



## AGENDA

### BOARD OF COMMISSIONERS MEETING

Tuesday, October 1, 2024, 9 AM

<b>How to Participate in the Board of Commissioners Meeting</b>
<b>Zoom Video</b> <a href="#">Click for Zoom link</a> <a href="#">Click for YouTube LiveStream link</a>
<b>In-person:</b> 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. Proclamations**

3.1 Proclaiming September 15 to October 15, 2024 as Hispanic Heritage Month in Benton County, Proclamation No. P2024-018 – James Morales, Recorder

**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 – Benton County Facilities Update – Rick Crager, Assistant County Administrator

**6. Consent Calendar**

- 6.1 Approval of the August 20, 2024 Meeting Minutes

**7. New Business**

- 7.1 15 minutes – Notice of Intent: Jail-based Medications for Opioid Use Disorder Grant Program – Sheriff Jef Van Arsdall, Jeremy Jewell; Sheriff's Office
- 7.2 10 minutes – New Access Point Funding Grant Letter of Support – Lacey Mollel, Christine Mosbaugh, Health Services
- 7.3 5 minutes – Request for Letter of Support for the Community Action on Invasive Pests in Benton County Grant Application – Xanthippe Augerot, Board Chair
- 7.4 10 minutes – Transfer of County-owned Property to the City of Albany, Order No. D2024-052 – Laurel Byer, Public Works
- 7.5 15 minutes – Memorandum of Agreement: Grievance Settlement Regarding Uninterrupted Meal and Rest Periods – Matt Wetherell, Juvenile Services; Tammy Webb, Human Resources
- 7.6 25 minutes – 2025 Environmental Health Fee Schedule – April Holland, Scott Krueger, Health Services
- 7.7 30 minutes – American Rescue Plan Act (ARPA) Funding Status Report – Debbie Sessions, Jeramie Martin; Financial Services
- 7.8 15 minutes – Discussion and Action to Fill Two Vacancies on the Disposal Site Advisory Committee – Board of Commissioners

**8. 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."

**9. Announcements**

**10. Executive Session ORS 192.660(2)(d)**

The Board will convene into Executive Session under ORS 192.660[2][d] regarding labor negotiations.



# PROCLAMATION



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

**In the Matter of Proclaiming** )  
**September 15 to October 15** ) **PROCLAMATION P2024-018**  
**Hispanic Heritage Month** )  
**in Benton County** )

During National Hispanic American Heritage Month, we pause to celebrate the immeasurable contributions Hispanic and Latinx individuals have made to our Nation.

The history of Hispanic and Latinx people in the U.S. predates the founding of our nation, with roots in the land as indigenous people that make up its cultural and linguistic diversity and as explorers and conquerors, seeking to expand Spain’s dominion. The Spanish West became part of Mexico with its independence in 1821, and then part of the United States in 1848. American Hispanic communities are a rich mix of indigenous, Mexican and Spanish cultures that have contributed to the fabric of this country. Hispanic and Latinx communities trace their heritage back to Indigenous, European, and African roots in Spain, North America, Central America, South America, and the Caribbean.

The earliest documented Hispanic Oregonians were vaqueros and mule packers, supporting trade up and down the west coast. By the 1920s and 1930s, most Mexicans and Mexican Americans worked in agriculture. They were the first to lose their jobs during the Depression, and around 500,000 were subjected to forced repatriation to Mexico. Despite these and more recent systemic challenges, Hispanic and Latinx people persevere and flourish in every sector of our society. With the passage of the 1965 Immigration and Nationality Act and civil wars from Cuba to El Salvador, Nicaragua and Guatemala, the United States Hispanic community become increasingly diverse. In accordance with the national theme “*Pioneers of Change: Shaping the Future Together*,” Benton County’s observance celebrates the achievements, histories, traditions cultural diversity, and the social, political, and cultural contributions made by Hispanic/Latinx Americans.

This month, we honor the spirit of innovation, resilience, and community that define the Hispanic and Latinx experience. The theme recognizes all Hispanic and Latinx Americans who have been trailblazers, social justice activists, and game changers who have paved the way for future generations. Trailblazers such as Cesar Chavez, Dolores Huerta, José M. Hernández, Alexandria Ocasio-Cortez, Sonia Sotomayor, and many others defied social norms and systemic barriers and cleared the path for future community leaders. They help us understand there are no boundaries to what we can overcome, what we can do, and what we can offer to the world.

Hispanic and Latinx American Heritage Month is an incredible opportunity to speak with one voice and to acknowledge the crucial role Hispanic and Latinx people continue to play in shaping the future of our country and the world. We celebrate and recognize Hispanic and Latinx Americans as undeniable change agents and positive contributors to our country and local communities.

In reflecting on our Nation's rich Hispanic and Latinx heritage, let us take pride in our unique and vibrant history, and recommit to a shared future of freedom, power, prosperity, and opportunity for all.

THEREFORE, BE IT HEREBY PROCLAIMED that September 15 to October 15, 2024, is Hispanic-American Heritage Month.

Adopted this 1<sup>st</sup> day of October, 2024.

Signed this 1<sup>st</sup> day of October, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

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Xanthippe Augerot, Chair

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Nancy Wyse, Vice Chair

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Pat Malone, Commissioner

# WORK SESSION

# BOC Agenda Checklist Master

## Agenda Placement and Contacts

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**Suggested Agenda Date** 10/01/24

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Public Works

**Contact Name \*** Gary Stockhoff

**Phone Extension \*** 6010

**Meeting Attendee Name \*** Rick Crager, Assistant County Administrator

## Agenda Item Details



**Item Title \*** Benton County Facilities 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 minutes

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

Advertisement\*

Yes

No

## Issues and Fiscal Impact

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### Item Issues and Description

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**Identified Salient  
Issues\***

None

**Options\***

Regular and ongoing update on Benton County Facilities. Project summaries will be provided for the Crisis Center, Courthouse/District Attorney's Office, and Emergency Operations Center projects.

**Fiscal Impact\***

- Yes
- No

# 2040 Thriving Communities Initiative

**Mandated Service?\***  Yes  No

## 2040 Thriving Communities Initiative

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

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

**Mandated Service Description\*** If this agenda checklist describes a mandated service or other function, please describe here.  
Courtthouse, EOC, and Crisis Center facilities.

### 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\*** All value and focus areas are in some way associated with the facilities occupied and operated by Benton County.

**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\*** All value and focus areas are in some way associated with the facilities occupied and operated by Benton County.



# Recommendations and Motions

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## Item Recommendations and Motions

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**Staff**                      None  
**Recommendations\***

**Meeting Motions\***      I move to ...  
None

# Attachments, Comments, and Submission

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## Item Comments and Attachments

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**Attachments**

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

BOC Project Report - Courthouse - Oct24.pdf	181.51KB
BOC Project Report - EOC - Oct24.pdf	340.13KB
BOC Project Report - Crisis Center - Oct24.pdf	312.61KB

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

**Department Approver** GARY STOCKHOFF

1.

## Department Approval

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Comments

Signature

*Gary Stockhoff*

2.

## Counsel Approval

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Comments

Signature

*Vance H. Choney*

3.

## County Administrator Approval

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Comments

Signature

*Rachel L McEneny*

4.

## BOC Final Approval

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Comments

Signature

*Amarda Makepeace*



# Courthouse Monthly Project Report

October 2024

**Project Location:** 1000 NE Carson Drive, Corvallis, OR    **Project Owner:** Benton County, Gary Stockhoff  
**Owner's Representative:** Otak CPM, Sheri Mishler    **Architect/Engineer:** DLR Group, Jane Gooding  
**Construction Manager/GC:** Hoffman, Justin Paterson    **Scheduled Completion:** Summer 2026

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## Summary

The County has issued building permits for the Courthouse; however, site work permits with both the State and the City must be issued before construction can start. Due to continued revisions, the current schedule is now aligned with construction activities starting in mid-October. With the start of construction delayed until Fall, the regulated work window for construction in the wetlands and waterways will have passed. The team is now reorganizing the construction schedule to account for this impact, which may require an extra working season to finalize the site.

## Land Acquisition

Land acquisition is complete.

## Site Development

Final revisions to the site work permits, final platting, and all associated agreements are in progress.

## Design Update

Design is complete.

## Budget Update

The OJD Phase Agreement is currently under review and revision. Project funds expended by the County cannot be reimbursed until this agreement is finalized. The table below provides a summary of the available funding and budget to date. Bid packages for construction have been received and will help finalize the Guaranteed Maximum Price (GMP) construction contract in September. Pricing has been overall positive towards meeting the target construction budget, however the delayed start will have an impact on the project's contingency budget.

Funding Sources	Funding
Benton County	\$ 48,501,099
Oregon Judicial Department	\$ 38,118,022
<b>Total</b>	<b>\$ 86,619,121</b>

Budget Category	Budget	Encumbered	Expended
Land Acquisition	\$ 5,477,700	\$ 5,874,900	\$ 5,874,900
Design & Professional Services	\$ 9,771,623	\$ 10,013,215	\$ 7,381,254
Incidental	\$ 10,500	\$ 9,005	\$ 9,005
Jurisdictional	\$ 3,083,605	\$ 147,668	\$ 147,668
Construction	\$ 61,918,693	\$ 46,570,876	\$ 20,726
Furniture, Fixtures, & Equipment	\$ 6,357,000	\$ -	\$ -
<b>Total</b>	<b>\$ 86,619,121</b>	<b>\$ 62,615,664</b>	<b>\$ 13,433,552</b>

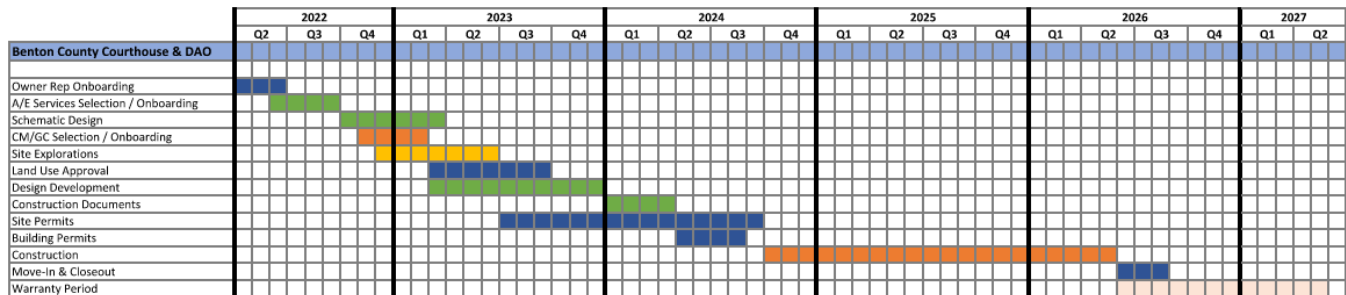
Adjusted to reflect original budget allocations reviewed by OJD.

### Construction Update

No update.

### Schedule Update

The updated schedule forecast below shows a Fall 2024 construction start and Summer 2026 finish.



Updated: 09/16/2024

Groundbreaking Fall 2024

Occupancy Summer 2026



## Crisis Center - Monthly Project Report

October 2024

**Project Location:** 240 NW 4<sup>th</sup> Street, Corvallis, OR

**Owner's Representative:** N/A

**Construction Manager/GC:** Gerding Builders

**Project Owner:** Benton County, Gary Stockhoff

**Architect/Engineer:** Mahlum Architects

**Scheduled Completion:** Spring of 2025

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### Summary

The Benton County Crisis Center is a voluntary, walk-in treatment-centered facility that may serve as an alternative to the emergency room, which aims to provide stabilization for individuals experiencing mental health crisis, along with referrals and support for ongoing behavioral health services. The crisis center will be staffed by Benton County Health Department's mental health crisis team and is an expansion of existing mental health crisis services.

By relocating to this facility, with more available space, the Benton County Health Department will add additional staff and services, including:

- 24/7 walk-in (no appointment needed), face-to-face crisis counseling services.
- Crisis, Outreach, Response, and Engagement (CORE) Co-Response team assisting in connecting people in crisis to the new facility for stabilization and support.
- Dispatch center for the Mobile Crisis Team, which responds out in the community to calls from community service providers, including law enforcement and hospital staff.

The new crisis center will also offer a safe and supportive space for voluntary stabilization to adults who are assessed to need short-term stabilization, but do not require the medical capabilities of an acute care hospital or longer-term residential care. In addition, the crisis center will expand the County's currently very limited respite bed capacity for adults. Respite beds and stabilization chairs are for adults, aged 18 years or older; the new facility will contain:

- Five (5) Stabilization Chairs (Recliners) – Up to 23 hours stay in a trauma-informed, treatment-centered environment for adults who need additional time and support to stabilize from mental health crisis and to be connected to appropriate community resources.
- Five (6) Respite Beds – Up to 29 days stay in a trauma-informed, treatment-centered environment for adults recovering from mental health crisis who need respite time away from their current living situation while being connected to ongoing treatment and/or other appropriate community resources.

### Land Acquisition

The site was a former gas station and used car lot prior to it being prepared for the Crisis Center. Benton County owned the property, which helped preserve the available funds for construction of the new facility.

**Site Development**

The new facility will be constructed on a 10,000 SF lot which, as indicated above, has necessitated going to a second story. The project will be providing site upgrades to meet City of Corvallis requirements and the needs of the Crisis Center operation. The gas station was removed in 2022 with the foundation being removed in 2023; site work commenced shortly thereafter. Unfortunately, the soil at this site was found to be contaminated and several old, abandoned fuel tanks were discovered underground which has slowed work on the underground components.

**Design Planning and Community Engagement Update**

Benton County Behavioral Health formed a design advisory group to help inform the design process by providing a crystal-clear understanding of the unique needs of Benton County residents and what can be accomplished with the new crisis center. The committee consisted of health department staff and mental health professionals as well as community partners, including representatives from:

- Good Samaritan Regional Medical Center
- Intercommunity Health Network Coordinated Care Organization
- Pathfinder Clubhouse
- Corvallis Daytime Drop-In Center
- Strengthening Rural Families
- Oregon State University Counseling & Psychological Service
- Benton County Sheriff’s Office
- Corvallis Police Department
- Mahlum Architects
- Gerding Builders

In the design planning process, the architect team presented concepts to the design committee members who ask questions, provide insight, and help refine the vision for the final design. The committee participated in journey-mapping exercises that put them in the shoes of someone seeking crisis services to help guide the process and flow of services once the center is up and running. Another activity, called visual listening, gave the committee an opportunity to authentically react to different designs, to help define the look and feel of the building.

The facility design was completed in November 2022 and the advisory group’s work has concluded. Mahlum is currently working with the Oregon Health Authority to ensure that our design continues to meet their expectations for licensure.

**Budget Update**

The total budget for the Crisis Center is \$8,929,094 which is funded through a combination of state and federal resources. As of September 15, 2024, the County has expended \$4.55 million or 51% of the budget.

Budget Category	Budget	Expended	Committed	Available
IHN Capital Grant	\$ 100,000	\$ 100,000	\$ -	
Energy Trust Fund Grant	\$ 2,500	\$ 2,500	\$ -	
OHA State Capital Grant	\$ 1,126,592	\$ 1,126,592	\$ -	
HRSA Federal Grant	\$ 1,000,000		\$ 1,000,000	
State ARPA Grant	\$ 1,250,000	\$ 1,250,000	\$ -	
State Legislative Grant	\$ 5,450,002	\$ 2,074,815	\$ 3,372,687	
<b>Total</b>	<b>\$ 8,929,094</b>	<b>\$ 4,553,907</b>	<b>\$ 4,372,687</b>	<b>\$ -</b>



### **Construction Update**

The first-floor framing has been completed; the framing of the second floor is currently underway. Lots of meticulous work is being done behind the scenes to ensure this project continues to be inline with expectations. Furniture packages are being assembled for review in the next few months.



### **Schedule Update**

The current anticipated completion date is Spring 2025.





## Emergency Operations Center (EOC) - Monthly Project Report October 2024

**Project Location:** 1000 NE Carson Drive, Corvallis, OR    **Project Owner:** Benton County, Gary Stockhoff  
**Owner's Representative:** Otak CPM    **Architect/Engineer:** DLR/Mazzetti  
**Construction Manager/GC:** Hoffman Construction    **Scheduled Completion:** Spring 2026

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### Summary

The Construction Documents phase of the EOC design is underway and a GMP (Guaranteed Maximum Price) for construction will be established in late October.

### Land Acquisition

Land acquisition is complete.

### Site Development

The EOC site development details are in progress. Land Use review will run concurrently with the building permit review, scheduled for later this year.

### Design Update

The first Construction Documents 50% progress set has been issued for review. The next progress set will be issued in mid-October, and at that time the team will work to establish a GMP (Guaranteed Maximum Price) for construction.



*\*exterior colors yet to be determined\**

**Budget Update**

The table below provides a summary of the available funding and budget to date.

Funding Sources	Funding
Benton County	\$ 8,133,000
FEMA Grants	\$ 1,000,000
<b>Total</b>	<b>\$ 9,133,000</b>

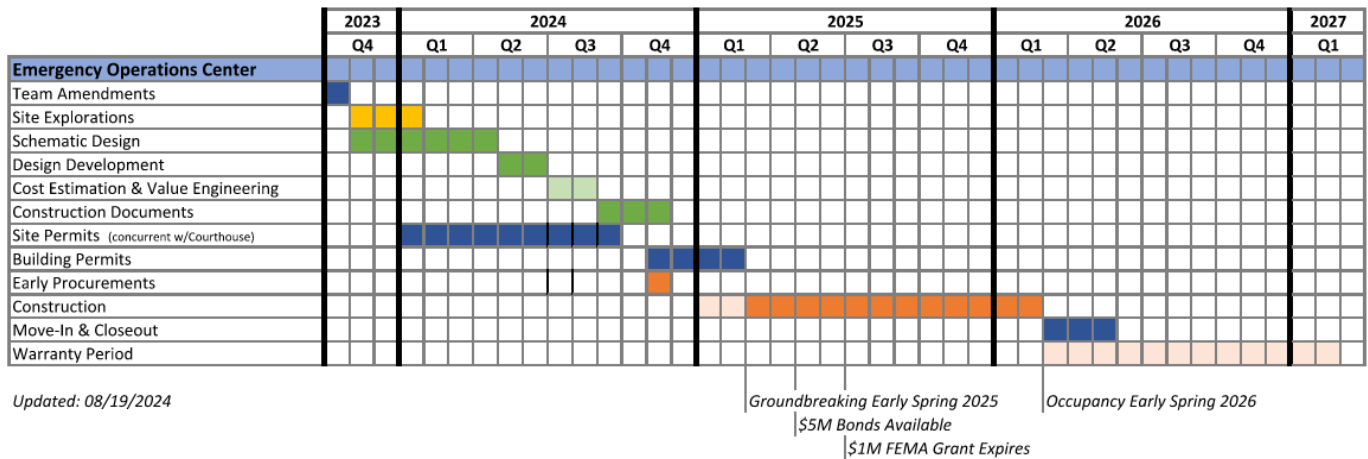
Budget Category	Budget	Encumbered	Expended
Design & Professional Services	\$ 1,590,314	\$ 1,502,920	\$ 551,744
Incidental	\$ 2,000	\$ -	\$ -
Jurisdictional	\$ 148,882	\$ -	\$ -
Construction	\$ 7,091,804	\$ -	\$ -
Furniture, Fixtures, & Equipment	\$ 300,000	\$ -	\$ -
<b>Total</b>	<b>\$ 9,133,000</b>	<b>\$ 1,502,920</b>	<b>\$ 551,744</b>

**Construction Update**

Construction of the EOC will run concurrently with the Courthouse. Permit applications are expected to be submitted towards the end of the year for construction mobilization in Spring 2025.

