



Board of Commissioners  
Office: (541) 766-6800  
Fax: (541) 766-6893

4500 SW Research Way  
Corvallis, Oregon 97333  
[bentoncountyor.gov](http://bentoncountyor.gov)

## AGENDA

### BOARD OF COMMISSIONERS GOAL-SETTING WORK SESSION

Tuesday, June 11, 2024, 9 AM

#### How to Participate in the Board of Commissioners Meeting

**Zoom Video** [Click for Zoom link info](#)

**In-person:** Kalapuya Building, 4500 SW Research Way, Corvallis, Oregon

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](mailto: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. Call to Order and Introductions

#### 2. Review and Approve Agenda

Chair may alter the agenda

#### 3. Discussion Topics

- 3.1 45 minutes – Update on Benton Area Transit – Gary Stockhoff, Public Works; Lisa Scherf, City of Corvallis
- 3.2 20 minutes – Comments on Draft Documents: National Flood Insurance Program and Endangered Species Act Compliance – Toby Lewis; Community Development; Laurel Byer, Public Works; Jesse Ott, Natural Area, Parks, and Events

- 3.3 20 minutes – Streamlining Board of Commissioners Meeting Minutes – Maura Kwiatkowski, Board of Commissioners Office
- 3.4 15 minutes – 2024 Summer Meeting Schedule – Rachel McEneny, County Administrator; Maura Kwiatkowski, Board of Commissioners Staff
- 3.5 10 minutes – Sustainable Materials Management Plan Update – Rick Crager, Assistant County Administrator; Bailey Payne, Community Development; Sean McGuire, Sustainability
- 3.6 15 minutes – County Administrator Updates – Rachel McEneny, County Administrator
- 3.7 30 minutes – Commissioner Updates – Benton County Commissioners

#### **4. Announcements**

#### **5. Other**

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

#### **6. Executive Session**

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

## BOC Agenda Checklist Master

## Agenda Placement and Contacts

**Suggested Agenda Date** 06/11/24

View [Agenda Tracker](#)

**Suggested Placement \*** Work Session

**Department \*** Public Works

**Contact Name \*** Gary Stockhoff

**Phone Extension \*** 6010

**Meeting Attendee Name \*** Gary Stockhoff, Lisa Scherf

## Agenda Item Details



**Item Title \*** Update on Benton Area Transit (BAT) Program

**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 \*** 45

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

**Advertisement\***

☐ Yes

☒ No

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## Item Issues and Description

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### Identified Salient Issues \*

Staff will update the Board on:

1. Budget
2. STIF Project Development – 2025-27 Cycle
3. Current status of Transit Coordinator position (Corvallis)
4. Dispatch Software
5. Lease
6. Self-performing Transit Services

### Options \*

n/a

### Fiscal Impact \*

- ☐ Yes
- ☒ No

## 2040 Thriving Communities Initiative

**Mandated Service? \*** ☐ Yes ☒ No

## 2040 Thriving Communities Initiative

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

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

### Values and Focus Areas

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

#### Core Values \*

Select all that apply.

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

#### Explain Core Values Selections \*

The transit program is a critical component of a vibrant and livable community, and is a critical resource for our citizens.

#### 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 \*

The transit program provides mobility and transportation options to a wide range of citizens in our communities.

## Recommendations and Motions

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### Item Recommendations and Motions

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**Staff** n/a  
**Recommendations\***

**Work Session** I move to ...  
**Motions\*** n/a

## Attachments, Comments, and Submission

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### Item Comments and Attachments

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**Attachments**

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

**Comments (optional)**

If you have any questions, please call ext.6800

**Department  
Approver**

GARY STOCKHOFF



1.

## Department Approval

---

Comments

Signature

*Gary Stockhoff*

2.

## Counsel Approval

---

Comments

Signature

*Vance H. Choney*

3.

## County Administrator Approval

---

Comments

Signature

*Rachel L McEneny*

4.

## BOC Final Approval

---

Comments

Signature

*Amara Makepeace*

## BOC Agenda Checklist Final Approval

### Agenda Placement and Contacts

**Suggested Agenda Date** 06/11/24

View [Agenda Tracker](#)

**Suggested Placement \*** Work Session

**Department \*** Board of Commissioners

**Contact Name \*** Maura Kwiatkowski

**Phone Extension \*** 3531

**Meeting Attendee Name \*** Maura Kwiatkowski

### Agenda Item Details



**Item Title \*** Streamlining Board of Commissioners Meeting Minutes

**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

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

**Advertisement\***

☐ Yes

☒ No

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## Issues and Fiscal Impact

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### Item Issues and Description

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**Identified Salient  
Issues \***

Timely completion of written Board of Commissioners meeting minutes is an ongoing challenge. Barriers to timely completion include the amount of staff time required to produce detailed narrative style minutes and insufficient staff resources available to do so.

