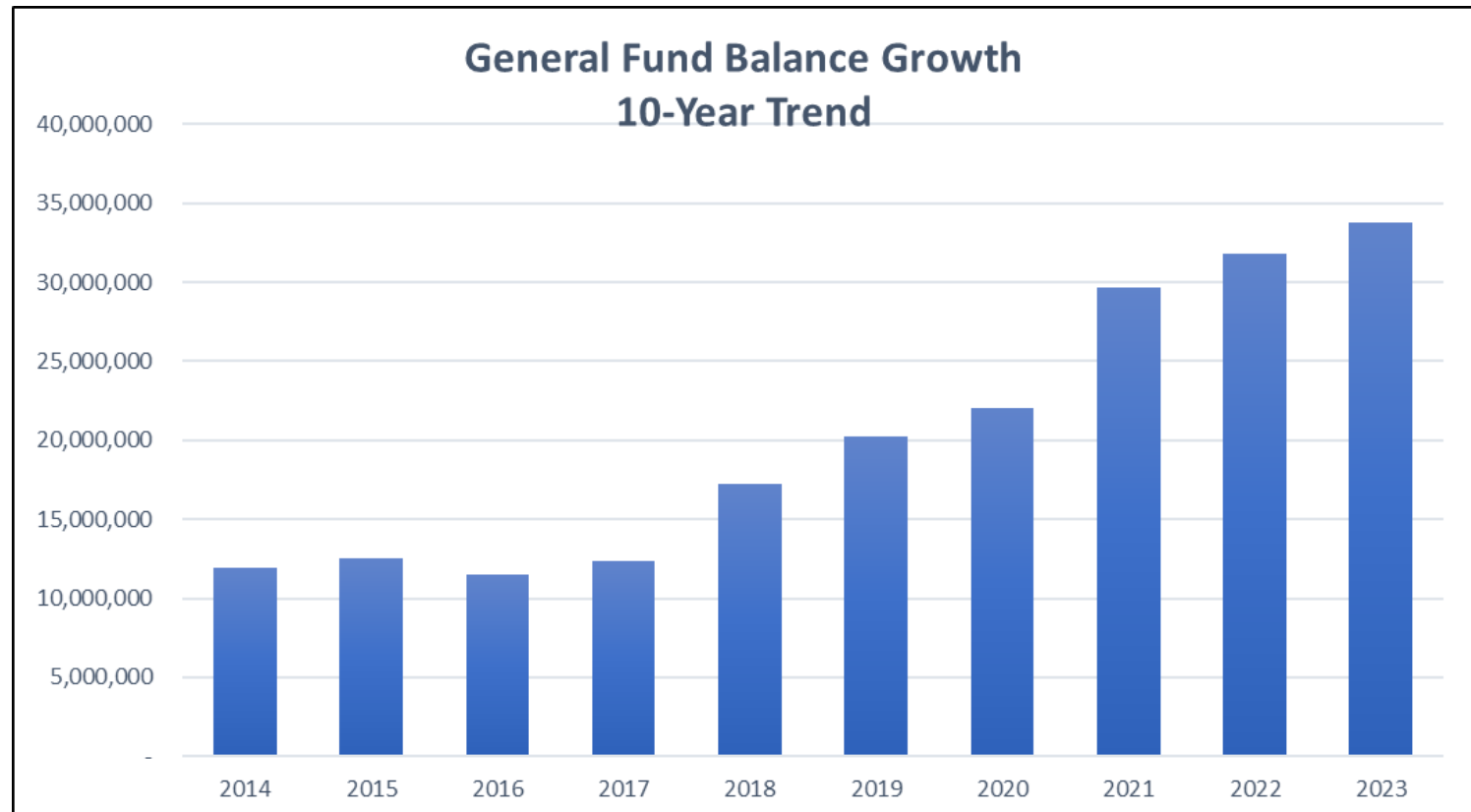
- The County has over \$121 million in major capital projects, not including Road Fund Projects, that it will be focused on over the next 2-3 years. With continued economic and global uncertainties, there could be additional budgetary constraints due to cost increases or unanticipated site or construction issues.
- The need to address salaries and compensation cost for staff, as well as the impacts of inflation on material and supplies, will continue to apply pressure on the current budget. While increases to the budget were approved to help address the recent market study on management and unrepresented salaries, increased costs related to pending labor contract negotiations, and the impacts of historically high inflation; it is likely, based on national trends, the estimated increase to the budget won't be sufficient to cover 100% of the fiscal impact.
- While the 2023-25 Community Health Center budget has been rebalanced, it is still vulnerable with a fund balance that is only about 25% of what best practices would suggest. This budget will require continued monitoring, and the CHC and County will need to focus on improved efficiency in productivity and cost containment.
- With the discontinuation of resources made available for the COVID-19 response and through ARPA, there will be increased pressure on discretionary General Fund to address unanticipated County needs as they occur. This will require increased discipline with Department budgets and a budget development process in 2025-27 that will likely be flat in terms of growth.
- PERS cost will need to be monitored closely to determine the offsetting impact of the County's PERS bonds expiring and the side accounts ending within the next several years. While the liquidation of this debt may provide opportunity for increased borrowing to address the County's need for a new jail, this will need to be analyzed against the impact of possible PERS rate increases.

Fund Balance for General Fund

Fund balance is intended to serve as a measure of the financial resources available in a governmental fund

183% Growth in Fund Balance Over Last 10 Years

Fiscal Year	Fund Balance	% Change
2014	11,903,602	4.9%
2015	12,490,872	4.9%
2016	11,483,676	-8.1%
2017	12,401,389	8.0%
2018	17,274,170	39.3%
2019	20,252,836	17.2%
2020	22,009,315	8.7%
2021	29,693,481	34.9%
2022	31,838,348	7.2%
2023	33,743,780	6.0%



QUESTIONS