**Schedule Update**

The project is on schedule for completion in Spring 2026.



# CONSENT CALENDAR

**MINUTES OF THE MEETING  
BENTON COUNTY BOARD OF COMMISSIONERS  
Tuesday, August 20, 2024  
9:00 a.m.**

Present: Xanthippe Augerot, Chair; Nancy Wyse, Vice Chair; Pat Malone, Commissioner; Vance Croney, County Counsel; Rick Crager, Assistant County Administrator; McEneny, County Administrator

Elected  
Official: Jef Van Arsdall, Benton County Sheriff

Staff: April Holland, Julia Clymer, Michelle Bangs, Miquel Wolgamott, Samantha Bailey, Sarah Siddiqui, Kailee Olson, Chris McFarland, Sara Hartstein, Rocío Muñoz; Amy Young, Health Services; Tim O’Sullivan, Lew Walund, D’Anne Hammond, Shea Steingass, David Malone, Cody Bindrim, David Shreve, Joseph Moore, Crystal McGuire, William Nelson, Cody McGuire, Gary Stockhoff, Public Works; Jenn Ambuehl, Debbie Sessions, Gabby Dibble, Financial Services; Kim Lovik, Dawn Dale; Amelia Sanguino, Sheriff’s Office; Toby Lewis, Community Development; Rick Cleveland, Benton County resident; Patty Cleveland, Benton County resident; Rolando Figueroa, Association of Federal, State, County, and Municipal Employees (AFSCME) representative; Sean McGuire, Jenn Brown, Sustainability; Marriah de la Vega, BOC Office; Cory Grogan, Public Information Officer; Amanda Makepeace, Recorder

Online: Ken Eklund, resident; George Waldbusser, resident; Vincent Drew, Association of Federal, State, County, and Municipal Employees (AFSCME); Philipp Schmidt-Pathmann, Institute for Energy and Resource Management; Jamie Olson, Kristin Holly Juvenile Services; Dianna Bagenski, Robert Baker, Trisha Franklin, Rocío Buendía, Health Services; Bailey Payne, Morgan Driggs, James Wright, Petra Schuetz, Community Development; Summer Smallwood, Katie Bateman, Doug Seirup; Christopher Dale, Chelsea Chytka, Benton County Sheriff’s Office; Lindsey Goodman, Financial Services; Leanna Buck, Natural Areas, Parks, and Events; Ray Woothtakewahbitty, Human Resources

Guests: Brigetta Olson, City of Corvallis; John Harris, Horsepower Productions

**1. Call to Order and Introductions**

Chair Augerot called the meeting to order at 9:00 a.m.

Introductions were made.

## 2. Review and Approve Agenda

No changes were made to the agenda.

## 3. Special Report

### 3.1 Affordable and Supportive Housing Projects Update – Brigetta Olson, Corvallis Housing and Neighborhood Services Manager

Olson referred to the slide deck to discuss national trends related to the housing crisis with limited housing stock. Though mortgage rates are beginning to decrease, allowing for more buying power, there is insufficient housing supply. Investor home ownership has risen from ten percent in 2010 to the current 20%. Corvallis has been addressing the lack of supply via public policies, code changes, and amendments in recent years to streamline housing development. The governor has issued an Executive Order with strategic, long-term goals of increasing Oregon's housing supply; Corvallis needs to produce 500 housing units annually. Olson explained the cost burden on extremely low-income renter households as compared to middle income households, noting Corvallis as the top rent-burdened community in Oregon, with 39% of renting households severely rent burdened. The city works in partnership with affordable developers to increase housing supply. 274 duplexes and 66 multifamily units and single family units were added locally in 2023. The vacancy rate is between one and two percent, making housing expensive. Over 400 units of new, affordable housing at different phases of development will be coming online under phased occupancy, meaning renters can move into completed buildings while remaining buildings are completed; 47 units of permanent, supportive, low-income housing is under construction with a projected completion date of late 2025 or early 2026. Corvallis has financing tools used for these developments to help leverage state and federal resources. Olson compared Corvallis' housing to affordable development other Oregon cities; Corvallis' funding is 60 years' affordability, meaning renters will have to earn at or below the agreement made with the developer, usually 60% area median income. The Housing Toolbox has adopted regulations and state mandates, increasing the number of higher density properties, ADUs, and cottage clusters. There are a number of financial components for low- and middle-income housing, as well as urban renewal for south Corvallis for future development. A Housing Dashboard provides data associated with what is happening in the community and progress on projects.

Augerot was pleased to see an upswing of housing development, particularly in the affordable housing range and recognized that housing is needed at all income levels. She wondered if the low income rental housing property tax exemption (LIRPTE) and the multi-unit property tax exemption (MUPTE) have attracted additional developers at this time.

Olson said the Corvallis-Benton Economic Development Office handles the MUPTE exemptions but believed no one had yet applied for the LIRPTE exemption. There are ongoing discussions with developers about future affordable properties as the housing continuum should include affordable starter homes in addition to affordable rental units.

Olson partly serves as a liaison to the development community and also works with the county's Health Department and the Coordinated Homeless Response Office. Malone wondered where to locate information on what is going on outside of Corvallis, within the county.

Olson replied the Oregon Housing and Community Services has useful dashboards of information about production and demographic information, and Olson has previously reached out to some city managers around partnerships to develop affordable units, offering assistance with the numerous organizations, public policies, and input from partners. There are financial resources at the state level and local resources to promote these changes.

Crager wondered in terms of the capacity of affordable housing if there has been an uptick in new developers coming to the community to develop, their biggest challenges, and how those challenges are being addressed.

Olson explained there are state resources never seen before in her career. She is working with five different developers, some local and some national, and is taking calls from national firms as Corvallis has been identified as a community needing development. Affordable housing is complex between the financing and the development process.

Crager asked if there have been new opportunities with state resources and programs such as the Local Innovation and Fast Track (LIFT) shown in the presentation.

Olson said developers want to go quickly in a thoughtful way, using as few tools as possible to begin building. Some firms have replicated and perfected this process across Oregon and the nation, building in an abbreviated period of time.

Crager followed up with Commissioner Malone's query about development outside of Corvallis, explaining the work done with the Planning Commission in terms of regional housing. There are opportunities to share data and information with other communities; BC is working on a comprehensive housing plan update, and that includes a partnership with Corvallis to leverage the existing resources and knowledge. OSU is also involved in these discussions.

Augerot appreciated the update on the Housing subcommittee of the Planning Commission.

#### **4. Comments from the Public**

##### Dawn Dale

Dale works in the Sheriff's Office as a Business Analyst 2, is President of American Federation of State, County and Municipal Employees (AFSCME) Local 2064, and has worked for BC for 13 years. The contract is important to many of the approximately 334 employees. Good-faith bargaining has occurred over the last 150 days, with little movement since March 14, 2024, the date of the most recent tentative agreement, with items in the economic package and the Safety Language article yet to be resolved. The

Board of Commissioners (BOC) can authorize additional funding for a contract, including taking reserves below policy if the need is justified. The Human Resources (HR) director has spoken about the compensation philosophy using phrasing such as high quality, fair, transparent, and competitive compensation. On the BC website's Careers page is the stated goal to attract top talent by offering competitive pay and benefits, and providing fair, equitable, and sustainable compensation, benefits, and retirement plans. The HR mission states a desire to become the employer of choice. Dale asked about the veracity of the statements when the bargaining team continues to ask for a fair compensation package for AFSCME member employees that mirrors the package for non-represented employees, based on the same concept and theory. AFSCME-represented employees who are doing the same or similar jobs as non-represented employees should receive the same pay. Dale noted the HR proposals in comparison to AFSCME proposals show the C band paid \$12k less annually, a misalignment of 18 percent. The difference has been compiling since 2015-16, when AFSCME and non-represented salary schedules were the same. That analysis was completed and sent to commissioners on July 19, 2024. It is time to recognize retention pay for employees with ten or more years of employment. BC is a revolving door where employees gain experience and knowledge, then move on to better wages, benefits, and work conditions with different employers. Longevity retention pay is considered a norm and is awarded to employees in Josephine, Polk, Tillamook, Umatilla, Yamhill, Linn, and Mount Hood counties.

#### Michelle Bangs

Bangs is the lead housing coordinator for BC Behavioral Health (BH) and AFSCME Local 2064 Vice President. Bangs has worked ten years for BC, starting at \$11.75/hour but has been capped out for the last two years, including a five percent wage increase for lead role, and will receive only cost of living adjustments (COLA) increases for the difficult and public-facing work with homeless individuals and community landlords. Bangs urged the county to provide better for its employees via fair contract negotiations. She stepped away from negotiations while undergoing cancer treatment. Bangs felt management treated represented employees as having lesser value. While on medical leave, Bangs thought donated leave could be used to cover the income not received from Paid Leave Oregon, which pays about 60 percent of wages. After taking time off, she found out she was unable to request donated time to make up that 30 percent loss. HR told Bangs utilizing donated leave was unlawful if added to paid leave. Bangs chose to take paid leave as it was guaranteed income but received penny checks from BC until returning to work. As a single mother of two small children, she had to prioritize bills to maintain housing, utilized food banks, and received a water shutoff notice. Bangs felt if donated leave is allowed for critical illnesses, it can be allowed to promote recovery and health when an individual opts for paid leave. 30% of a represented employee's wage versus 100% of the wage seems like a financial win-win for everyone. Bangs urged the commissioners to take care of BC employees so they can take care of the county. During her career, Bangs has visited the homes of many people in crisis who had family members who wished to help but vicariously harmed them. Each Oregon county is required to have a mobile crisis response team of two people upon the initial encounter, which is an Oregon Revised Statute (ORS). This BH team is to be available 24 hours per day, seven days a week. The AFSCME team attempted to bargain and was told their daytime jobs are no more dangerous than the evening

response situations. AFSCME is asking for safety in numbers and to be treated with equality.

Joseph Moore

Moore has worked for BC five years as an engineering and surveying technician for BC Public Works (PW), has bargained for AFSCME twice in that time, and is the Chief Steward for BC. Moore has experienced struggles at the bargaining table, from safety language to holiday pay issues, and most importantly inequity of wages offered to AFSCME members from management. In March 2024, 112 non-represented positions received \$1.8m in raises; the top 63 of those positions accounted for \$1.6m of that amount. Moore explained the highest raise that was given to one of those non-represented positions could fund a 30% raise for five A-12 Step 3 AFSCME employees each and still have funds left over for the budget. As chief steward, he could address the erosion of trust, morale, and fear of retaliation AFSCME members feel from and towards management; how there are departments that suffer from high turnover burning members with management's failures, but management is never the problem and ironically still has not found the solution to the blatant failures he has witnessed with regard to grievances and unfair labor practices. It is Moore's opinion that the root problem of all of this is the systematic separation of commissioners from employees and their current struggles; commissioners are told only what those who wish to protect their positions and egregious pay raises feel needs to be told. The appointed county administrator (CA), the newly appointed assistant county administrator (ACA), and commissioners have been removed from key committees and roles on which someone with the power to affect change, right wrongs, and protect BC employees should sit, only to be given a one-sided recommendation of what needs to be done, connect with your members. AFSCME Local 2064 makes up 65% of the county's employees, he ones who directly and indirectly interacting with residents of the county most often. I urge you to personally reconnect with your members and the committees that affect their lives.

Nikki Marr

Marr has lived and studied in BC the majority of her life, beginning with BC in 2013 with a role as a Qualified Mental Health Practitioner (QMHP). Burnout is real, time off is limited, and the pay is meager in light of the high demand for her skillset. Marr purchased a home in June 2024, but it was outside of BC. She realized she is a professional county employee with a Master's degree who makes less than \$5k more pre-tax than what is considered low income for BC, and also learned she is making \$100k less than what it would take to purchase a home in BC. A stated county goal is to reduce the carbon footprint, which is a challenge when county employees are forced to commute nearly 200 miles per week because they cannot afford to live in BC, and Marr is not the only employee affected by these circumstances. Employees cannot afford to live sustainably in BC. Marr previously worked for a rural community mental health organization that offered flexible work schedules allowing for self-care, more earned time off, and additional county-sponsored holidays, allowing for more free time to be able to flex her work schedule. She receives eight hours of vacation time off per month; meaning it takes five months to be able to accrue enough time to be able to take off one week of vacation, which is a fast track to burnout. The previous position offered more flexibility in our schedules, working four ten-hour shifts with more paid time off; there



was no burnout. Marr is experiencing real burnout with the requirement of six months of work prior to accruing a week of paid time off, not being allowed to take any kind of vacation for the initial six months, and then only getting eight hours of vacation time per month. She is grateful to be working here and hopes to continue serving the community, but she is asking for a little bit of support for herself and coworkers with a competitive wage, time off, and flexibility to be able to take care of herself so that she in turn can support the community and be at their service every day.

#### Dave Malone

Malone has worked in PW since 2010. In 2011, a classification study was conducted, and the A,B, and C pay bands were put into place for all BC employees, irrespective of department or representation. Malone will use a C band, Step 41, that includes titles of Business Analyst 1, Healthcare Professional 1, Program Coordinator 1, Technical Analyst 1. The purpose was to bring parity across the county employee structure. A Financial Analyst 1 would make the same wage at the Sheriff's Office or in the Health Department, whether union represented or not. July 1 of 2015 the non-represented salary schedule versus the AFSCME represented salary schedule shows the parity, as the AFSCME represented employee at Step 1 of C-41 made \$7/year more than a non-represented employee, less than a dollar a month difference. One problem with that was that the AFSCME employee was held to a maximum of Step 6 on the salary structure during the negotiation discussion about the pay for performance. The non-represented employee could go all the way through Step 11, meaning employees started at Step 1 with the same pay, but the ending point was not the same. July 1 of 2023 the non-represented employee is Step 1 of C-41 makes \$7,462 a year more than an AFSCME represented employee at the same Step 1 of C-41; that is at the minimum starting end of the salary schedule. At the maximum end of the pay scale, in 2023, the non-represented employee in C-41 could make \$19,889 more than an AFSCME represented employee in the same position. Malone noted this was before last year's pay increases. On January 1 of 2024, the non-represented employee at Step 1 of C-41 makes \$10,808 more than an AFSCME represented employee at Step 1 of C-41; at the maximum end, the non-represented employee can make \$24,917 more than an AFSCME represented employee. We are asking for parity in the pay structure for doing the same jobs.

#### Sarah Siddiqui

Siddiqui is a member of the bargaining team and is currently serving as the Health Equity coordinator and is attending today on her personal time. After beginning work for BC, Siddiqui learned about the union's work and the need for their presence. Siddiqui began witnessing and experiencing inequities that exist in the workforce and stated BC's treatment of its employees is one of the worst she has seen. For a county that boasts so much about equity to its partners and the public, it consistently falls short when it comes to the treatment of their employees. There is nothing equitable about paying certain members of your workforce less than other doing the same job or pushing back on safety concerns and the ability to resolve safety issues or dismissing concerns for employee well-being in the workplace. There is nothing equitable about paying some employees so little that they cannot afford the rent to live in the community they serve and must take out a personal loan to be able to afford moving to a new residence. Siddiqui has spoken with a number of colleagues and includes herself

among those who live paycheck to paycheck while taking care of families, extended families, and their own health needs; most employees are just getting by. The reason BC struggles with hiring new staff and retaining employees is the lack of adequate compensation and lack of fair treatment. Siddiqui is interested to know how members of leadership, including HR, can justify raises that equal an entire year's salary for some of our most valuable and important staff members who work hard for our community on a daily basis, such as our CSRs, Health Navigators, and PW employees who clear roads of snow and ice to keep communities safe by putting their own well-being at risk, ensuring community members can get what they need. It is a privilege to work alongside some of the hardest workers Siddiqui knows, and a privilege to work for the community she cares about. BC employees know who they are serving, and it will always be the community. It is the right thing to adequately compensate the workforce who serve our community and build our internal capacity to do so. Siddiqui urged the commissioners to support AFSCME members not only as employees, but also as members of the community the commissioners were elected to serve.

Kailee Olson

Olson is the current Communications Coordinator for BC Health Services and has worked for BC for six years in Health Services and Community Health Centers, worked at Joint Information Center during the COVID-19 pandemic, and held various AFSCME roles. Olson spoke about BC's 2040 Thriving Communities initiative which centers equity, health, and resource efficiency at the heart of all of its core values, which include supporting a prosperous, balanced, equitable, and sustainable economy, and striving for access to affordable, safe, and stable housing for all. There are AFSCME-represented employees at BC who currently experience or are at risk of experiencing homelessness. The majority of staff who represent historically marginalized communities work in some of the lowest-paid positions, those in the A and B bands, a lesser wage than that of fast food restaurants. These are the staff who embody the true meaning of public service and the values BC claims to hold. These employees are every bit a part of this community, yet they are being treated by BC leadership as if they are less than. BC has the highest rent burden in Oregon, yet when negotiating wages AFSCME-represented employees are compared to employees in counties like Umatilla and Josephine with similar populations but lower costs of living. When HR conducts a wage study for non-represented staff, they compare themselves to Multnomah County with a much larger population but a more comparable cost of living. BC spent \$1.8m in raises for non-represented staff with \$1.6m of that going to those who already made six-figure salaries. Meanwhile, represented staff struggle to make ends meet. Some department directors received raises that are worth more than our lowest paid positions make all year; I ask where is the equity in that action. BC is where I work, reside, and contribute to my community. Olson's husband works for Linn-Benton Food Share; we are both public servants working for the greater good of our community, yet neither of us could afford to live here on a single salary alone. If things do not change, we will never be able to afford a house nor children in BC. I am a taxpayer here; are my taxes keeping the 1% on top and the 99% on the bottom? Olson is not asking for a lot, she is asking commissioners to remember the values you promised to uphold as an elected official of this community, and to apply those values to all of your employees.

Gabby Dibble

Dibble works in Financial Services and has been an employee with BC for three years and testified at the last BOC meeting as a new employee where similar testimony was heard. It is frustrating when individuals sitting at the bargaining table say BC employees and coworkers do not deserve a fair wage to keep up with the skyrocketing inflation of the last few years. However, others at the bargaining table have given themselves the raise being denied to represented employees. Four of the management bargaining team members received raises that totaled over \$100k. This is more than the annual salary of two customer service representatives combined. Just one of those four raises totaled over \$50k alone. Of the 115 non-represented employees at BC, nearly 16% received an average pay increase in one year. This did not include whether they were qualified for a step increase in the same year. AFSCME employees are only being offered four percent if they are an A or B band and 8.4 percent if they are a C band. Dibble asked about the equity of that action. She believed BC wanted to be an employer of choice; at least that is what is on the HR recruiting page. Dibble believes BC's management may have forgotten with whom they are bargaining. We are the employees staffing front desks, responding to crisis calls, maintaining parks, roads, water and sewer systems, putting on the yearly BC Fair and Rodeo, greeting patients, and generally taking care of the county that pays our wages. Instead, one of the largest salary increases went to an internal-facing department head, who already has the support of a deputy director, an executive assistant, and almost no part in any community-facing programs or services. We know you, the Board, are not in the dark about how bargaining has progressed. You receive monthly updates from HR, and our very own union president has shared emails and spreadsheets with you from our bargaining sessions. You have the information from both sides, and nothing has changed. Dibble wondered why must AFSCME come to the Board directly each time a new contract is needed. Consider the impression your bargaining team is leaving on the employees and the people of this county. These patterns define how this government is viewed by the community it is governing, a track record of denying fair holiday leave, double standards for donating to sick employees, failing to provide livable wages, failing to abide by the state laws for our crisis teams, and a shameful turnover rate. Dibble does not want to call out people with whom she works, potentially upsetting a pleasant work environment and carefully cultivated relationships but cannot stand by as fellow hardworking union siblings get brushed aside every bargaining session. AFSCME will not ratify a contract that leaves anyone behind. Members of Local 2064 just want to do their jobs and not fight with their employer every few years. Commissioners, with all due respect, please start taking care of your employees so we can take care of our county.