The proposal to streamline Board meeting minutes is presented to achieve the following goals:

- Minutes of Board meetings are completed and presented to the Board for approval in a timely manner
- Minutes of Board meetings are made easily accessible to the public in a timely manner
- Timely completion and approval ensure Benton County complies with applicable statutes and governs with transparency

**Options \***

1. Approve transition to streamlined meeting minutes format, or
2. Decline to approve transition to streamlined meeting minutes format

**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

### 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

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### Item Recommendations and Motions

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<b>Staff</b>	Staff recommends the Board approve the transition to a streamlined meeting
<b>Recommendations *</b>	minutes format as shown in the attached comparison (narrative versus streamlined) example.
<b>Work Session</b>	I move to ...
<b>Motions *</b>	...approve the transition to a streamlined minutes format for Board of Commissioners meeting.

### Staff Recommendation

Staff recommends the Board approve the transition to a streamlined meeting minutes format as shown in the attached comparison (narrative versus streamlined) example.

### Meeting Motion

I move to approve the transition to a streamlined minutes format for Board of Commissioners meetings.

## Attachments, Comments, and Submission

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### Item Comments and Attachments

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#### Attachments

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

Minute Styles - Current v. Streamlined.pdf	252.25KB
Streamlining Board Meeting Minutes.pdf	1.08MB

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

**Department Approver** AMANDA MAKEPEACE

1.

## Department Approval

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Comments

Signature

*Amanda Makepeace*

2.

## Counsel Approval

---

Comments

Signature

*Vance H. Croney*

3.

## County Administrator Approval

---

Comments

Signature

*Rachel L McEneny*

4.

## BOC Final Approval

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Comments

Signature

*Amanda Makepeace*



# Streamlining Board Meeting Minutes

Maura Kwiatkowski

June 11, 2024



# Our Goal

- Minutes of Board meetings are completed and presented to the Board for approval in a timely manner
- Minutes of Board meetings are made easily accessible to the public in a timely manner
- Timely completion and approval ensures Benton County complies with applicable statutes and governs with transparency

# Compliance – ORS 192.650 Recording or written minutes required; content; fees

(1) The governing body of a public body shall provide for the sound, video or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

- (a) All **members** of the governing body **present**;
- (b) All **motions, proposals, resolutions, orders, ordinances and measures** proposed and their **disposition**;
- (c) **The results of all votes** and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
- (d) **The substance of any discussion** on any matter; and
- (e) Subject to ORS 192.311 to 192.478 relating to public records, **a reference to any document discussed** at the meeting.

# Public Availability of Minutes

Any minutes or recording of a public meeting that does not take place in executive session must be made available to the public “**within a reasonable time after the meeting...**”

“We assume that **a governing body generally should be able to make a sound, video, or digital recording of a meeting available to the public within a few days following the meeting**. However, we are told that the **preparation of written minutes takes up to three weeks in the usual course of business...**”

# Current State

- Timely completion of Board of Commissioners meeting minutes is an ongoing challenge
- Barriers to timely completion
  - ❖ Detailed, narrative style is time consuming
  - ❖ Insufficient staff resources

# Resources Investment

- Detailed, narrative style of meeting minutes requires +/- 3 hours of writing, editing, recording review, and word processing for each 1 hour of actual meeting time
- Minutes of a typical 3-hour meeting require 9 more hours to produce an approval-ready set of minutes
- Streamlined process will reduce required staff time by 3 to 4 hours per meeting – a 50 to 66 percent reduction



# Regional Jurisdictions' Approach

Jurisdiction	Type	Minutes Style	Meetings Annually
Adair Village	City	Brief summary for each item	12
Albany	City	Detailed narrative	24
Corvallis	City	Detailed narrative	24
Monroe	City	Detailed narrative	12
Philomath	City	Bullet points	12
Benton	County	Detailed narrative	44
Lane	County	Agenda with record of votes	90
Lincoln	County	Moderate narrative	24
Linn	County	Brief summary for each item	50
Multnomah	County	Verbatim transcript	104
Washington	County	Moderate narrative	36

# Proposal to Streamline

- To meet statutory requirements, written minutes contain:
  - ❖ Attendees
  - ❖ Disposition of motions, orders, ordinances, resolutions, etc.
  - ❖ Results of all votes
  - ❖ References to documents discussed
  - ❖ Substance of discussions