#### Ken Eklund

Eklund, a North BC resident, shared a presentation and provided a brief walkthrough of how Republic Services (RS) has misrepresented the landfill gas emissions at Coffin Butte (CB) landfill. In 2021, during a meeting with the Planning Commission, Ian Macnab was asked about this directly: his answer was 'a very minimal amount'. He also promised to get the Commission the estimate they were looking for, but he never did. Without that information, the Planning Commission was unable to say there will be no significant impacts from landfill gas, and they denied the application. About seven months later, an Environmental Protection Agency (EPA) inspection uncovered many large leaks of landfill gas at the landfill. RS failed to mention that report to BC. Five months later, during Benton County Talks Trash (BCTT), questions arose about landfill

gas, especially its methane pollution component. RS immediately pressed for all these questions not only to be ignored, but to be stricken from the record of BCTT. RS proposed this drastic action to delete the information entirely that had been brought forward and pretend it never happened while it was sitting on an EPA report and under an EPA investigation about this very issue. Currently technology enables us to see landfill gas leaks at CB landfill directly; they are huge. Eklund sent the Commissioners an in-depth explainer about carbon mapper. The technology shows that one leak at CB landfill put it in the top ten of climate-damaging point sources in the state; that is one leak. It is clear why Oregon's US Congresspeople are urging action on CB landfill and why, going forward, BC government needs to question all the received wisdom and independently verify all the representations of fact that RS makes. Eklund also sent commissioners a video clip of Ian Macnab saying that the methane leakage at CB landfill is a very minimal amount and urged the commissioners to watch it. Eklund will submit the materials mentioned here to [coffinbuttefacts.org](http://coffinbuttefacts.org) for reference.

### Shea Steingass

Steingass works in Environmental Projects for PW, coordinating several programs including agriculture and wildlife protection program. Steingass loves her job at the county and stated that she has never met coworkers so kind, hardworking, or engaged. Steingass did not ask for a salary above Step 2 because requesting BOC approval seemed risky, instead creating a strict budget down to the dollar to be able to take the job opportunity and quickly realized it was not enough. Steingass used the food bank for a significant period after starting here because she could not afford to eat without going into debt. She has endured an elevated level of financial stress the last few years. Last summer Steingass traded farm and gardening labor for food last summer. Despite thinking about every dollar, Steingass would have lost her house if not for financial support from her family. Her mortgage is the same cost as an apartment today. New county employees do not even have these same opportunities. As an organization that values a diverse, vibrant workforce, Steingass has doubts about achieving either if taking a county job requires a two-income household or outside financial support. While Steingass deeply appreciates being able to own a home, there are many other things she does not have. She rarely travels as she cannot afford to stay at a hotel; rarely goes out with friends; cannot buy name brand food nor even shop at a preferred store; cannot afford salon services, landscaping. Steingass watches life go by as she misses holidays with her family back home, including every Thanksgiving and Christmas since beginning employment with the county. As an individual with a chronic illness, she wonders if her health will hold out long enough to make it to year ten, when leave accruals are finally enough to be able to travel. Steingass loves government; what makes it great is a workplace of people who live and thrive in their community and want to make it better because they have a stake in it. The cost of living here will not decline anytime soon. As an employer you can choose to minimize salaries and leave and save a fraction of funds, but you will lose workers with institutional knowledge and people who want to be here, the people who make this organization so special. She has seen many people depart in her two and a half years with the county. Leadership has an important choice to make to acknowledge and improve systemic issues or act as if they do not exist. In the long run, one is more costly than the other.

### Miquel Wolgamott

Wolgamott is the Supported Employment and Education Specialist Qualified Mental Health Associate (QMHA) for BC Behavioral Services. Wolgamott is attending today on unpaid time because she feels this time is worth using her voice. Wolgamott lives in work in and works for BC and her children go to school here. Wolgamott cannot afford to live in BC any long to the point she took a second job working as a bartender for the Corvallis Knights to give her children a summer. The union is asking that our pay bands be matched to what non-represented make and bring us up to market rate, including the Employment Cost Index (ECI) pay bands, so that she does not have to work to make ends meeting in one of the most expensive counties in Oregon. Wolgamott has been employed since 2015 for BC and has given this county everything she has because she believed it was the best county to work for and the best place to raise a family.

Wolgamott worked on her bachelor's degree while working part time for BC in order to qualify for a full-time position. After accepting a 2021 promotion to her current position, she was told by the deputy director that everyone starts at step one, even if the position is considered a promotion. She now makes less than most coworkers because of the pay equity, and her previous years with BC being counted as a lower level of service. She did everything She was supposed to do in order to better her life and better the services being giving to BC residents because she takes her position seriously, and she strives to be the best steward possible. Part of the negotiations is longevity pay the county is declining. It does not make sense to not want to keep people employed, especially those who have worked over ten years. She wants to be able to buy a house in BC where her children attend school. She wants to be able to say she worked for the county until she retired, that the county cares about its employees and their families as much as it cares about its management. At the end of the day, Wolgamott wants her children to say their mom works for BC, and to know that is the best place they could have been raised.

#### Julia Clymer

Clymer is a medical records clerk in the deputy vital statistics registrar with Health Services. Next month will mark five years since Clymer started with BC Health Services as an on-call Client Services Representative. Clymer was excited when offered for job because she wanted to work somewhere to make a difference in her community and because she grew up hearing how wonderful it is to work for local government because they are supposed to take care of their people. Upon hiring, Clymer was assured that BC strives, at minimum, to pay a living wage, yet Clymer is not making a living wage. Despite having moved up a pay band and earning a degree, she is still struggling, having to spend more than 30% of her income to be able to rent any place here in BC. Take-home pay has to be 2.5 to 3 times more than the rent payment and she does not have that. She considers herself lucky to have lived in her current apartment for so long, as there is no way she could qualify to live anywhere else in BC with current rent amounts. She and her growing children are trapped in a place they outgrew long ago. The recommendation of placing 20% of a paycheck into saving is unattainable; similar to her coworkers, missing one paycheck or experiencing just a couple of unpaid days could cause serious problems. A single parent coworker with no savings recently experienced a recurrence of cancer. As a cancer survivor herself, Clymer understands that in itself is serious. Cancer treatment targets the cancer but causes a number of other issues, leading Clymer to have to see specialists to monitor the long-term side

effects of her treatment, including substantial increase in the risk of secondary cancers such as leukemia. Clymer explained this recurrence of secondary cancer as a matter of when rather than an 'if' scenario. She has nothing saved because there is not enough left over to do so and deals with the stress of daily fight or flight survival mode. This month Clymer has counted pennies at the grocery store, has been unable to purchase small items for her children, has found herself with less than a dollar in the bank account after purchasing the bare essentials, and walks a thin line until the next paycheck. To hear during the bargaining process that the HR director, who benefited from the recent management raises, does not view employees as human beings and has no regard for people in the lower pay bands who work face to face with community members every day. Considering what the role of HR is supposed to be, and how poorly it is performing its function, I am unsure how it is still able to function. Clymer could share stories from coworkers who could not attend today. No one is asking for a lottery-sized payout, simply asking to be shown that they as employees matter, are valued, their contributions to BC matter, and that employees are able to put food on the table that is not instant noodles. Clymer does not understand why it is such a big ask to be treated as humans.

#### D'Anne Hammond

Hammond works in Engineering Survey in PW. Hammond stated management cannot do their jobs without employees. There is no way they could function and perform and do everything required without employees. It is a slap in the face when they base their wages on actual cost of living but refuse to do the same for employees. Hammond has been working in a specialized discipline for over six years and continues to live paycheck to paycheck. Management does not adhere to the better business practice of fostering worker retention. Without living wages based on actual cost of living, and in the absence of retention pay, there is no reason for any of us to stay. I stay because this is my home, and being exploited in one's own home is the worst kind of abuse. Hammond is disheartened and disgusted by this abuse and would like it to stop. Stop feeding the machine that further separates the working class from the middle class. Management cannot do their jobs without employees; if we have to strike to prove it, we will.

#### Samantha Bailey

Bailey works in Health Services. Bailey spoke about the pathway that led her to BC; the end of an abusive marriage and the end of ties to Idaho, where her status as a bisexual person and LGBTQ advocate put her job and housing in danger repeatedly. In 2016 when circumstances emboldened the loudest voices of hate in Idaho, Bailey spent a year saving up to move, choosing a room in a quad apartment sharing a bathroom with three strangers and still went into debt. After starting with BC, she found herself surrounded for the first time who showed her she could be safe. They were living their values, serving their community, and making people's lives better. Bailey is proud to be here. Over the course of bargaining discussions, she has been hearing numbers and percentages thrown around as if they are disconnected from the truth of how people live their lives. In 2018 she was finally able to afford her own apartment, a studio. In 2023, her landlord informed her the rent would be increasing by 14.6%. Placed up against the wage increases from the previous 5 years in the one to three percent range. That meant I could not afford to live there anymore. The place she scrimped and saved for

became too expensive. After four years of rent increases in the nine to ten percent range because of Oregon's rent controls. She did not have savings to put a deposit down on a new place. She is one of the lucky ones in that her partner's family lives out past Alsea and Bailey lives in the guest room but hopes to finish an Accessory Dwelling Unit (ADU) on the property. Bailey went from having a private bathroom to sharing one with a child. While the number talk is necessary, the numbers are tied to real lives. The difference between 3 percent and 15% for Bailey could mean homelessness, and the difference between four percent and 17% can decimate a family's food budget. Stating one segment of your workforce deserves to be paid in line with the market while the remainder does not feels like building a less deserving second class into the organization. Bailey quoted HR: 'pay for positions represented by a union is established through contract negotiations' but fails to grapple with the fact that in those negotiations someone is telling employees they cannot have a living wage, and cannot have the same cost of living considerations, and even for the same positions cannot have the same wages non-represented counterparts make. For some of us that is bound to mean being unable to continue living and working here. Bailey is hopeful the commissioners will find some way to make it right to show staff they are valued, seen, and honored for their humanity by granting the percentage they are asking for. We want to know that you think we all deserve to be able to afford to survive.

#### Chris McFarland

McFarland may need to respond to a crisis call and offered apologies in advance in case his testimony is interrupted. McFarland thanked the commissioners for the opportunity to share his concerns as a BC public servant working for a fair and equitable contract. He is a substance use disorder counselor, a Master's degree clinician for BH and is on the two-person 24-hour crisis response team. McFarland is speaking about wages and the cost of living. He is the sole financial provider for the family; his wife is on a small, fixed income because of a military disability and cannot work. As a result of the continued increase in the cost of living in general and within BC, we can no longer afford to live here where I work and have begun to look elsewhere that is more affordable, as he does not make enough in wages to offset the increases in living. McFarland has been a dedicated county employee since 2015 and loves his job working with the most vulnerable population in this community that no one else wants to work with. The high acuity severely mentally ill homeless battling addictions and struggling with every other social determinant of life are those to whom he gives his passion, time, and energy every day. McFarland and his wife talk about being one paycheck away from joining his clients camping down by the river. As county management has continually declined fair and equitable wages, unless it is for them. He is not asking to be the highest paid employee; he is asking to make the same amount of wages and benefits as the BC non-represented employees make, cost of living increases to coincide with inflation, and a 4.5 to five percent cost of living increase yearly. McFarland's rent was increased nine percent this year. This yearly rental increase is not sustainable for his family and what the county management deems as fair and equitable pay for its represented employees. He is not asking for the same wage increases in the thousands of dollars received by some county managers; he is asking for fair market wages that allow him to continue to live in the very county in which he serves and in which he hopes to retire.

Dylan Hansen

Hansen works full time in the Crisis Department and also serves as the jail and forensics liaison,. Hansen serves the most vulnerable people in this community daily and does it because he believes he can help them to help themselves. His ability to act as a change agent has been significantly inhibited over the past eight months on the crisis team. BC is in direct violation of Oregon Administrative Rules (OAR) 309-72-0140. BC does have a 24-hour crisis response; it is not staffed by the two professions legally mandated by the OAR and BC is breaking the law. At some point, Oregon Health Authority (OHA) will not be forgiving, and BC will not receive funds for these services, and the contract may be taken over by another agency. In early December, BC fulfilled this requirement for all of three days until it was taken away from the most vulnerable people in our community because the bargaining team for the county had no interest in negotiating over a change in working conditions. Oregon is 48<sup>th</sup> in the nation in mental health treatment and will maintain that ranking with these actions; this is unacceptable. One of Hansen's clients completed suicide; the team members knew they did everything possible. Hansen cannot help but wonder what would have happened that weekend with a true two-person response team, if Oregon was not 48<sup>th</sup> in mental health, and if BC truly cared and supported clients to the best extent possible. Hansen spoke about the difficulties of paying for mental health care related to his work activities and expressed frustration with HR showing blatant disregard for the things county employees experience as evidenced by the unfair labor practices (ULPs) that have been filed; some have been founded. A BH manager continues to argue and over the safety language that keeps crisis team members safe. The Assertive Community Treatment (ACT) team has been chased or assaulted by clients. BC employees are put in an unconscionable ethical bind. Some employees have social work licenses and ethical obligations that allow the choice to put themselves first and take care of themselves with a labor strike or they choose to continue serving clients. Hansen is here as a government employee who pulled himself out of poverty with his community, hard work, and dedication. Hansen received Section 8 benefits and food stamps two years ago that he is now making the choice between serving the most vulnerable people in the community. He is now making the choice between serving the most vulnerable people in the community or returning home daily to his loved ones, taking care of himself, and not overdrafting his bank account for therapy in order be good at his job. Hansen felt strongly this is an unacceptable situation and urged the commissioners to ensure accountability now and for the next contract, otherwise many BC social workers and 1.4 million AFSCME members will be angry. BC commissioners are our represented officials, and BC employees will do something about it.

**5. Work Session**

**5.1 Regional Community Health Improvement Plan Update – Sara Hartstein, Amy Young; Health Services**

Hartstein is the Interim Deputy Director of Public Health for BC and introduced Young, who is the project manager for the new regional partnership for Community Health. Lincoln County manages the finances for this position, but it is a truly regional shared position. Young is the full-time project manager for the partnership for community health



on the Regional Community Health Improvement Plan (CHIP) and Assessment and is in BC a couple of times a week. Kate Marsi is a newly hired epidemiologist. Young and Marsi are learning how best to support partners in their work and advancing individual and collective goals and needs. Regional CHIP is funded through the modernization grant from Oregon Health Authority (OHA) shared with Linn, Benton, and Lincoln counties and financial supports from Samaritan Health Services, InterCommunity Health Network Coordinated Care Organization (IHN-CCO) and others. The CHIP County Health Assessment (CHA) timeline takes into account the regulatory and internal needs of partners and is a five-year cycle for accreditation purposes; Samaritan's community benefit plan has reporting and regulatory requirements which are being integrated. A common website for CHIP and CHA is under development, with a target of 2025 for the second development phase of data components, a narrative format, and qualitative indicators of change that set the direction for priority needs and strategies. The implementation includes a focus on developing SMARTIE (specific, measurable, attainable, realistic, timely, inclusive, and equitable) goals around the strategies to refine objectives. The priority areas are based on input from work groups, planning groups, and community feedback with three strategies per goal area. Progress measure outputs are the activities stemming from goals and strategies. Young explained logic models for affordable housing, access to quality care, behavioral health, and inclusion, diversity, anti-racism, and equity (IDARE), noting the coordination between agencies. Action planning next steps will be based on the SMARTIE objectives around priorities. Marsi will play a significant role in the evaluation and quality improvement. Annual progress reports are required to the state and community-based organizations (CBOs) to adjust the plan and account for emerging health issues that may arise. Augerot wondered about the reallocation of resources if there was a sudden pressing issue that affected all county members

Hartstein said there is a steering committee established to discuss new issues or potential pivots but hopes to stay as nimble as possible.

Young commented the goals and strategies are intentionally broad to apply in any context. The organizational partners are well poised to react to shifts in community health.

Malone would appreciate periodic updates on challenges and progress being made, rather than a final report as it is a lot of information.

Young wants to consider this a useful, living document for public health and is placing a high priority on accessibility from a language and literacy standpoint and preferences for consuming information.

Augerot appreciated the presentation and the work and asked for an annual report.

## **5.2 Sustainable Materials Management Plan Task Force Update – Sean McGuire, Sustainability; Bailey Payne, Community Development**

McGuire noted the rapid pace of information-sharing and changeability on this and mentioned that everything discussed is on record and will appear in the archived

minutes. There was a conversation with David Allaway of DEQ to revisit obligations and promises made months ago. McGuire has met with solid waste staff from every county in western Oregon and is scheduling a meeting with Lane County which will be a larger conversation because of population. Meetings have already been held with Steve Kramer, Wasco Commissioner, arranged with Commissioner Cameron in Marion County, and looking at Lincoln County for the perspectives of their elected officials. DEQ involvement is expected to increase along with input from nonprofit organizations, agencies, and OSU staff. McGuire noted a disconnect between traditional materials management and solid waste/recycling staff. The focus is not on Coffin Butte but on addressing upstream materials management. This situation is seen as an opportunity to use the process as a catalyst for broader changes, impacting five counties that rely entirely on this system. The goal is to move away from end-of-life solutions and discuss beginning of life with regards to materials management, a truly sustainable way to deconstruct materials for recycling and diverting pollutants from landfills.

Payne explained when looking upstream at product manufacturing, transportation, use, and disposal, most environmental impact happens during raw materials extraction and manufacturing of the consumer product. Very little environmental impact shows up as an environment issue in a landfill.

McGuire said the question now is how to start looking at solid waste and materials management in a fundamentally different way from beginning to end. Crager was optimistic there is an opportunity to try a different approach in Portland and along the Willamette Valley, using BC's progressive qualities and how best to leverage that going forward. The timeline to the kickoff is still applicable. An agenda is under development with topics, attendees, an overview of materials management, giving DEQ an opportunity to speak, provide materials to Resource Recycling Systems (RRS) consultants. The timeline is on target. There is a spending plan on the reverse of the document just handed to commissioners\* with \$400k budgeted, \$176k of that for RRS. Three large meetings are scheduled for winter 2024 and spring 2025 leading to the end of the biennial budget in July 2025. A report with recommendations moving forward is targeted for summer 2025.

McEneny asked McGuire to confirm that BC has engaged 14 separate counties and if they all will participate in the SMMP leading up to an October 2024 panel of counties.

McGuire replied every county contacted said yes, they will participate.

McEneny said county commissioners who would like to attend the event in October will be invited.

McGuire noted that it would be ideal to have representatives from the entire region as it might signal unity to the Department of Environmental Quality (DEQ) and to the federal government.

McEneny asked McGuire to develop a draft Agenda with speakers and roles for commissioners to consider and any state participation.

McGuire confirmed that is under development and will be ready by the next SMMP Task Force update.

Augerot asked if McGuire's vision of four large group meetings would include elected officials and other folks who are not participating in the more granular meetings, and if the six smaller group meetings would be Work Sessions.

McGuire noted a question continually asked of elected officials and the state regards drivers and market signals. The City of Portland required deconstruction of residential solid waste and food compost, which sends market signals. These deconstruction policies are the conversations across an entire set of issues that need to occur as there are legislative ripple effects. McGuire is felt enthusiastic after speaking with Allaway. It will be important to get the right group of individuals at the table with the right questions investigating what a region can do to affect the upstream process of solid waste, rather than focusing on recycling or waste. There are examples of where decisions made at a local level have a ripple effect on a national level. Marin County in California required low-carbon concrete which got the attention of the concrete industry very quickly; McGuire hopes to achieve similar results here.

Augerot was grateful there are consultants to help identify policy levers to make significant change to locate the balance of low cost and high potential outcome.

Malone asked for background information on the consultants, Resource Recycling Systems (RRS).

Payne explained RRS has an established reputation in the Northwest and bring experience from other states and programs. They are working with Recycling Modernization Act by surveying cities and counties throughout Oregon to assess recycling infrastructure needs and have a broad context on which to rely.

Crager concurred on moving the focus from waste disposal to sustainable management. He appreciated that there was a positive response from the state and noted participation as well as political strength were crucial and recommended commissioner engagement across counties, noting Commissioner Cameron from Marion County was on board. CFM Consultants recommended Oregon state senator Janeen Sollman of District 15 from the Hillsboro area as a potential champion. Crager is confident if elected officials, program runners, and innovators were to meet, they could develop a good plan. Crager noted McGuire and Payne were on schedule for the mid-October kickoff meeting with a site inventory, a cost benefit of the strategic work, as well as a draft Agenda to share at the next update.

McEneny said the hope is that BC will get buy-in from other counties and possibly receive state resources, with the goal that this budget would be also shared with other interested parties.

Crager explained this funding would be the seed with the next step to get to a regional place to leverage other funding and support while exploring different ideas and dealing with policy challenges. The Department of Environmental Quality (DEQ) is an important

partner in this effort; it is one thing to introduce state policy, but it is a challenge to get it passed.

Augerot was looking forward to seeing the agenda, the composition of the large and small group, and noted there is funding for mediation and for technical writing facilitation.

### **5.3 Update on the National Flood Insurance Program and Endangered Species Act Compliance – Toby Lewis, Community Development**

Lewis explained the purpose of today's item was an overview of comments on FEMA's pre-decision draft documents that were shared with cooperating agencies, created as part of the part of FEMA's environmental impact statement creation review process. BC's Community Development, as a cooperating agency, is allowed to review and make comments, but ultimately it is FEMA's decision what information is included in the impact statement. The most recent documents provided to cooperating agencies are the Path C guidance document and Table 1, No Net Loss Standards. The secondary item for today is an update to flag new developments in FEMA's plan for integrating the National Flood Insurance Program in Oregon with the Federal Endangered Species Act requirements.

Under the final implementation plan, the Path C guidance document is one of four choices that is available to communities to demonstrate that they are not causing take to protected habitat and mapped special flood hazard areas. Path C allows communities to design a customized community plan to apply to all or part of a community, or to apply to all or a few of the key floodplain and habitat functions this project is meant to protect. The three key functions and their measurements are:

1. flood storage: the amount of unoccupied space in a flood hazard area;
2. water quality: the amount of impervious surface in that area;
3. riparian vegetation: the amount of tree removal that occurs.

Lewis believes this document will be a helpful guide for communities, intending to provide ideas about what types of opportunities there are to modify the standard requirements that are options through Paths A and B. The Path C document identified options the communities can use for community-specific things that include existing or proposed community programs that plan for or mitigate development in flood hazard areas; it could address adjustment of ratios that apply to development in floodplains if it is affecting flood storage, water quality, or riparian vegetation, or it could address floodplain function protection. The document also proposes options for adjusting the riparian buffer zone, which is currently set to a standard 170 feet from a waterway and steps to evaluate whether that standard is appropriate, based on existing development and how the land is used in a flood hazard area, and existing tree height, as the standard 170 setback is based on a general tree height. The document explains how those modifications should be documented and could be implemented at a variety of levels. General recommendations from Lewis and her team are to consider rephrasing some wording that might lead communities to approach their local Community Development and ask for help, which may or may not be available; a reminder that some local jurisdictions might lack capacity to analyze and prepare a customized

community plan; and encouragement to FEMA to continue identifying ways to support communities through technical assistance grants or other methods.

Table 1, No Net Loss Standards, is a matrix of the mitigation ratios proposed by FEMA, which were based on the biological opinion that was issued for Oregon. This document is expected to be used with the model ordinance, the Path C guidance document, and with the habitat assessment guidance document. Table 1 defines the amount of mitigation required when development causes a reduction of each floodplain function; flood storage, water quality and riparian vegetation. The mitigation ratios range from 1:1 affecting the amount of impervious surface; 2:1 for affecting the amount of flood storage available on a property; and 3:1 to 6:1 for tree removal, dependent on the diameter at breast height so the size of the tree being removed could be 3:1, 5:1, or 6:1. It also includes an additional multiplier for mitigation if the activities are occurring in a different waterway.

Overall, there are departmental concerns about the clarity of the contents of Table 1:

1. the assumed survival rate or natural mortality of the plantings with regard to the mitigation ratios;
2. the requirements for the sizing of the replacement trees, because it does identify a ratio but does not specify if the replacement trees need to be the same size as the trees being removed, nor a specific quantity;
3. preventative tree removal for fire hazard, in this area, the emerald ash borer;
4. the ratios for tree replacement, which seem high;
5. feasibility of community ability to implement monitoring and enforcement of mitigation requirements; and
6. ability to identify viable on-site and/or off-site mitigation locations.

The best Lewis and team can determine from the table is that the ratios refer to the number of trees that must be replaced. A disturbance to an impervious surface, such as digging up a section of lawn to replace with a house addition of 50 square feet, the 1:1 mitigation requirement is to develop a method on 50 square feet of the property that will improve floodplain storage without causing a situation that would trap protected fish species on the property.

Augerot said the technical assistance question is interesting and wondered if the League of Oregon Cities (LOC) was involved in this process.

Lewis explained LOC is not a cooperating agency, but there will be an opportunity to provide comments on the final draft environmental impact statement documents, and that will be opened up to everybody in Oregon.

Augerot felt it interesting that FEMA is looking to the counties to provide that long-term technical assistance in recognition of the skills and abilities of the counties but had doubts as to how realistic that is in terms of capacity.

Lewis noted the long-term technical assistance was listed as a potential option, but the hope is that the wording will be adjusted, though it is clear it may not always be the realistic option.

Lewis spoke about the update on FEMA's implementation of the Endangered Species Act as it relates to the national flood insurance program in Oregon. Last month FEMA sent out a pre-implementation compliance measures letter, which was an unexpected development and likely a response to a lawsuit indicating that FEMA has taken too long to implement new requirements for the Endangered Species Act and the flood hazards. Each community falling into the implementation area to choose one of three options:

1. adopt and implement an interim model ordinance;
2. require a habitat assessment permit by permit; or
3. prohibit all development in mapped special flood hazard areas until the final implementation requirements are put in place.

For Option 1, if a community adopts this option, it would need to adopt the interim model ordinance and then, once the final ordinances are ready for adoption, they need to revisit the adoption process and adopt the final ordinance or pick Option 2 or 3.

For Option 2, the habitat assessment would be prepared by a biologist. A habitat assessment guidance document and a draft model ordinance were released last week. For any project in the special flood hazard area, an applicant would need to hire a biologist to complete the habitat assessment of their project and any effects on the floodplain functions and submit to the jurisdiction, which would review and approve or deny.

The expectation identified in the letter is that the decision will be conveyed from local communities to FEMA by December 1, 2024, and that communities will begin reporting their decisions with relation to those key floodplain functions and the effects of development on their flood plains beginning January 31, 2025.

If a community does not choose one of the three options, the expectation is that communities will by default be using the permit-by-permit habitat assessment option. Failure to implement the interim procedures will result in FEMA having a conversation with the community. If the community still does not implement the interim measures in the way that is deemed appropriate, then a community assistance visit would be implemented FEMA and the community; essentially an audit of the floodplain program. Lewis will be presenting more information on this topic at the Quarterly Floodplain Program Update scheduled for September 17, 2024. It is an evolving topic; FEMA has done three informational outreach sessions for local communities with a fourth session on August 21, 2024.

Augerot said it sounds like Community Development is not close to choosing option at this point in time and will be the subject of a future conversation and asked if FEMA has given any indication for their timeline for the regular regulatory process, and when we might expect to have a final model implementation.

Lewis replied the current goal is to have communities implementing the final requirement by 2026 to 2027.

Augerot responded it makes sense to have a process in place from this point to 2027.

Lewis said the idea of interim measures was investigated several years ago, but there was community pushback from communities concerned about twice undergoing temporary program changes with one final program change; FEMA allowed a three-year extension to develop the final and skip the interim measure. BC has run through the three-year extension. Lewis believes this might be the driver behind the lawsuit and the new requirements.

Augerot recognized this as a complex matter and would like to know more about the costs and benefits of choosing one option over another, in terms of BC staff time and in terms of community members, in light of how much area is in the special flood hazard zone, how much potential building demand is there, and what it might cost land owners if habitat assessment permit-by-permit option were chosen. Augerot hoped FEMA might produce more graphic materials to use in explanations to help community members' understanding of the topic.

## **6. Consent Calendar**

- 6.1 Application for New Outlet, Primary Location for a Winery for Willamette Cider Works, dba Waldbusser Cider Works**
- 6.2 Approval of the June 4, 2024 Board Meeting Minutes**
- 6.3 Approval of the June 18, 2024 Board Meeting Minutes**

**MOTION:** Wyse moved to approve the Consent Calendar of August 20, 2024. Malone seconded the motion, which **carried 3-0.**

## **7. New Business**

- 7.1 External Fleet Program - 2023-25 Budget Note Report – Gary Stockhoff, Public Works**

Stockhoff noted addressing issues with the budget with regard to fleet but felt there is a sustainable plan moving forward into the next biennium.

Crager explained the external fleet program has been an on-going conversation over the last several budget periods. BC has both internal and external fleet programs. Internal fleet costs are an annual assessment embedded into the biennial budget at a fixed rate; the external fleet program is dependent on actual billing which has not balanced over the years. During the COVID pandemic BC experienced a \$465k deficit which was balanced with American Rescue Plan Act (ARPA) funds. The 2021-2023 biennium cycle implementation of the Mercury model provided external fleet cost information showing a deficit of \$600k which was brought to the Board as a concern in October 2023 and is part of today's discussion. Crager's estimates trended towards a possible \$650k deficit for the 2023-2025 budget cycle. Analysis of private sector pricing

is done yearly to compare against BC billing amounts. Currently the broader private market bills out at \$183 per hour while BC was billing at \$143 per hour. Cost analysis showed a methodology error involving the split between internal and external billing and costs; adjustments have since been made. The external fleet program is a community effort to assist local organizations with very small budgets. Raising the hourly rate to \$183 from \$143 would have a negative impact on the budgets of local jurisdictions and organizations. A seven percent increase was implemented July 1, 2024 to a rate of \$153 per hour. Crager felt this will make a difference in the budget deficit. Contractually, the city of Corvallis will be billed a \$143 hourly rate for the remainder of the 2023-2025 budget cycle. The current deficit estimate for the fiscal year ending on June 2024 is \$205k; a reduction of about 44 percent savings from the \$650k deficit discussed in October of 2023. \$150k of budget reserve funds were applied, reducing the deficit to \$215k in this biennium. The 2021-2023 budget has to be balanced and the 2023-2025 budget has an estimated deficit of \$365k, less the \$150k reserve and insurance savings of approximately \$600k, leaving a deficit of \$215k Crager mentioned earlier. The recommendation today is to increase external fleet billing rates in July 2025 to \$200 per hour in order to mitigate that deficit. Notifying current external fleet customers would provide enough time for them to prepare by adjusting their own budgets or exploring alternatives.

Stockhoff contacted customers in July 2024 about the rate increase to \$153 per hour and mentioned the significant increase for July 2025. A separate letter went to Corvallis to inform them BC was honoring the \$143 per hour rate. Stockhoff commented that no comments were received after the letter.

Crager's second recommendation is Board approval of a general fund transfer of \$811k, which includes a \$365k estimation from this biennium, to cover the total deficit to balance the budget and provide financial stability moving into July 2025. The third recommendation is a quarterly report from both Public Works and Financial Services to watch this matter for unexpected factors affecting the intended outcome.

Wyse asked for further explanation of the request to transfer up to \$811k when the estimate appears to be a little more than \$209k.

Crager referred to the Financial Impact slide of the presentation. The deficit for 2021-2023 biennium was \$595k. The estimated deficit for 2023-2025 biennium is approximately \$365k, which brings the total deficit to nearly \$1m. Minus the budgeted reserve of \$150k, that brings the deficit down to the \$811k mentioned earlier. Crager explained there is an unplanned revenue source, the insurance savings, that came to the general fund that was not built into the budget. While it is an \$811k general fund transfer, there was also \$601k of unanticipated revenues that came into the general fund, causing less of a fiscal impact to the general fund.

Wyse asked for clarification that the approval is for an \$811k transfer, \$601k of which would be insurance savings from the General Fund.

Crager confirmed the statement.



Wyse asked Crager to speak about the advantages, disadvantages, and impacts to smaller jurisdictions and staff retention of moving forward with the significant rate hike or possibly discontinuing external fleet service in the future.

Crager believed there could be a continued, fiscally sound program if the rates charged cover the actual costs of providing this good service to the local jurisdictions with few other options and if the customers choose to pay the increased rate. There will be an impact on their budgets whether they choose to stay with external fleet or pay private sector hourly rates. Stockhoff has considered factors such as attrition and possible opportunities; quarterly reports would be important to monitor trends. More will be known after communicating with partners and customers, receiving feedback, and seeing the quarterly report.

Wyse had heard from constituents who expressed concerns about the external fleet program's budget issues and wanted to be able to explain why BC would follow the path of positive community impacts at the expense of the program with the overarching goal of positive balance sheet after some budget adjustments.

Crager explained one option could be discontinuation of the program now, which would affect current partners and deny them the opportunity to adjust their own budgets to be able to afford these services.

Stockhoff noted the current path forward brings BC into line with what local automotive repair companies charge. The last six or seven years has been the external fleet program moving away from charging the very low hourly rate into the new reality of higher labor costs. Quarterly updates would allow BC to monitor the process and adjust staffing as needed to meet the goal of a balanced budget sheet. BC needs to become proactive in this matter.

Wyse asked if a sliding scale or grant funding was a feasible approach.

Crager said those are options to consider but Stockhoff and he had not yet gone down to that level of detail. \$200 per hour on average is what BC thinks it will have to charge to break even. This situation came to light around 2019 when the CFO previous to Crager started the push to separate the internal and external fleet accounting.

Wyse asked if the internal service charge will stay the same or remain at a similar level?

Crager replied the internal service charge is fixed for this biennium but could change for the 2025-2027 biennium budget, but BC has not yet started that calculation.

Malone asked if the \$601k from worker's comp was a one-time event that might change anything going forward?

Crager explained it is a one-time savings that can be used to mitigate the budgeted general fund.

Malone was hopeful to stay current with competitive rates and multi-year contracts and wondered if inclusion of a Consumer Price Index (CPI) or other factor might be warranted, as the information was accurate when the biennium started but then the calculation rates were off after two years.

Stockhoff explained the city of Corvallis is the only service-level agreement, which will end in June 2025. Public Works will also implement annual increases to the rate as opposed to a two-year rate to avoid the surprise of a significant rate increase for external fleet customers.

Malone asked how often comparisons are performed.

Stockhoff replied the service rates are scrutinized in January.

Augerot was grateful for the analysis that was completed. BC has subsidized many other small municipalities with fire engine maintenance and other critical emergency response vehicles. While BC was glad to do it, it cannot be at the expense of BC taxpayers and hoped not to encounter this situation moving forward. Augerot was also pleased with the timing of this action, getting it synchronized with budget processes so other municipalities can factor in rate increases in their respective budget development.

**MOTION:** Wyse moved to approve the transfer of \$811,000, including over \$601,000 of insurance savings of General Fund in the 2023-25 Budget to offset the past and forecasted deficit of the external fleet program. This action will be codified in the next supplement budget. Malone seconded the motion, which **carried 3-0.**

## **7.2 Grant Approval for Electric Vehicle Charging Stations – Gary Stockhoff, Public Works**

Stockhoff requested formal approval for the CFI charging and fueling infrastructure grant program through the Federal Highway Administration as discussed on August 12, 2024. Stockhoff is pursuing up to six charging stations with a budget of \$500k to \$700k, dependent upon the sites chosen. Monroe City Administrator Martinenko suggested the library or the city park, depending on the decision of that council. Stockhoff is working on the grant application with the assistance of the Finance Department.

Malone asked about the matching funds that BC was expected to provide and if BC was able to provide that amount.

Stockhoff replied the match is 20 percent and BC is ready; this will be a Capital Improvement Project (CIP) request for the next biennium.

Wyse noted the minimum grant amount was \$500k and asked if that amount would be requested by BC.

Stockhoff explained that \$500k is the minimum grant amount. The cost of installing all six desired charging stations would be closer to \$700k which moves the BC match to approximately \$140k.

Augerot supported asking for the full amount possible and then scale if requested.

**MOTION:** Malone moved to authorize staff to submit an application for a Charging and Fueling Infrastructure Program Grant. Wyse seconded the motion, which **carried 3-0.**

**8. Other**

No other business was discussed.

**9. Announcements**

No announcements were made.

**10. Adjournment**

Chair Augerot recessed the regular meeting session at 12:08 PM and announced a five-minute break.

Chair Augerot entered into Executive Session under ORS 192.660 [2][d] at 12:13 PM.

Chair Augerot resumed the Board Meeting at 1:32 PM, adjourning at 1:32 PM.

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Xanthippe Augerot, Chair

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Amanda Makepeace, Recorder

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

# **NEW BUSINESS**

**BOC Agenda Checklist Master**

**Agenda Placement and Contacts**

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**Suggested Agenda Date** 10/01/24

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Sheriff's Office

**Contact Name \*** Sheriff Jef Van Arsdall and Jeremy Jewell

**Phone Extension \*** 6055 & 6387

**Meeting Attendee Name \*** Sheriff Jef Van Arsdall and Jeremy Jewell

**Agenda Item Details**



**Item Title \*** Notice of Intent to Apply for a Jail-Based Medications for Opioid Use Disorder Grant

- 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 minutes

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

Advertisement\*

Yes

No

## Issues and Fiscal Impact

## Item Issues and Description

**Identified Salient Issues \***

This notice of Intent is for the Jail-Based Medications for Opioid Use Disorder grant program under Sections 81 to 86 of House Bill 4002 (2024), which supports cities and counties in Oregon that operate a local correctional facility, as defined in HB 4002, Section 81(3).

The purpose of the Jail-Based Medications for Opioid Use Disorder Grant Program is to provide opioid use disorder treatment and transition planning services to persons in custody in local correctional facilities and tribal correctional facilities.

Funds awarded must be used for one or more of the following:

- Provide medication, telemedicine, or any other reasonable treatment to persons in custody with an opioid disorder.
- Develop or operate mobile or nonmobile opioid treatment units.
- Administer screenings for opioid use disorder or risk of an acute opioid withdrawal.
- Facilitate transition planning services for persons in custody who seek or receive opioid use disorder treatment.
- Undertake any other actions reasonably calculated to mitigate operational or structural barriers to providing opioid use disorder treatment in local correctional facilities or tribal correctional facilities, including but not limited to mitigating any lack of secure storage for medication.