# Proposal to Streamline

- To maximize transparency and engage the public, online meeting minutes packets also contain:
  - ❖ Supporting materials provided in meeting packet
  - ❖ Agenda headings with hyperlinks to:
    - related materials
    - video and audio recordings

# Proposal to Streamline

- Minutes would contain a clarification prepared by County Counsel Vance Croney regarding audio and video recordings

“The audio and/or video files hyperlinked in these minutes are not part of these minutes. The hyperlink to the external files is included for the convenience of the reader. The audio and/or video files associated with the hyperlinks will be accessible for a period of \_\_\_\_\_ years from the date of approval of these minutes. After \_\_\_\_\_ years, the audio and/or video files will be purged pursuant to Oregon Public Records law.”

# Proposal to Streamline

- To maximize transparency and engage the public:
  - ❖ Minutes of the First Tuesday meeting will be presented for approval at the following Third Tuesday meeting
  - ❖ Minutes of the Third Tuesday meeting will be presented for approval at the following First Tuesday meeting
  - ❖ Approved minutes – with materials and hyperlinks – can be posted within two business days of receipt of all signatures



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*every day.*



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Benton County

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**BOARD MEETING MINUTES**

Current Narrative Style	Proposed Streamlined Style
<p><b>8.2 Discussion and Decision to Approve Order No. D2022-051 Adopting the Unanticipated Projects of Regional Significance (UPRS) – Gary Stockhoff, Public Works; Lisa Scherf, Brad Dillingham, City of Corvallis</b></p> <p>Dillingham advised that UPRS was the last project on the Statewide Transportation Improvement Fund (STIF) plan. UPRS is intended to fund opportunities for public transportation projects as they arise; typically one-time purchases or small capital projects. This cycle, three projects have been proposed:</p> <ol style="list-style-type: none"> <li>1. <u>By the Cities of Philomath and Corvallis</u>: a request for \$60,000 for a transit support position (transportation project assistant utilized by Philomath, Corvallis, and Benton County. The initial request of \$120,700 was not sufficient to cover the cost of the position.</li> <li>2. <u>By Benton Area Transit (BAT)</u>: a request for \$7,000 for Global Positioning System (GPS) units through the Seamless Transit Program by Oregon Cascades West Council of Governments (COG). The GPS units help staff provided increased levels of customer service as they allow staff to communicate with passengers about bus locations. This project will purchase and install GPS units for the remainder of the fleet, as well as software licensing for all units for 15 months.</li> <li>3. <u>By Oregon Cascades West Council of Governments</u>: a discretionary grant in the amount of \$12,500 for mobility hubs at Linn Benton Community College and Oregon State University (OSU). This project was approved for a discretionary grant, but the approval requires a 20% match rather than the anticipated 10% match requirement. The additional funds being requested would bridge the gap in the required match amount.</li> </ol> <p>Augerot clarified that there are currently GPS units on the fixed route system buses, and the grant request is to add them to the on-demand service, and Dillingham confirmed this was the case. Augerot asked for more information about the mobility hubs. Dillingham indicated the process will take two biennia. He advised that many of the Benton and Linn transit services stop at OSU. The one OSU hub will be in front of McNary Hall on</p>	<p><b>8.2 Discussion and Decision to Approve Order No. D2022-051 Adopting the Unanticipated Projects of Regional Significance (UPRS) – Gary Stockhoff, Public Works; Lisa Scherf, Brad Dillingham, City of Corvallis</b></p> <ul style="list-style-type: none"> <li>• <a href="#">YouTube timestamped</a></li> <li>• <a href="#">SoundCloud: timestamped at 44:08</a></li> <li>• <a href="#">Packet Materials</a></li> </ul> <p>Dillingham presented the UPRS project, which is intended to fund opportunities for public transportation projects as they arise; typically one-time purchases or small capital projects. Three projects have been proposed in this cycle.</p> <ol style="list-style-type: none"> <li>1. <u>Cities of Philomath and Corvallis</u>: a request for \$60,000 for a transit support position (transportation project assistant utilized by Philomath, Corvallis, and Benton County. The initial request of \$120,700 was not sufficient to cover the cost of the position.</li> <li>2. <u>Benton Area Transit (BAT)</u>: a request for \$7,000 for Global Positioning System (GPS) units through the Seamless Transit Program by Oregon Cascades West Council of Governments (COG).</li> <li>3. <u>Oregon Cascades West Council of Governments</u>: a discretionary grant in the amount of \$12,500 for mobility hubs at Linn Benton Community College and Oregon State University (OSU). Additional funds are being requested to bridge the gap in a required match amount.</li> </ol> <p><b>MOTION:</b> Augerot moved to approve Order #2022-051 adopting the Unanticipated Projects of Regional Significance for the Statewide Transportation Improvement Fund of Benton County. Malone seconded the motion, which <b><u>passed 2-0.</u></b></p>