The grant period is from October 1, 2024 through September 30, 2025.

**Options \***

1. Approve the Notice of Intent
2. Do not Approve the Notice of Intent

**Fiscal Impact \***

- Yes  
 No

**Fiscal Impact Description \***

A total of \$10,000,000 is available in grant funds and is being awarded through a formula funding process that the Oregon Criminal Justice Commission determined. The allocated funding for Benton County is \$148,167.00.

## 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.

OPIOID USE DISORDER MEDICATION GRANT PROGRAM  
SECTION 81. As used in sections 81 to 86 of this 2024 Act:  
(1) "Commission" means the Oregon Criminal Justice Commission.  
(2) "Local correctional facility" has the meaning given that term in ORS 169.005.  
Enrolled House Bill 4002 (HB 4002-A) Page 63  
(3) "Tribal correctional facility" means a jail or prison in Oregon that is operated by a  
federally recognized tribe and confines persons for more than 36 hours.  
SECTION 82. (1) The Oregon Jail-Based Medications for Opioid Use Disorder Grant Program is established in the Oregon Criminal Justice Commission to provide opioid use disorder treatment and transition planning services to persons in custody in local correctional facilities and tribal correctional facilities.  
(2) The commission, in collaboration with the Oregon Health Authority, shall administer the grant program. At minimum, the commission and authority shall collaborate to provide grant recipients support with technical assistance and best practices.  
SECTION 83. (1) The Oregon Criminal Justice Commission shall award grants to cities and counties in Oregon that operate a local correctional facility and to federally recognized tribes in Oregon that operate a tribal correctional facility.  
(2) Applicants may submit an individual application or a joint application in partnership with other local correctional facilities or tribal correctional facilities.  
(3) At least 10 percent of total moneys awarded to grant recipients must be awarded to local correctional facilities in rural areas, as defined by the commission by rule, or tribal correctional facilities. If any amount of the 10 percent is not awarded during an initial application cycle, the remaining amount may be awarded to any otherwise eligible local correctional facility or tribal correctional facility under a supplemental application cycle.  
(4) The commission may enter a contract with a third party to provide statewide technical assistance to grant recipients.  
(5) The commission shall consider geographic equity when awarding grant funds.  
SECTION 84. Moneys awarded to grant recipients under section 83 of this 2024 Act may be used to:  
(1) Provide medication, telemedicine or any other reasonable treatment to persons in custody with an opioid use disorder.  
(2) Develop or operate mobile or nonmobile opioid treatment units.  
(3) Administer screenings for opioid use disorder or risk of acute withdrawal.



(4) Facilitate transition planning services for persons in custody who seek or receive opioid use disorder treatment.

(5) Undertake any other actions reasonably calculated to mitigate operational or structural barriers to providing opioid use disorder treatment in local correctional facilities or tribal correctional facilities, including but not limited to mitigating any lack of secure storage for medication.

SECTION 85. The Oregon Criminal Justice Commission shall adopt rules necessary to

administer sections 81 to 86 of this 2024 Act. The rules, at minimum, must:

(1) Establish a methodology for reviewing and approving grant applications and awarding grants.

(2) Require applicants to submit a statement acknowledging that any grant funds received must be expended in accordance with the allowable uses described in section 84 of this 2024 Act.

(3) Require applicants to submit a letter of commitment from each administrator of a local correctional facility or tribal correctional facility who is associated with the application, committing to participate in good faith in the grant program.

(4) Define "rural" for purposes of section 83 (3) of this 2024 Act.

SECTION 86. (1) The Oregon Criminal Justice Commission shall convene an advisory committee to evaluate applications and make recommendations to the commission for the awarding of grants under section 83 of this 2024 Act.

(2) The chairperson of the commission shall exercise discretion to appoint members to serve on the advisory committee.

### 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 Benton County jail has seen numerous individuals coming into custody who have recently used fentanyl or some other opioid. The current process is to address the symptoms the individuals experience as part of withdrawal. The current movement in Oregon and nationally is to use buprenorphine to help lessen the symptoms of withdrawal, as well as beginning a protocol of buprenorphine in film or pill form that eventually leads to time-released injections that last for 30 days. The Sheriff's Office wishes to add these protocols to operations at the Benton County Jail.

The Oregon Criminal Justice Commission has dedicated grant funding to help support this program, as the injections are expensive. The Sheriff's Office would like to access this funding for updated protocols. Our current physician, Dr. Jennifer Micek, works on the MOUD (medications for opioid use disorder) program for the Community Health Centers (CHCs). This program, and the idea of continuity of care, were part of the reason we considered contracting with the CHCs. Dr. Micek would be able to start individuals on this treatment while they are in custody, and the CHCs could continue their care with the same treatment outside of jail when they are released. The idea is that the longer individuals can participate in this treatment program, the better the chance they will have to stay clean, which benefits the individual and the community.

**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 \***

Fentanyl and other opioids are killing people throughout the United States, specifically here in Oregon. This is a treatment program to address the use of opioids in our community, save some lives, and offer them a different way of moving forward. In this respect, it has a very definite focus on safety for individual community members. Historically, those who abuse narcotics have committed different types of criminal offenses to be able to pay for their drugs of choice. Anything that we can do as a community to lessen opioid use in our community should have a positive effect on community safety as a whole.

## Recommendations and Motions

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### Item Recommendations and Motions

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**Staff Recommendations \*** Sheriff Jef Van Arsdall recommends approval of this intent to apply for the Jail-Based Medications for Opioid Use Disorder Grant Program.

**Meeting Motions \*** I move to ...  
...approve the intent to apply for the Jail-Based Medications for Opioid Use Disorder Grant Program for the Benton County Jail.

## Meeting Motion

I move to approve the intent to apply for the Jail-Based Medications for Opioid Use Disorder Grant Program for the Benton County Jail.

## 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.

Notice of Intent to Apply Jail Based Medications for  
Opiod Use Disorder Grant Program.doc 37KB

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

**Department Approver** JEFRI VANARSDALL

<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>	

# NOTICE OF INTENT

## BENTON COUNTY

**DATE:** October 1, 2024  
**DEPARTMENT:** BCSO  
**CONTACT:** Jef Van  
Arsdall or Jeremy Jewell  
**PHONE:** x6055 or x  
6387

**TYPE OF NOTICE**  New Grant  
 Supplement  
 Renewal

**GRANT DUE DATE:** 10/13/24

The purpose of the Jail-based Medications for Opioid Use Disorder Grant Program is to provide opioid use disorder treatment and transition planning services to persons in custody in local correctional facilities and tribal correctional facilities. **PROJECT TITLE:** Jail-Based Medications for Opioid Use Disorder Grant Program

**STATEMENT OF POLICY:**  
The County Board of Commissioners must approve, prior to submission, all new, or renewals of all loans or grants sought from any public or private source. For further statement of policy see the grant administration policies in the current edition of the Budget Manual.  
Board of Commissioner review will ensure objectives of proposed grant funded programs are consistent with county policies and those financial obligations, if any, imposed by the grant, now or in the future are accounted for in county financial planning.  
*\*If available, a complete copy of the grant application shall be attached to this form\**

### GRANT SUMMARY/ABSTRACT:

#### Project Description:

Pursuant to Sections 81 to 86 of House Bill 4002 (2024), the Jail-based Medications for Opioid Use Disorder Grant Program supports cities and counties in Oregon that operate a local correctional facility, as defined in ORS 169.005, and federally recognized tribes in Oregon that operate a tribal correctional facility, as defined in HB 4002, Section 81(3).

#### Purpose:

The purpose of the Jail-based Medications for Opioid Use Disorder Grant Program is to provide opioid use disorder treatment and transition planning services to persons in custody in local correctional facilities and tribal correctional facilities.

#### Program Goals and Priorities:

Funds awarded must be used for one or more of the following:

- Provide medication, telemedicine, or any other reasonable treatment to persons in custody with an opioid disorder.
- Develop or operate mobile or nonmobile opioid treatment units.
- Administer screenings for opioid use disorder or risk of an acute opioid withdrawal.
- Facilitate transition planning services for persons in custody who seek or receive opioid use disorder treatment.
- Undertake any other actions reasonably calculated to mitigate operational or structural barriers to providing opioid use disorder treatment in local correctional facilities or tribal correctional facilities, including but not limited to mitigating any lack of secure storage for medication.

**GRANT DURATION:** October 1, 2024-September 30, 2025

#### COUNTY COMMITMENTS

**STAFFING:** NO  YES   
If yes, Permanent  Limited Duration

\_\_\_\_\_ Using existing staff  
**FINANCIAL:** NO  YES  If yes, amount: \_\_\_\_\_

#### FINANCIAL SUMMARY\*

**FEDERAL SOURCES** \$ \_\_\_\_\_  
**STATE SOURCES** \$ 148,167  
**COUNTY SOURCES** \$ 0  
**TOTAL REVENUE** \$148,167

**DEPARTMENT HEAD COMMENTS:**

---

Jef Van Arsdall, Sheriff      Date

---

**BUDGET OFFICE REVIEW & COMMENTS:**

---

Budget Officer Signature      Date

---

**BOARD OF COMMISSIONERS:**

**Status:**       Approved without additional review  
                  Approved with additional information required by: Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                  Disapproved

**COMMENTS:**

---

Signature      Date  
Chair, Board of Commissioners

---

**A final copy of the grant application must be submitted to the Board of Commissioners Office.**

**BOC Agenda Checklist Master**

**Agenda Placement and Contacts**

---

**Suggested Agenda Date** 10/01/24

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Community Health Centers

**Contact Name \*** Lacey Mollel

**Phone Extension \*** 6243

**Meeting Attendee Name \*** Lacey Mollel and Christine Mosbaugh

**Agenda Item Details**



**Item Title \*** New Access Point Funding Grant Letter of Support

**Item Involves \*** Check all that apply

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

**Estimated Time \*** 10 minutes

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



**Name of  
Board/Committee**

Board of Directors

**Advertisement\***

Yes

No

## Issues and Fiscal Impact

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### Item Issues and Description

---

**Identified Salient Issues \***

The Health Resources and Services Administration (HRSA) announced a New Access Points (NAPs) funding opportunity to expand access to affordable, high-quality primary health care, including mental health and substance use disorder services, for underserved communities and populations.

The Community Health Center's goal is to establish a new access point in Albany, targeting the high-need geographic area and medically underserved population, with a special focus on low-income and underinsured individuals.

The grant application is due to HRSA on October 2, 2024. HRSA will only be able to award this Notice of Funding Opportunity if Congress appropriates additional funds for the Health Center Program in fiscal year (FY) 2025. HRSA requires letters of support as an attachment to the grant application.

**Options \***

Approve and sign the New Access Point Grant Letter of Support.

Do not approve or sign the New Access Point Grant Letter of Support

**Fiscal Impact \***

- Yes
- No

**Fiscal Impact Description \***

HRSA estimates that \$50,000,000 will be available to fund approximately 77 awards, with each application eligible for up to \$650,000. Of this amount, \$250,000 is allocated for minor renovations and equipment. This grant opportunity has a one-year performance period, and health centers must comply with all Health Center Program requirements to be eligible for renewal.

# 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 \*

By establishing the new access point in Albany, the CHC addresses the need for equitable healthcare in underserved areas for people facing barriers to the care they need. It would ensure that residents, including low-income families and individuals struggling with mental health challenges, have a place to receive timely, compassionate care. The CHC site would promote wellness and help people avoid preventable illnesses, creating healthier, more vibrant communities.

Beyond health outcomes, the initiative also fosters equity by ensuring that historically marginalized populations have the same access to quality healthcare as anyone else. When everyone has the opportunity to live a healthy life, the entire community benefits.

#### 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 new access point in Albany will support people and communities by expanding access to healthcare, promoting equity, and fostering a stronger, healthier community. It will ensure that underserved populations, including low-income and underinsured individuals, have reliable access to essential healthcare services.

## Recommendations and Motions

---

### Item Recommendations and Motions

---

**Staff Recommendations\*** Staff recommends approval and signature on the HRSA New Access Point Funding Letter of Support.

**Meeting Motions\*** I move to ...  
...approve and sign the HRSA New Access Point Funding Letter of Support.

## Meeting Motion

I move to approve and sign the HRSA New Access Point Funding Letter of Support.

# Attachments, Comments, and Submission

---

## Item Comments and Attachments

---

**Attachments**

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

BOC Letter of Support NAP.pdf

113.21KB

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

**Department Approver**

LACEY MOLLEL

1.

### Department Approval

---

Comments

Signature

*Lacey Hollel*

2.

### Counsel Approval

---

Comments

Signature

*Vance H. Choney*

3.

### County Administrator Approval

---

Comments

Signature

*Rick Crager*

4.

### BOC Final Approval

---

Comments

Signature

*Amarda Makepeace*



Board of Commissioners

Office: (541) 766-6800

Fax: (541) 766-6893

4500 SW Research Way  
Corvallis, Oregon 97333

[bentoncountyor.gov](http://bentoncountyor.gov)

October 1, 2024

To Whom It May Concern:

The purpose of this letter is to express the Benton County Board of Commissioners' support for the establishment of a New Access Point in Albany, Oregon. As the governing body responsible for allocating resources, negotiating contracts, and advocating for the interests of Benton County residents, we believe this initiative will play a critical role in addressing the healthcare needs of those who are part of the Community Health Centers of Benton and Linn County's (CHC) services area – people in Albany who include friends, colleagues, and regional partners.

The establishment of a New Access Point aligns with our responsibility to ensure all people supported by the CHC have access to essential services that improve their quality of life. The New Access Point will provide much-needed services, including integrated healthcare, chronic disease management, substance use treatment, and social support connections. These resources will help close gaps in care, reduce health disparities, and enhance overall health and well-being.

As Commissioners, we understand the importance of working collaboratively within the Oregon Revised Statutes framework, particularly in partnerships with state and federal officials, to ensure Benton County receives the necessary support to deliver high-quality services. This New Access Point represents an opportunity to strengthen our community by providing an additional location in the CHC service area for comprehensive care, fostering long-term health improvements for residents.

In our roles as both advocates and stewards of Benton County's resources, we recognize the significance of investing in initiatives like the New Access Point. By supporting this project, we are ensuring our region remains a vibrant and healthy place for all people, especially those who are most vulnerable and underserved.

We look forward to partnering with the Community Health Centers of Benton and Linn Counties to make this vision a reality.

Sincerely,

Xanthippe Augerot  
Chair

Nancy Wyse  
Vice Chair

Pat Malone  
Commissioner

**BOC Agenda Checklist Master**

## Agenda Placement and Contacts

---

**Suggested Agenda Date** 10/01/24

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Board of Commissioners

**Contact Name \*** Maura Kwiatkowski

**Phone Extension \*** 3531

**Meeting Attendee Name \*** Xanthippe Augerot, Board Chair

### Agenda Item Details

**Item Title \*** Request for Letter of Support for the Community Action on Invasive Pests in Benton County Grant Application

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

**Estimated Time \*** 5 minutes

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



Advertisement\*

Yes

No

### Item Issues and Description

---

**Identified Salient Issues \***

The Benton Soil and Water District requests a letter of support for the Community Action on Invasive Pests in Benton County grant application.

**Options \***

1. Approve providing a letter of support for the Community Action on Noxious Weeks in Benton County grant application.
2. Decline to provide a letter of support for the Community Action on Noxious Weeks in Benton County grant application.

**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 \*

Invasive species adversely impact communities in a variety of ways, including:

- having contributed to the decline of 42% of U.S. endangered and threatened species, and for 18% of U.S. endangered or threatened species. Invasives are the main cause of their decline.
- competing directly with native species for moisture, sunlight, nutrients, and space.
- can decrease overall plant diversity
- can degrade wildlife habitat
- results in poor quality agriculture lands
- degrades water quality
- increases soil erosion
- decreases recreation opportunities

These impacts change nature's balance on which all species depend.  
[www.fs.usda.gov](http://www.fs.usda.gov)

#### 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

## Page 70 of 185

**Explain Focus Areas and Vision Selection \*** Invasive species adversely impact communities in a variety of ways, including:

- having contributed to the decline of 42% of U.S. endangered and threatened species, and for 18% of U.S. endangered or threatened species. Invasives are the main cause of their decline.
- competing directly with native species for moisture, sunlight, nutrients, and space.
- can decrease overall plant diversity
- can degrade wildlife habitat
- results in poor quality agriculture lands
- degrades water quality
- increases soil erosion
- decreases recreation opportunities

These impacts change nature's balance on which all species depend.  
[www.fs.usda.gov](http://www.fs.usda.gov)

## Recommendations and Motions

---

### Item Recommendations and Motions

---

Staff N/A  
Recommendations \*

Meeting Motions \* I move to ...  
...approve signing the letter of support for the Community Action on Invasive  
Pests in Benton County grant application.

## Meeting Motion

I move to approve signing the letter of support for the  
Community Action on Invasive Pests in Benton County  
grant application.

# 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.

241001 Benton Community Invasive Pests	102.6KB
Grant Support.pdf	

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

**Department Approver** AMANDA MAKEPEACE

1.

### Department Approval

---

Comments

Signature

*Amarda Makepeace*

2.

### County Administrator Approval

---

Comments

Signature

*Rick Crager*

3.

### BOC Final Approval

---

Comments

Signature

*Amarda Makepeace*

4.



**Board of Commissioners**

Office: (541) 766-6800  
Fax: (541) 766-6893

4500 SW Research Way  
P. O. Box 3020  
Corvallis, OR 97339

[bentoncountyor.gov](http://bentoncountyor.gov)

October 1, 2024

Tristen Berg, Grant Coordinator  
Oregon Invasive Species Council  
Oregon Department of Agriculture  
635 Capitol Street NE  
Salem, Oregon 97301-2532

Dear Tristen:

The Benton County Board of Commissioners writes in support of the Community Action on Invasive Pests in Benton County grant application. This application is submitted with the support of the Commissioners and many other partners of the Benton County Cooperative Weed Management Area (CWMA). The trainings, workshops, field tours, and media that will occur address several major issues we face in Benton County related to invasive weeds. The Board appreciates these efforts to target a significant audience, including neighborhood residents, rural land managers, and the agencies and partner organizations that manage land in our area.

Each spring, the Board receives a formal report from Michael Ahr of the Benton Soil and Water Conservation District regarding the efforts being made to control weeds in our county. Mr. Ahr's next scheduled presentation to the Board will be in Spring 2025.

For the last several years, the CWMA has been an excellent venue for convening partners for noxious weeds updates and discussions. Each year, a modest number of volunteer events associated with the CWMA are held, but the current proposal would provide funding to significantly increase education and outreach efforts with a strong workplan to achieve broader goals of weed control.

Thank you for your consideration of Benton County CWMA's application.

Sincerely,  
BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot  
Chair

Nancy Wyse  
Vice Chair

Pat Malone  
Commissioner



**BOC Agenda Checklist Master**

**Agenda Placement and Contacts**

---

**Suggested Agenda Date** 10/01/24

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Public Works

**Contact Name \*** Laurel Byer

**Phone Extension \*** 6013

**Meeting Attendee Name \*** Laurel Byer

**Agenda Item Details**



**Item Title \*** Order No. D2024-052 Transferring County-owned Property to the City of Albany

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

**Estimated Time \*** 10 Minutes

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

**Advertisement\***

Yes

No

## Item Issues and Description

---

**Identified Salient Issues\***

The City of Albany and Benton County have signed Intergovernmental Agreement (IGA) No. 41-00092/500061 for the Jurisdictional Road Transfer. This IGA requests the County to initiate the road transfer when the roads are improved to the City of Albany's requirements. The IGA also includes in the Recitals, the transfer of a County-owned property (described in M-57929-84, Benton County Deed Records) located at the southwest corner of NW Gibson Hill Road and North Albany Road to the City of Albany.

Benton County Public Works staff has evaluated the property and determined it is more beneficial to the public for the property to belong to the City of Albany. Also, the City uses the land to access a sanitary sewer lift station located south of the subject property.

**Options\***

Approve or Deny the Order to Transfer Jurisdiction

**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\*** These Core Values do not apply to this property transfer.

**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 Focus Areas do not apply to this property transfer.

## Recommendations and Motions

---

### Item Recommendations and Motions

---

**Staff** Staff recommends the Board of Commissioners approve Order No. D2024-052 to  
**Recommendations \*** transfer County-owned property to the City of Albany.

**Meeting Motions \*** I move to ...  
...approve Order No. D2024-052, the transfer of a County-owned property (described in M-57929-84, Benton County Deed Records) located at the southwest corner of NW Gibson Hill Road and North Albany Road to the City of Albany, Oregon.

## Meeting Motion

I move to approve Order No. D2024-052, the transfer of a County-owned property (described in M-57929-84, Benton County Deed Records) located at the southwest corner of NW Gibson Hill Road and North Albany Road to the City of Albany, Oregon.

# 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.

IGA City of Albany Road Transfers 41-00092_500061.pdf	1.61MB
Bargain Sale Deed2024.pdf	136.77KB
100124 Order Transfer Property2024.doc	34KB

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

**Department Approver** GARY STOCKHOFF

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

**In the Matter of Transferring County-owned  
property (described in M-57929-84, Benton  
County Deed Records) located at the southwest  
corner of NW Gibson Hill Road and North Albany  
Road to the City of Albany** )  
)  
)  
)  
)

**ORDER NO. D2024-052**

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

IT APPEARING TO THE BOARD THAT,

The City and County signed an Intergovernmental Agreement No. 41-  
00092/500061 for the Jurisdictional Road Transfer, and

The Intergovernmental Agreement includes the transfer of a County owned  
property described in M-57929-84, Benton County Deed Records.

NOW, THEREFORE, THIS BOARD FINDS it is necessary and in the best  
interest of the County and the public to transfer the property described in M-57929-84 to  
the City of Albany,

NOW, THEREFORE, IT IS HEREBY ORDERED the County transfer fee title  
of the property described in M-57929-84 located at the southwest corner of NW Gibson  
Hill Road and North Albany Road to the City of Albany, all lying within the City Limits of  
Albany.

Adopted this 1<sup>st</sup> day of October, 2024.

Signed this 1<sup>st</sup> day of October, 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



**AFTER RECORDING RETURN TO:**

Benton County Public Works  
360 SW Avery Avenue  
Corvallis, OR 97333

**SEND TAX STATEMENTS TO:**

City of Albany  
Finance Department  
333 Broadalbin Street SW  
Albany, OR 97321

**BARGAIN AND SALE DEED**

KNOW ALL PEOPLE BY THESE PRESENTS, that **BENTON COUNTY, OREGON, a political subdivision of the State of Oregon**, hereinafter called Grantor, conveys to **The City of Albany, Oregon, a municipal corporation**, hereafter called Grantee, unto Grantee's heirs, successors and assigns all of that certain real property with tenements, hereditaments and appurtenance thereunto belonging or in anywise appertaining, situated in the County of Benton, State of Oregon described as follows to wit:

**Legal Description**

See legal description on attached Exhibit "A" and map on attached Exhibit "B" attached hereto and made part hereof this description.

To Have and to Hold the same unto said Grantee and Grantee's heirs, successors and assigned forever.

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$ \_0\_.

In construing this deed and where the context so requires, the singular includes plural and all grammatical changes shall be implied to make the provisions hereof apply to corporations and to individuals.

**BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES**

M:\avery projmgmt\City of Albany\Bargain and Sale Deed form Benton Count, Oregon to City of Albany.docx

NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT. THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE ;OT OR PARCLE, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, DEFINED IN ORS 30.930, AND INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7 , CHAPTER 8, OREGON LAWS 2010.

IN WITNESS WHEREOF, the Grantor has executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Xanthippe, Augerot, Chair  
Benton County Board of Commissioners

State of OREGON    )  
                                  ) ss  
County of BENTON    )

This instrument was acknowledged before me on \_\_\_\_\_ 2024, by  
Xanthippe, Augerot, Chair of the Benton County Board of Commissioners.

\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON

**ACCEPTED BY CITY OF ALBANY:**

STATE OF OREGON)

County of Linn )ss.

City of Albany )

I, Peter Troedsson as City Manager of the City of Albany, Oregon pursuant to Resolution Number \_\_\_\_\_, do hereby accept on behalf of the City of Albany, the attached instrument pursuant to the terms thereof this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Peter Troedsson, City Manager

STATE OF OREGON)

County of Linn )ss.

City of Albany )

The instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2024, by Peter Troedsson, City Manager, as representative of the City of Albany, Oregon.

\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON

10-4-36DB TAX LOT 100

EXHIBIT "A"

A tract of land described within a Warranty Deed Recorded M-57929-84, said property being a portion of the J.Q. Thornton Donation Land Claim No. 37, lying within Section 36, Township 10 South, Range 4 West, Willamette Meridian, Benton County, Oregon more particularly described as follows:

Beginning at a point on the North line of J. Quinn Thornton Donation Land Claim No. 37, 3975.84 feet Easterly along the claim line from the Northwest corner of said claim, being the Northeast corner of the property described in Book 148, Page 502, Deed Records of Benton County, Oregon; thence South 0° 02' East 227 feet along the East line of said property; thence South 89° 58' West parallel with the claim line a distance of 191.90 feet; thence North 0° 02' West parallel with the East line a distance of 227 feet to the claim line; thence North 89° 58' East 191.90 feet to the point of beginning, in the County of Benton and the State of Oregon.

EXCEPT: All that right of way that was dedicated to the county and all that right of way dedicated to the City of Albany per the dedication recorded as document 2005-389426.

This tract of land contains 0.81 acres more or less.

SUBJECT TO: Easements of record and an easement to PacifiCorp, an Oregon Corporation per document 2005-385958.

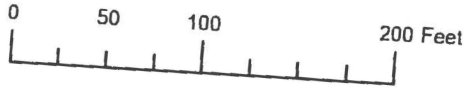


EXHIBIT "B"

10 4 36D

3/12/2019

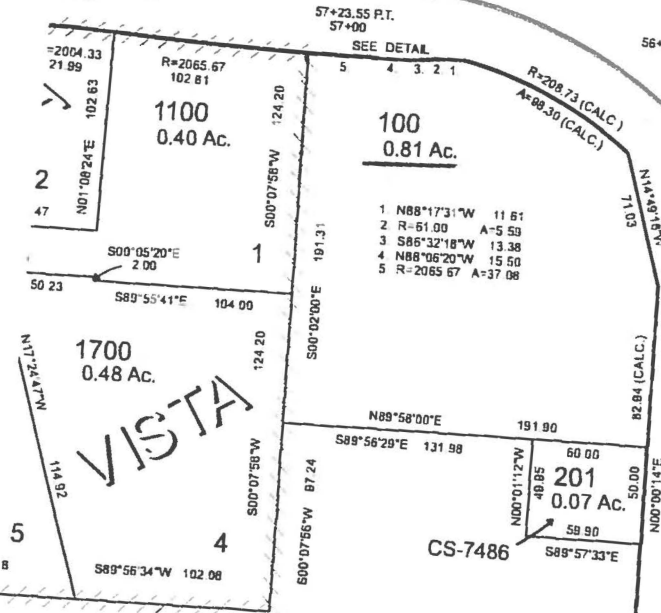
Cancelled Nos

- 203
- 300
- 400
- 402
- 404 THRU 407
- 408
- 502
- 507 THRU 513
- 515
- 516
- 590
- 600
- 1400
- 514
- 410

SEE MAP  
10436AD



4910



CS-7915

NORTH ALBANY ROAD NW

CS-7508

COL

52+89.86 PC  
52+58.89, PT

50+99.18, PC

SEE MAP  
10436DA

CS-2939  
CS-9330  
CS-10069

non1

Benton County and City of Albany  
**Intergovernmental Agreement  
for  
Jurisdictional Road Transfer**

This Intergovernmental Agreement made and entered into in duplicate original as of the 21<sup>ST</sup> day of October 2015, by and between The City of Albany, a municipal corporation of the State of Oregon, hereinafter referred to as CITY and Benton County, a political subdivision of the State of Oregon, hereinafter referred to as COUNTY, and jointly referred to as PARTIES, or individually as a PARTY, identifies terms for jurisdictional road transfers.

**RECITALS**

**WHEREAS**, Oregon Statutes grant general authority for Intergovernmental Agreements by units of local government pursuant to the provisions of ORS 190.010 to 190.110; 368.016(2); 373.260; and 294.950(2); and

**WHEREAS**, certain roadways presently exist within the CITY's Urban Growth Boundary and City Limits for which the COUNTY presently retains jurisdiction, control, and maintenance responsibility; and

**WHEREAS**, the CITY and the COUNTY entered into an Intergovernmental Agreement dated **May 11, 2005**, that outlined an orderly process, method and timeliness for the transfer of jurisdiction and maintenance responsibility of COUNTY roads within the CITY's Urban Growth Boundary (UGB) to the CITY; and

**WHEREAS**, the COUNTY and CITY agree that the parties operated well under the May 11, 2005, intergovernmental agreement (IGA); and

**WHEREAS**, specific streets have been transferred from COUNTY to CITY jurisdiction and maintenance responsibility under the terms of the May 11, 2005, IGA; and

**WHEREAS**, additional negotiations between the COUNTY and CITY have made replacing the May 11, 2005 IGA timely; and

**WHEREAS**, this agreement replaces and supersedes the Intergovernmental Agreement between the CITY and the COUNTY dated **May, 11, 2005**; and

**WHEREAS**, the CITY and the COUNTY desire to agree upon the responsibilities of the operation, maintenance and safety of certain streets, hereinafter "subject streets," in a timely manner; and

**WHEREAS**, the CITY and the COUNTY acknowledge and agree that a systematic process for transfer of subject streets is desirable; and

**WHEREAS**, it is in the best interest of the CITY, COUNTY and public that permitting, inspection, and regulation of subject streets responsibilities be transferred to the CITY as soon as possible; and

**WHEREAS**, a subset of the "subject streets" are identified for near term transfer; and

**WHEREAS**, the identified improvements and timelines associated with said subset are considered as an overall transfer improvement package and are not separable without agreement between both PARTIES; and

**WHEREAS**, COUNTY will transfer title of that COUNTY-owned property described in M-57929-84, Benton County Deed Records, located at the southwest corner of North Albany Road and NW Gibson Hill Road to the CITY as part of the transfer of jurisdiction of the above said roads; and

**WHEREAS**, improvements will be constructed within the timelines identified herein and jurisdictional transfers will be completed in phases.

NOW THEREFORE, in consideration of the recitals above and mutual covenants, terms, provisions, and performances as set forth below, the PARTIES agree as follows:

**1. ROADWAYS SUBJECT TO THIS INTERGOVERNMENTAL AGREEMENT**

A. Set forth below are the COUNTY roads within the CITY’s Urban Growth Boundary (UGB) which are expressly subject to the terms of this Agreement. This list may be supplemented or modified from time to time by mutual agreement of the PARTIES. Roads identified with an asterisk (\*) are the subset of streets subject to a near term transfer plan as described herein. Crocker Lane, Valley View Drive, and West Thornton Lake Drive have portions of the existing roads that are subject to near-term transfer and portions that do not yet have an assigned transfer schedule. The limits of the near-term transfer are identified in the following sections:

**SUBJECT STREETS**

Crocker Lane *	Robinhood Lane *
East Thornton Lake Drive *	Scenic Drive (Portions within City Limits)
Gibson Hill Road *	South Nebergall Loop (Spring Hill Drive to City Limits)
Grandview Drive *	Spring Hill Drive (HWY 20 to City Limits)
Meadow Wood Drive *	Squire Place *
North Albany Road (HWY 20 to Roundabout)*	Squire Street *
North Nebergall Loop (Spring Hill Drive to City Limits)	Valley View Drive*
Old Quarry Road	West Thornton Lake Drive*
Pineview Drive	Wildwood Drive *
Quarry Road	

This agreement acknowledges that all other streets in North Albany are either under City jurisdiction, State jurisdiction, or are private. This agreement does not obligate the City to any specific level of maintenance on any roads now identified as under City jurisdiction.

**2. NEAR-TERM IMPROVEMENTS AND TRANSFER**

- A. The COUNTY shall transfer to the CITY and the CITY shall accept jurisdiction of the streets identified in Sections 2-F through 2-J below based on the improvements and timelines outlined herein. Road transfers shall include the transfer of associated easements (i.e. road drainage or slope easements), or assignment of rights/responsibilities for associated easements, as legally allowed. In the event any of the rights for easements, etc. are not assignable, COUNTY agrees, pursuant to ORS 190.030, that CITY is vested with all powers, rights and duties relating to those easements that are vested with COUNTY.
- B. The PARTIES shall hold a pre-construction meeting prior to constructing any of the identified improvements to ensure that the scope and extents of the work is clearly defined before commencing construction. For major improvements requiring engineering design and development of construction drawings, the COUNTY will provide ample opportunities for the CITY to review and comment on the proposed improvements. Improvements shall be constructed consistent with the most recent version of the City of Albany Engineering Standards and Standard Construction Specifications.
- C. COUNTY and the CITY agree that jurisdictional transfer will occur only upon completion of the improvements identified in Sections 2-F through 2-J below. Completion shall be achieved upon written notice by COUNTY to CITY that such improvements have been accomplished, and CITY by written notice to COUNTY that said improvements have been satisfactorily completed. The COUNTY and the CITY acknowledge that if unforeseen circumstances arise, the timeline set forth may be adjusted and revised upon mutual written consent.
- D. Both PARTIES agree that until such time as the jurisdictional transfers of each identified street occurs, the PARTIES will retain their current operation and maintenance responsibilities, including those identified in the Letters of Understanding provided as Exhibits A and B.



- E. The PARTIES agree that upon completion by COUNTY and acceptance by CITY, COUNTY shall initiate the road(s) transfer and the CITY agrees it shall accept such transfer. The PARTIES agree that such transfers may occur singly, or as a combination of some or all of the identified streets. Public Works staff for both PARTIES shall work together to put forward such transfers.
- F. Roads to be transferred by December 2015, with no additional improvement required:
- **NW Wildwood Drive** (County Road Number 14301);
  - **NW North Albany Road** (County Road Number 14400);
  - **NW West Thornton Lake Drive** (County Road Number 04420) easterly 470 feet.
- G. Roads to be transferred by December 2015 upon completion of the following improvements by COUNTY:
- **NW Valley View Drive** (County Road Number 04441) from NW Crocker Lane to NW Ridgeview Lane: spot repairs and additional 2-inch overlay approximately 170 feet on the east end – work to be completed by October 2015;
  - **NW East Thornton Lake Drive** (County Road Number 14402): spot repairs, 2-inch overlay – work to be completed by October 2015.
- H. Roads to be transferred by December 2016 upon completion of the following improvements to be performed by COUNTY:
- **NW Robinhood Lane** (County Road Number 04435): widen road to approximately 26 feet and apply a 2-inch overlay;
  - **NW Meadow Wood Drive** (County Road Number 04434): 75 feet of a 2-inch overlay starting at the intersection of Crocker and double chip seal. CITY shall complete water line replacement within project area prior to COUNTY completing said improvements.
  - **NW Squire Street** (County Road Number 04433): repaint striping in 2016;
  - **NW Squire Place** (County Road Number 04437): spot repairs, crack seal and chip/slurry seal - work to be completed by October 2016;
  - **NW Grandview Drive** (County Road Number 04436): spot repairs, crack seal and chip/slurry seal – work to be completed October 2016.
- I. Roads to be transferred by December 2021 upon completion of the following improvements to be performed by COUNTY:
- **NW Gibson Hill Road** (County Road Number 04910): drainage improvements including shallowing ditches and replacing deteriorated or undersized stormwater piping, incorporation of post-construction stormwater quality facilities as required by City standards, pedestrian facilities including sidewalks and crossings (see Exhibit C), structural repairs and treatments resulting in a structural section that will withstand a 20-year design traffic-loading period with 90 percent reliability and acceptable ride quality, and new thermoplastic pavement markings. CITY and COUNTY shall collaborate and agree on the scope of improvements proposed to meet the specified criteria prior to initiating construction. Improvements shall be completed as not to interfere with future intersection treatments anticipated at the intersection with Gibson Hill Road and Crocker Lane. These improvements will be phased over several years.
- J. Roads to be transferred following completion of urban upgrades by the CITY and \$200,000 payment from COUNTY to CITY for said upgrades:
- **NW Crocker Lane** (County Road Number 04403): northerly 2,090 feet between Valley View Drive and Meadow Wood Drive. The COUNTY shall make the \$200,000 payment to the CITY no later than December 31, 2017.



**3. LONG-TERM IMPROVEMENTS AND TRANSFERS**

- A. Subject Streets, and remaining sections of Subject Streets, not identified for improvement and transfer in Section 2 shall remain in COUNTY jurisdiction until such time that the street has been brought up to urban standards consistent with the CITY's Development Code, Engineering Standards, and Standard Construction Specifications, or as otherwise agreed by both PARTIES; AND the CITY has agreed to accept jurisdiction. If CITY is accepting from COUNTY a roadway that has been improved to qualifying standards, the CITY shall accept the roadway without any additional maintenance compensation.
- B. Where CITY accepts jurisdiction and maintenance responsibility of a roadway in its existing condition without improvement to urban standards prior to transfer, COUNTY shall pay to CITY, in lieu of construction, the twenty- (20) year present worth value of anticipated maintenance costs. Calculations shall be made consistent with the principles described within the latest edition of *Principles of Engineering Economy*, by Grant and Iverson, or other method mutually agreed upon by the PARTIES.
- i. In determining the twenty- (20) year present worth calculation, the PARTIES shall use the current *R.S. Means* as the basis for estimating construction costs, current value, and salvage value (if any), unless they mutually agree to use other estimating techniques.
- ii. The items to be considered in order to maintain the roadway for its intended twenty- (20) year future life shall be:
- Slurry Seal at seven (7) years and at fourteen (14) years; and
  - A two-inch grind/overlay at twenty (20) years; and
  - The value of sweeping the roadway once a month; and
  - The value of re-striping the roadway once per year.
  - Any known wetland constraints/mitigation requirements for planned maintenance, improvement, or urban conversion.
- All other items which are not specifically identified shall be excluded.
- iii. The sum of twenty- (20) year maintenance shall include an interest factor that shall be calculated by utilizing the preceding three- (3) year rolling averages of the LGPI published interest rate for municipal investments.
- iv. PARTIES agree that some roadways will require an alternate method for determining the basis for computing the cash equivalent in lieu of roadway improvement. Various road classifications and partially improved roadways will likely require unique methods and negotiations to determine the cash equivalent. Any alternate methods shall be mutually agreed upon in writing by the PARTIES.
- v. Nothing herein obligates COUNTY to transfer a road at CITY request.
- C. PARTIES agree that individual IGAs will be executed for each individual or group transfer of roads. These IGAs shall outline the specific details of each transfer agreement.
- D. PARTIES agree that road transfers shall include the transfer of associated easements (i.e. road drainage or slope easements), or assignment of rights/responsibilities for associated easements, as legally allowed. In the event any of the rights of easements, etc, are non-assignable, COUNTY agrees, pursuant to ORS 190.030, that CITY is vested with all powers, rights and duties relating to those easements that are vested with COUNTY.