Continued on next page

Jefferson Avenue. The design work for the project will be completed in the current biennium, which includes retaining a consultant to design a mobility hub much like the downtown transit center, although somewhat smaller. Dillingham believes COG will also apply for grant funding to construct the hub.

Augerot asked whether OSU was involved in the funding; Dillingham did not believe that was the case. The design phase would be funded by Benton and Linn STIF funds and State discretionary money. The mobility hub will be located on OSU property.

**MOTION:** Augerot moved to approve Order #2022-051 adopting the Unanticipated Projects of Regional Significance for the Statewide Transportation Improvement Fund of Benton County. Malone seconded the motion, which **passed 2-0.**

## BOC Agenda Checklist Master

## Agenda Placement and Contacts

**Suggested Agenda Date** 06/11/24

View [Agenda Tracker](#)

**Suggested Placement \*** Work Session

**Department \*** Board of Commissioners

**Contact Name \*** Maura Kwiatkowski

**Phone Extension \*** 3531

**Meeting Attendee Name \*** Maura Kwiatkowski Board of Commissioners Office

## Agenda Item Details



**Item Title \*** Board of Commissioners 2024 Summer Meeting Schedule

**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



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Item Issues and Description

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**Identified Salient  
Issues \***

During the summer months, Benton County government typically sees a reduction in business being brought before the Board of Commissioners. Summer is also the season when Commissioners and staff are most likely to use vacation leave.

A review of the Board meeting schedule and anticipated Board and staff summer leave for July indicates opportunities to reduce the number of Board meetings and consolidate the schedule. These opportunities are as follows:

07/03/24: Cancel the Leadership Team Meeting

07/17/24: Move the Administrative Services Departments Meeting to the week of 07/08/24

07/23/24: Cancel the Information Sharing Meeting

07/24/24: Move the County Counsel Department Meeting to a date to be determined

**Options \***

1) Approve a revised Board meeting schedule based on the opportunities presented;

2) Decline to approve the suggested changes and maintain the meeting schedule adopted by the Board in January 2024;

3) Make other changes to the Board meeting schedule as deemed appropriate by the Commissioners.

**Fiscal Impact \***

☐ Yes

☒ No

## 2040 Thriving Communities Initiative

**Mandated Service? \*** ☐ Yes ☒ No

## 2040 Thriving Communities Initiative

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

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

### Values and Focus Areas

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

#### Core Values \*

Select all that apply.

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

**Explain Core Values Selections \*** NA

#### 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 \*** NA

## Recommendations and Motions

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### Item Recommendations and Motions

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**Staff**

N/A

**Recommendations\***

**Work Session**

I move to ...

**Motions\***

Motion dependent upon meeting schedule changes, if any, desired by the Board of Commissioners.

# 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.

JULY 2024 BOC Meetings Calendar.pdf

73.57KB

### Comments (optional)

If you have any questions, please call ext.6800

Department  
Approver

AMANDA MAKEPEACE

1.

## Department Approval

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Comments

Signature

*Amanda Makepeace*

2.

## Counsel Approval

---

Comments

Signature

*Vance H. Croney*

3.

## County Administrator Approval

---

Comments

Signature

*Rachel L McEneny*

4.

## BOC Final Approval

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Comments

Signature

*Amanda Makepeace*

## JULY 2024 BOARD MEETING SCHEDULE

Date	Meeting Type	Suggested Changes
1	Five Electeds Quarterly Meeting	
2	First Tuesday Board Meeting	
3	Board Department Meetings: Health, Community Health Centers + Leadership Team Meeting	Cancel Leadership Team
4	<b>Independence Day Holiday</b>	
9	Board Goal-setting Meeting	
16	Third Tuesday Board Meeting	
17	Board Department Meetings: Assessment, Financial Services, Human Resources, Information Technology, Records/Elections	Reschedule to the week of 07/08/24
18	Justice and Law Enforcement Departments Meeting	
23	Quarterly Information Sharing Meeting	Cancel Meeting
24	County Counsel Department Meeting/Executive Session	Reschedule meeting to a date to be determined