**4. NOTIFICATIONS REGARDING POTENTIAL ROADWAY IMPROVEMENTS**

- A. CITY agrees to notify COUNTY of proposed Site Improvement projects, Site Plan Reviews, or potential Local Improvement Districts that might result in the improvement of COUNTY roads within the CITY's urban growth boundary.
- B. COUNTY agrees to notify CITY of proposed construction or reconstruction of any COUNTY roads within CITY's urban growth boundary to ensure proper coordination of various improvements.

**5. MAINTENANCE AGREEMENTS AND RESOURCE SHARING**

- A. PARTIES agree that individual maintenance and jurisdictional agreements may be made as is beneficial and approved by both PARTIES. This may allow jurisdictional changes or maintenance agreements to occur in conjunction with or independent of IGA transfer agreements.
- B. In order to minimize the cost of various roadway maintenance activities to the citizens of the CITY and COUNTY, the PARTIES agree to contract with one another (subject to availability and to the extent that it is economically feasible) for the performance of services in connection with this Agreement in those circumstances where one PARTY has the expertise or resources to perform the service in the most cost-effective manner.

**6. LAW ENFORCEMENT**

- A. Nothing in this agreement shall affect the jurisdiction or responsibilities of the law enforcement agencies of the CITY or COUNTY.

**7. DISPUTE RESOLUTION**

- A. The PARTIES agree to resolve all disputes that may arise pursuant to the terms of this Agreement by binding Arbitration. In the event the PARTIES cannot agree upon a single mutually acceptable Arbiter, they shall apply to the presiding Judge of Benton County for the appointment of such Arbiter. The costs of Arbitration shall be borne equally by both PARTIES and the Arbiter's decision shall be binding and final. Except for the streets identified for near-term improvement and/or transfer in Section 2, this Arbitration Clause shall not obligate either PARTY to transfer or accept a roadway in the event of a disagreement. Arbitration shall only be utilized to resolve disputes that arise subsequent to a transfer decision having been made and accepted.

**8. TERM**

- A. This Agreement shall be perpetual so long as there are COUNTY roads within the CITY urban growth boundary. With the exception of the provisions outlined in Section 2, either PARTY may terminate this agreement upon two (2) years written notice to the other. Notwithstanding the right to terminate, the PARTIES agree that all near-term improvements and transfers as described above in Section 2 shall be completed by the PARTIES.
- B. If COUNTY terminates this agreement prior to the CITY utilizing the full cash equivalent of in-kind services due from COUNTY, COUNTY shall make a cash payment to CITY for the cash equivalent of in-kind services.

**FOR COUNTY OF BENTON:**


  
 \_\_\_\_\_  
 Jay Dixon, Commissioner Chair

  
 \_\_\_\_\_  
 Annabelle Jaramillo, Commissioner Vice Chair

  
 \_\_\_\_\_  
 Anne Schuster, Commissioner

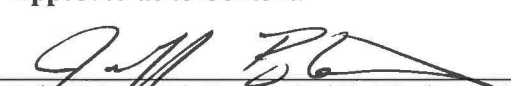
**Approved as to Content:**

**FOR CITY OF ALBANY:**

  
 \_\_\_\_\_  
 Sharon Konopa, Mayor

  
 \_\_\_\_\_  
 Wes Hare, City Manager

**Approved as to Content:**

  
 \_\_\_\_\_  
 Jeff Blaine, P.E., Interim Public Works Engineering and Community Development Director


  
\_\_\_\_\_  
Joshua Wheeler, Public Works Director

  
\_\_\_\_\_  
Chris Bailey, Interim Public Works Operations Director

**Approved as to Form:**

 9-30-15  
\_\_\_\_\_  
Vance M. Croney, County Counsel

**Approved as to Form:**

  
\_\_\_\_\_  
James Delapoe, City Attorney  
*M. Sean Kild*



# EXHIBIT A

## BENTON COUNTY & CITY OF ALBANY LETTER OF UNDERSTANDING

### RECITALS

WHEREAS the CITY and the COUNTY desire to agree upon the responsibilities of the operation, maintenance and safety of NW North Albany Road, County Road Number 14400, and NW Gibson Hill Road, County Road Number 04910 in a timely manner,

WHEREAS the CITY and the COUNTY have entered into an intergovernmental agreement dated May 11, 2005 that outlines an orderly process, which may be utilized to determine the method and timeliness of the transfer of jurisdiction and maintenance responsibility for County Roads within the City's Urban Growth Boundary to the CITY,

WHEREAS it is in the public interest to have only one governmental agency responsible for the operation and safety of any given street and the CITY is the logical and appropriate provider for these services,

WHEREAS urbanized development along North Albany Road and Gibson Hill Road continues as a rapid pace,

WHEREAS it is in the CITY'S, COUNTY'S and public's best interest that permitting, inspection, and regulation of North Albany Road and Gibson Hill Road responsibilities be transferred to the CITY as soon as possible,

WHEREAS a full jurisdictional transfer action will take an extended length of time to evaluate, negotiate and obtain approval for both the City Council and County Board of Commissioners,

THEREFORE, THE CITY AND THE COUNTY AGREE AS FOLLOWS:

#### Administrative Items

- It is the intent of the parties that the COUNTY delegates to the CITY responsibility for all of the operation and safety over NW North Albany Road, County Road Number 14400, and NW Gibson Hill Road, County Road Number 04910.
- CITY agrees to accept all administration, operation and safety responsibilities of NW North Albany Road, County Road Number 14400, and NW Gibson Hill Road, County Road Number 04910 until the transfers of jurisdiction of the above roads have been completed.
- The CITY will issue all permits, perform all inspections for construction within the right of way of North Albany Road and Gibson Hill Road. COUNTY maintenance of these roads will not require a permit.
- The CITY will handle traffic speed and safety issues, provide for traffic control enforcement and establish traffic regulation for North Albany Road and Gibson Hill Road.
- The CITY will maintain traffic control signs, street improvements and pavement markings for all sections of roadway improved to urban standards.
- The COUNTY will maintain traffic control signs, pavement markings, shoulder, roadside vegetation, and drainage ditches for all sections of roadway that are not improved to urban standards.

- To the extent it is permitted by law, COUNTY agrees to delegate to the CITY full authority to award construction contracts for maintenance and construction or reconstruction of facilities, to collect fees for services per the City of Albany ordinances or fee structure.
- COUNTY will offer that County owned property described in M-57929-84, Benton County Deed Records, located at the southwest corner of North Albany Road and NW Gibson Hill Road to the CITY as part of the transfer of jurisdiction of the above said roads.
- COUNTY will evaluate raising the existing bridge on NW North Albany Road that spans Thornton Lake to an elevation that is 1 foot above the 100-year flood elevation.
- COUNTY will dedicate to the CITY the necessary right of way for the construction of a roundabout at the intersection of North Albany Road and Gibson Hill Road at no cost to the CITY.
- CITY and COUNTY agree to work together to arrive at a solution acceptable to both parties in order that the transfer of jurisdiction of NW North Albany Road, County Road Number 14400, and NW Gibson Hill Road, County Road Number 04910, can be considered by the Albany City Council and the Benton County Board of Commissioners for approval.
- CITY and COUNTY agree that this Letter of Understanding does not bind the Benton County Board of Commissioners or the City of Albany Council to enter into any agreement or take action.

Enforcement

- Nothing in this agreement shall affect the jurisdiction or responsibilities of the law enforcement agencies of the CITY or COUNTY.

Termination

- This agreement shall not be terminable, except by mutual agreement of the CITY and COUNTY, or upon the transfer of jurisdiction of the above-mentioned roads.

CITY OF ALBANY

BENTON COUNTY

By *Marie J. Ingebrecht* 5-1-05  
 Public Works Director Date

By *M. Mc. Bir* 5-25-05  
 Director of Public Works Date  
 Contracting Officer

CITY OF ALBANY

APPROVED

By *[Signature]* 6-7-05  
 City Attorney Date

By *[Signature]* 5-18-05  
 County Counsel Date

BENTON COUNTY BOARD OF COMMISSIONERS

By *[Signature]*  
 Annabelle Jaramillo, Chair Date



EXHIBIT B

BENTON COUNTY & CITY OF ALBANY  
LETTER OF UNDERSTANDING

RECITALS

WHEREAS the CITY and the COUNTY desire to agree upon the responsibilities of the operation, maintenance and safety of these streets in a timely manner herinafter "subject streets":

NW Crocker Lane, (County Road Number 04403)
NW Squire Street, (County Road Number 04433)
NW Squire Place, (County Road Number 04437)
NW Robinhood Lane, (County Road Number 04435)
NW Grandview Drive (County Road Number 04436)

WHEREAS the CITY and the COUNTY have entered into an intergovernmental agreement dated May 11, 2005 that outlines an orderly process, which may be utilized to determine the method and timeliness of the transfer of jurisdiction and maintenance responsibility for County Roads within the City's Urban Growth Boundary to the CITY;

WHEREAS it is in the public interest to have only one governmental agency responsible for the operation and safety of any given street and the CITY is the logical and appropriate provider for these services,

WHEREAS urbanized development along subject streets continues at a rapid pace.

WHEREAS it is in the CITY'S, COUNTY'S and public's best interest that permitting, inspection, and regulation of subject streets responsibilities be transferred to the CITY as soon as possible,

WHEREAS a full jurisdictional transfer action will take an extended length of time to evaluate, negotiate and obtain approval for both the City Council and County Board of Commissioners,

THEREFORE, THE CITY AND THE COUNTY AGREE AS FOLLOWS:

Administrative Items

- It is the intent of the parties that the COUNTY delegates to the CITY responsibility for all of the operation and safety over subject streets.
- CITY agrees to accept all administration, operation and safety responsibilities of subject streets until the transfers of jurisdiction of the above subject streets have been completed.
- The CITY will issue all permits; perform all inspections for construction within the right of way of subject streets. COUNTY maintenance of these subject streets will not require a permit.
- The CITY will handle traffic speed and safety issues, provide for traffic control enforcement and establish traffic regulation for subject streets.

- The CITY will maintain traffic control signs, street improvements and pavement markings for all sections of roadway improved to urban standards.
- THE CITY will operate and maintain traffic control signals that may be installed on subject streets.
- The COUNTY will maintain traffic control signs, pavement markings, shoulder, roadside vegetation, and drainage ditches for all sections of subject streets that are not improved to urban standards.
- To the extent it is permitted by law, COUNTY agrees to delegate to the CITY full authority to award construction contracts for maintenance and construction or reconstruction of facilities, to collect fees for services per the City of Albany ordinances or fee structure.
- CITY and COUNTY agree to work together to arrive at a solution acceptable to both parties in order that the transfer of jurisdiction of subject streets, can be considered by the Albany City Council and the Benton County Board of Commissioners for approval.
- CITY and COUNTY agree that this Letter of Understanding does not bind the Benton County Board of Commissioners or the City of Albany Council to enter into any agreement or take action.

Enforcement

- Nothing in this agreement shall affect the jurisdiction or responsibilities of the law enforcement agencies of the CITY or COUNTY.

Termination

- This agreement shall not be terminable, except by mutual agreement of the CITY and COUNTY, or upon the transfer of jurisdiction of the above-mentioned roads.

CITY OF ALBANY

BENTON COUNTY

By *Amie Dougherty*  
 Public Works Director Date 06-12-06

By *J. M. Blair* 3 Jul 07  
 Director of Public Works Date  
 Contracting Officer

CITY OF ALBANY

APPROVED

By *[Signature]* 6-20-07  
 City Attorney Date

By *Vannita Long* 6-29-07  
 County Counsel Date

BENTON COUNTY BOARD OF COMMISSIONERS

By *[Signature]* 10/14/07  
 Annabelle Jaramillo, Chair Date

A2007-122



NORTH ALBANY MAP  
INFORMATION IS APPROXIMATE  
S:\MAPS\CITYMAPS\ALBANY\NA\_roadf.mxd  
APM 12-11-08

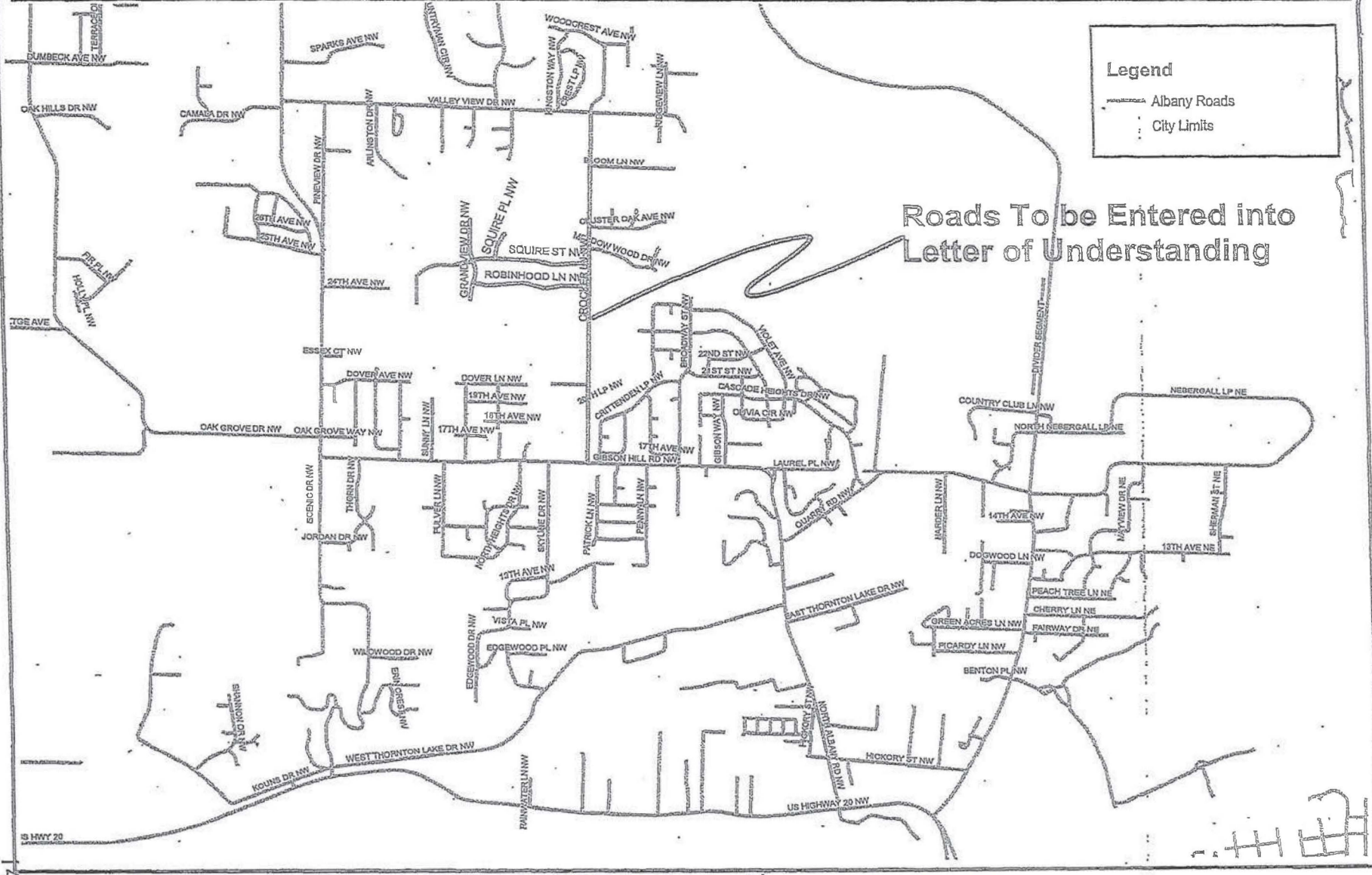
# NORTH ALBANY



**Legend**

- Albany Roads
- - - City Limits

## Roads To be Entered into Letter of Understanding





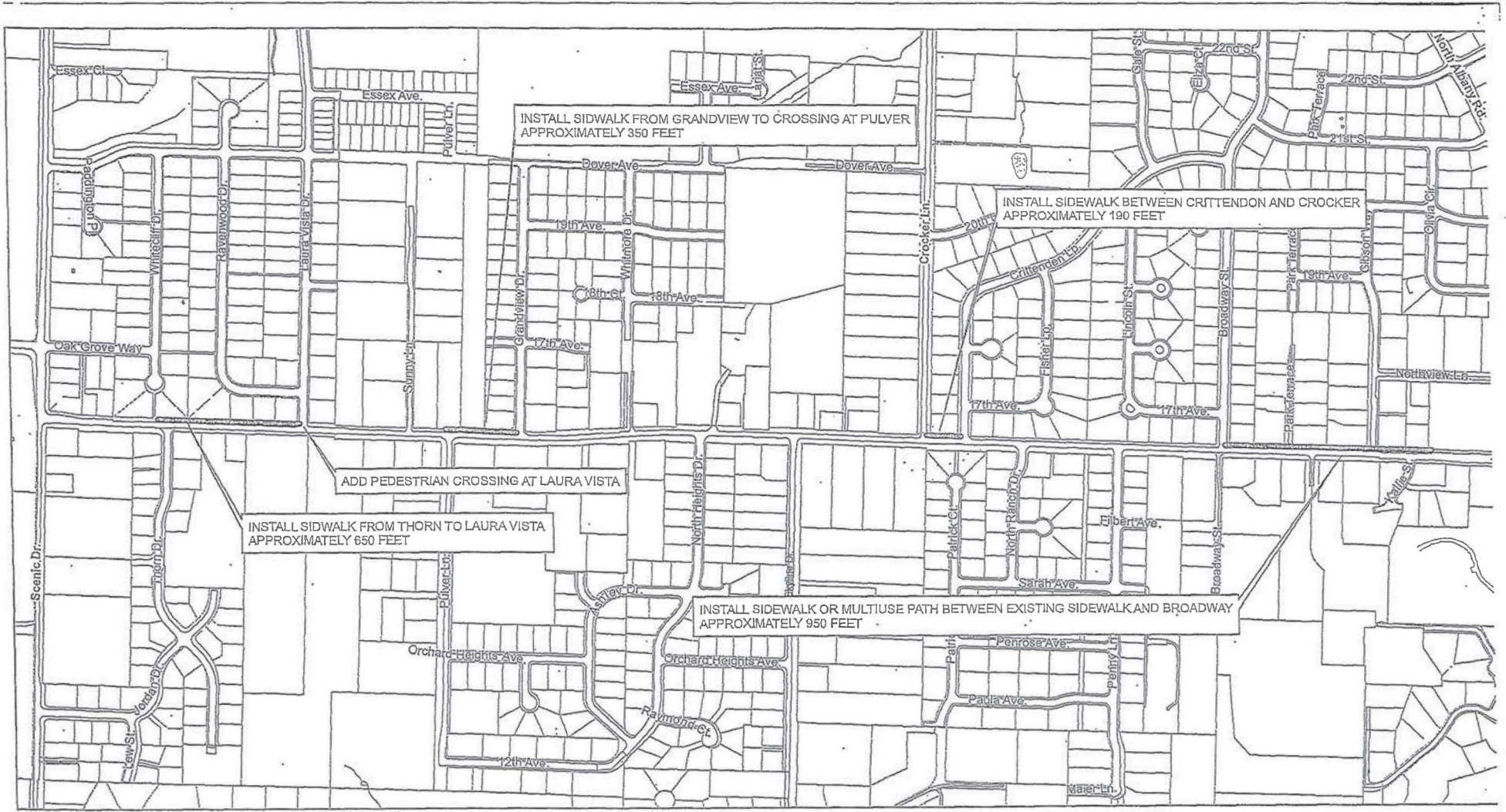
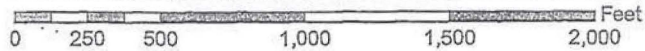


EXHIBIT C



BENTON COUNTY PEDESTRIAN AMENITIES CONTRIBUTION

**BOC Agenda Checklist Master**

**Agenda Placement and Contacts**

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**Suggested Agenda Date** 10/01/24

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Juvenile

**Contact Name \*** Matt Wetherell, Tammy Webb

**Phone Extension \*** 6064, 6802

**Meeting Attendee Name \*** Matt Wetherell, Tammy Webb

**Agenda Item Details**



**Item Title \*** Memorandum of Agreement: Grievance Settlement Regarding Uninterrupted Meal and Rest Periods

- 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 minutes

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

**Advertisement\***

Yes

No

## Issues and Fiscal Impact

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### Item Issues and Description

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**Identified Salient Issues \***

The Juvenile Department, in coordination with Human Resources, negotiated a Memorandum of Agreement (MOA) with AFSCME (American Federation of State, County, and Municipal Employees) for the purpose of settling a grievance involving an employee who had not received meal and rest periods.

**Options \***

1. Approve the Memorandum of Agreement with AFSCME.
2. Do not approve the Memorandum of Agreement with AFSCME.
3. Request additional information or provide other guidance to staff.

**Fiscal Impact \***

- Yes  
 No

**Fiscal Impact Description \***

Wages paid in the amount of \$1,903.90

# 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\*** 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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**Staff Recommendations \*** Human Resources and the Juvenile Director recommend approval of the Memorandum of Agreement regarding payment for time for uninterrupted meal and rest periods for the employee in Juvenile

**Meeting Motions \*** I move to ...  
...approve the Memorandum of Agreement regarding the payment of time for uninterrupted meal and rest periods for the employee in Juvenile.

## Meeting Motion

I move to approve the Memorandum of Agreement regarding the payment of time for uninterrupted meal and rest periods for the employee in Juvenile.

## 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.




Benton-AFSCME MOA.pdf

139.92KB

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

**Department Approver**

MATT WETHERELL

<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>Department 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>	



**Memorandum of Agreement**

The County of Benton (County) and the American Federation of State, County, and Municipal Employees, Council 75, Local 2064, AFL-CIO (Union) agree to a one-time, non-precedent setting exception for the payment of the rest and meal period for Dan Rogers, as follows:

**Background:**

On July 8, 2024, it came to the County’s attention that Dan Rogers was not receiving uninterrupted meal and rest periods on days that were spent working with the Juvenile Work Crew. Based on the County’s records the number of days where there was not an uninterrupted meal and rest period totals 64 days from October 7, 2023, through July 14, 2024. There were an additional 10 days where there was not an uninterrupted morning break provided, from July 20, 2024, to August 18, 2024.

1. It is not in dispute that there were instances where Dan Rogers did not receive an uninterrupted meal and/or rest period. The County, as a compromise, will pay Dan Rogers for the equivalent of sixty (60) minutes for each day spent working with the Juvenile Work crew. This will cover from October 7, 2023, through July 14, 2024, where an uninterrupted meal and rest periods were not received. Additionally, the County will pay the equivalent of fifteen (15) minutes for each day spent from July 20, 2024, through August 18, 2024, where one (1) of the two (2) uninterrupted rest periods was not received. This will be paid at Dan’s current the hourly rate of \$28.63. The amount total \$1903.90.

This Agreement is made to settle a grievance concerning uninterrupted meal and rest periods.

The parties to this Agreement hereby acknowledge and agree that this Agreement is in no way precedent setting. This Agreement shall not be introduced, referred to, or in any way utilized in any subsequent arbitration, litigation, or administrative hearing except as may be necessary to enforce its provisions and terms.

For the County

For the Union

\_\_\_\_\_  
Xanthippe Augerot, Chair, Board of Commissioners

\_\_\_\_\_  
Joe Moore Chief Steward AFSCME Local 2064

\_\_\_\_\_  
Rolando Figueroa Council Representative  
AFSCME Council 75

Date

Date

8/27/24

**BOC Agenda Checklist Master**

**Agenda Placement and Contacts**

---

**Suggested Agenda Date** 10/01/24

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Health Services

**Contact Name \*** Scott Kruger

**Phone Extension \*** 6650

**Meeting Attendee Name \*** April Holland, Scott Kruger

**Agenda Item Details**



**Item Title \*** 2025 Environmental Health Fee 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 \*** 25 minutes

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

Advertisement\*

Yes

No

## Issues and Fiscal Impact

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### Item Issues and Description

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**Identified Salient Issues\***

Environmental Health is requesting Board of Commissioners approval for 2025 Environmental Health licensing fees. Staff recommendation is to proceed with a partial cost recovery of 89%, which includes a Board of Commissioners contribution of \$150,000 and a licensing fee increase of 5%.

**Options\***

Approve or deny the proposed fee structure options: 10% fee increase, 5% fee increase (staff recommendation), or no fee increase.

**Fiscal Impact\***

- Yes
- No

**Fiscal Impact Description\***

Administrative costs applied to fees are limited to 15% by law. Historically, the Board of Commissioners has provided an additional allocation to keep licensing fees more accessible.

## 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.

Oregon Health Authority delegated public drinking water systems, certified family and day care centers, restaurants, school food programs, tourist accommodation, public pools and spas, organizational camps, and recreational parks. Oregon Department of Environmental Quality delegated Onsite wastewater (septic) systems program.

## 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 \*** Environmental Health addresses all of the core values in the course of their work.

**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 \***

Community Safety: ensure sanitation and safety in public drinking water systems, certified family and day care centers, food service operations, school food programs, tourist accommodation, public pools and spas. Outdoor Recreation: ensure sanitation and safety at organizational camps and recreational parks. Environmental and Natural Resources: Onsite wastewater (septic) systems are permanent approaches to treating wastewater for release and reuse in the environment. Onsite systems are recognized as potentially viable, low-cost, long-term, decentralized approaches to wastewater treatment if they are planned, designed, installed, operated, and maintained properly.

Recommendations and Motions

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Item Recommendations and Motions

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**Staff Recommendations \*** Staff recommends the Board approve a licensing fee increase of 5%, which corresponds to an 89% cost recovery rate and a General Fund contribution of \$150,000.

**Meeting Motions \*** I move to ...  
...approve a 5% increase in Environmental Health fees, effective January 1, 2025 and request that Health Department staff bring forth an order reflecting as much at a future Board meeting.

B) approve a 10% increase in Environmental Health fees, effective January 1, 2025 and request that Health Department staff to bring forth an order reflecting as much at a future Board meeting.

C) decline to approve at this time and request additional action or information from staff.

## Meeting Motion

I move to approve a 5% increase in Environmental Health fees, effective January 1, 2025 and request that Health Department staff bring forth an order reflecting as much at a future Board meeting.

B) approve a 10% increase in Environmental Health fees, effective January 1, 2025 and request that Health Department staff to bring forth an order reflecting as much at a future Board meeting.

C) decline to approve at this time and request additional action or information from staff.

# 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.

Attachment A -2025 Fee Schedule.xls	201KB
Attachment B - 2025 EH Fee Justification.doc	72.5KB
Attachment D - 2025 Indirect Cost Calculations.xlsx	15.54KB
20240917 2025 EH licensing fees.pptx	448.51KB
EH budget 23-25.xlsx	39.97KB

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

**Department** APRIL HOLLAND  
**Approver**



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

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>New Site Evaluation</b>									\$259.00	\$269.00
<b>Single Family Dwelling</b>										
First lot	\$974	\$1,021	5%	4.2 hours based on 2008 BCEH Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	26	\$ 26,542.48	\$ 3,331.69	\$29,874		
Each additional lot (evaluated during initial visit)	\$974	\$1,021	5%	4.2 hours based on 2008 BCEH Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.		\$ -	\$ -	\$0		
<b>Commercial Facility System</b>										
For first 1000 gallons projected daily sewage flow	\$974	\$1,021	5%	4.2 hours based on 2008 BCEH Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	0	\$ -	\$ -	\$0		
PLUS for each additional 500 gallons, or part thereof, above 1,000 gallons	\$251	\$263	5%	Estimated 1.1 hours						
<b>Construction-Installation Permit</b>										
For first 1000 gallons projected daily sewage flow:										
Standard On-site System	\$1,401	\$1,468	5%	5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	14	\$ 20,553.47	\$ 2,579.93	\$23,133		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$819	\$809	\$950	\$1,055	\$890	\$865
\$819	\$809	\$815		\$820	\$666
\$819	\$438	\$950		\$940	\$865
\$1031- \$2,776	\$78	\$190		\$180	\$191
\$1,214	\$1,201	\$1,260	\$1,345	\$1,080	\$1,131

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									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Alternative System</b>										
Alternative Treatment Technology	\$2,092	\$2,193	5%	New work delegated in 2006. 6.8 hours based on similar work with cap and fill, pressure distribution, sand filter, and tile dewatering. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	7	\$ 15,352.45	\$ 1,926.62	\$17,279		
Capping Fill	\$2,092	\$2,193	5%	Cap and Fill System 6.8 hours. Based on 1993 Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	2	\$ 4,386.41	\$ 550.60	\$4,937		
Absorption Trenches in Saprolite	\$1,401	\$1,468	5%	5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	0	\$ -	\$ -	\$0		
Gray Water Waste Disposal Sump	\$638	\$669	5%	Estimated 2.8 hrs	0	\$ -	\$ -	\$0		
Holding tanks	\$1,094	\$1,147	5%	Assumption based on estimate of 4.8 hour was lowered in 2018. New work delegated by state in 2006.	1	\$ 1,147.20	\$ 144.00	\$1,291		
Pressure Distribution	\$2,092	\$2,193	5%	Pressure distribution system 6.8 hours. Based on 1993 Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	0	\$ -	\$ -	\$0		
Redundant	\$1,401	\$1,468	5%	5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	0	\$ -	\$ -	\$0		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$1,148	\$1,471	\$1,495	\$2,255	\$1,550	\$1,535
\$1,488	\$1,471	\$1,495	\$1,945	\$1,550	\$1,535
\$1,214	\$1,201	\$1,260		\$1,080	
\$539	\$534	\$590		\$430	\$567
\$1,041	\$999	\$1,080	\$555	\$820	\$704
\$1,488	\$1,471	\$1,495	\$1,945	\$1,550	\$1,535
\$1,214	\$1,201	\$1,260		\$1,010	\$1,131

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	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Sand Filter	\$2,092	\$2,193	5%	Sand filter system 6.8 hours. Based on 1993 Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	0	\$ -	\$ -	\$0	\$228.00	\$239.00

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$1,832	\$1,807	\$1,495	\$2,255	\$1,080	\$1,535

BENTON COUNTY HEALTH DEPARTMENT  
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	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Seepage Trench	\$1,401	\$1,468	5%	5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	0	\$ -	\$ -	\$0		
Steep Slope	\$1,401	\$1,468	5%	5.3 hours based on 2008 BCEH Time Study for Standard On-Site System. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	0	\$ -	\$ -	\$0		
Tile Dewatering	\$2,092	\$2,193	5%	6.8 hrs. Based on 1993 Time Study. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	0	\$ -	\$ -	\$0		
PLUS for each additional 500 gallons, or part thereof	\$137	\$143	5%	Estimated 0.6 hrs to review and consult with DEQ on larger system designs.						
<b>Reinspection Fee -</b> In accordance with OAR 340-071-0170(4), an agent may require an owner to pay the reinspection fee when a pre-cover inspection correction notice requires correction of improper construction and, at a subsequent inspection, the agent finds system construction deficiencies have not been corrected.	\$388	\$406	5%	Estimated 1.7 hrs to reinspect, prepare report or correction notice and consult with DEQ						

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$1,214	\$1,201	\$1,260		\$1,080	\$1,131
\$1,214	\$1,201	\$1,260		\$1,080	\$1,131
\$1,488	\$1,471	\$1,260		\$1,550	\$1,535
		\$135		\$180	\$103
\$120		\$115	\$150	\$80	\$113

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	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Permit Transfer, Reinstatement, or Renewal</b>										
If field visit required	\$754	\$790	5%	Permit renewal with field visit 2.3 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	0	\$ -	\$ -	\$0		
If no field visit required	\$212	\$222	5%	Permit renewal without field visit 0.7 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes time to review files plus time to prepare report. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	3	\$ 666.02	\$ 83.60	\$750		
<b>Alteration Permit</b>										
Major Alteration	\$1,371	\$1,437	5%	Alteration with field visit 4.3 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	13	\$ 18,677.42	\$ 2,344.45	\$21,022		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$627	\$618	\$840		\$500	\$636
\$183	\$180	\$340		\$40	\$233
\$665	\$875	\$1,125	\$1,355	\$850	\$752

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	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Minor Alteration	\$756	\$793	5%	Alteration without field visit 2.2 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	3	\$ 2,378.72	\$ 298.58	\$2,677		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$318	\$372	\$840	\$555	\$470	\$402

BENTON COUNTY HEALTH DEPARTMENT  
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	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Repair Permit										
Single Family Dwelling										
Major Repair	\$604	\$633	5%	Major repair with field visit 5.3 hrs based on based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	19	\$ 12,033.65	\$ 1,510.50	\$13,544		
Minor Repair	\$342	\$359	5%	Minor repair with field visit 3.0 hrs based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	6	\$ 2,151.00	\$ 270.00	\$2,421		
Commercial Facility										
Major Repairs	\$604	\$633	5%	Major repair with field visit 5.3 hrs based on based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.		\$ -	\$ -	\$0		
Minor Repairs	\$342	\$359	5%	Minor repair with field visit 3.0 hrs based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.		\$ -	\$ -	\$0		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$644	\$640	\$430	\$1,005	\$670	\$706
\$308	\$304	\$415	\$555	\$340	\$391
\$1,214	\$640		\$955	\$670	\$706
\$559	\$304		\$505	\$340	\$391



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	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Authorization Notice</b>										
If field visit is required	\$756	\$793	5%	Authorization Notice with field visit 3.1 hrs based on 2008 BCEH Time Study. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	25	\$ 19,819.08	\$ 2,487.75	\$22,307		
If field visit is not required	\$228	\$239	5%	Authorization Notice without field visit 1.0 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes time to review application, prepare report or DEQ correction notice.	7	\$ 1,673.00	\$ 210.00	\$1,883		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$752	\$742	\$840	\$955	\$700	\$743
\$193	\$192	\$340		\$220	\$283

BENTON COUNTY HEALTH DEPARTMENT  
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	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							\$228.00	\$239.00
Existing System Evaluation									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Existing System Evaluation:										
If Field Visit is Required	\$756	\$792	5%	Same as Authorization Notice with field visit 3.0 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	0	\$ -	\$ -	\$0		
If Field Visit is Not Required	\$228	\$239	5%	Same as Authorization Notice without field visit 1.0 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes time to review application, prepare report or DEQ correction notice. <b>Note: Primarily but not limited to land partitions.</b>	1	\$ 239.00	\$ 30.00	\$269		
Mobile Home Personal/Medical Hardships Renewal every 5 years with field visit	\$342	\$359	5%	Based on Authorization Notice with field visit 3.0 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice. In 2010 a coefficient was added to the formula to help offset Major and Minor repairs, and Medical hardship by 50%.	4	\$ 1,434.00	\$ 180.00	\$1,614		
Mobile Home Personal/Medical Hardships Renewal every 5 years without field visit	\$114	\$120	5%	Estimate of time to perform an Authorization Notice without field visit at 0.5 hrs. Includes time to prepare report or DEQ correction notice.	3	\$ 358.50	\$ 45.00	\$404		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$771	\$763			\$650	\$762
\$397					\$376
\$120				\$370	\$121

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	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Alternative System Inspections (where required)	\$502	\$526	5%	Annual inspection as may be required under DEQ rules OAR340-071-0260(2) for alternative systems. Estimated time based on Annual Inspections with field visit 2.2 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice.	1	\$ 525.80	\$ 66.00	\$592		
Alternative System Inspections - Holding Tanks	\$570	\$598		New work delegated in 2006. Estimated inspection time is 2.5 hrs with and includes travel and inspection time, plus time to prepare report or DEQ correction notice. <b>Note: Fee we could charge if we do not receive a timely annual inspection report or if the annual inspection report is deficient, or if we have reason to suspect the holding tank is not being properly maintained.</b>		\$ -	\$ -	\$0		
Annual Report Evaluation Fee Holding Tank	\$57	\$60	5%	New work delegated in 2006. Estimated 15 minutes of work.	28	\$ 1,673.00	\$ 210.00	\$1,883		
Annual Report Evaluation Fee for commercial sandfilter, recirculating gravel filters and alternative treatment technologies	Current DEQ Fee is \$62. Should DEQ adjust fee we will adjust to match	Current DEQ Fee is \$62. Should DEQ adjust fee we will adjust to match	To streamline the process and minimize confusing we will match our fee to DEQ fee.	New work delegated in 2006. Reports required under OAR 340-071-0345(14)(b)(E). Estimated 20 minutes of work. A coefficient was added to the time study formula to adjust the fee to match DEQ's fee	210					

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$636	\$629			\$520	\$582
\$396	\$461				\$412
\$30	\$36	\$55	\$100	\$80	\$36
\$77	\$72	\$75	\$100	\$80	\$71

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	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Sewage Disposal Service</b>										
Pumper Truck Inspection, each vehicle	\$180	\$189	5%	Pumper Truck Inspection based on Annual Inspections with field visit 0.5 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes inspection time, plus time to prepare report or DEQ correction notice. Additional 15 minutes added for travel time.	0	\$ -	\$ -	\$0		
pumper Truck Inspection, each additional vehicle	\$124	\$130	5%	Pumper Truck Inspection based on Annual Inspections with field visit 0.5 hrs based on Estimated Time for DEQ Activities for Western region for 2000. Includes travel and inspection time, plus time to prepare report or DEQ correction notice.	0	\$ -	\$ -	\$0		
<b>Plan Review</b>										
Other Onsite Wastewater System Plan/Construction Permit Reviews: including but not limited to vaulted privies, or other construction not otherwise covered by a fee. Hourly rate	\$228	\$239	5%		0	\$ -	\$ -	\$0		
Plan Review, each additional 15 minutes.	\$57	\$60	5%		0	\$ -	\$ -	\$0		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$120	\$141	\$180	\$200	\$190	\$119
\$60	\$78	\$110	\$100	\$100	\$60
\$0-675	\$416				

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									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Plan Review Commercial Facility System</b>										
For a system with a projected daily sewage flow of less than 600 gallons, the cost of plan review is included in the permit application fee.										
For a system with a projected daily sewage flow of 600 gallons, but not more than 1000 gallons	\$524	\$550	5%	Commercial Plan review fee for systems from 600 to 1000 gpd. Estimated additional 2.3 hours above work performed as part of Construction-installation Permit per OAR 340-071-0140(3)(d)	0	\$ -	\$ -	\$0		
PLUS for each additional 500 gallons, or part thereof, above 1000 gallons, to a maximum of 2500	\$91	\$96	5%	Commercial Plan review fee for systems from 1000 to 25000 gpd. For each 500 gallons or part thereof above 1000 gpd. Estimated additional 0.4 hours above work performed as part of Construction-installation Permit per OAR 340-071-0140(3)(d)(C)	0			\$0		
Building Signoff	\$91	\$96	5%	Building signoff estimated at 0.4 hrs	270	\$ 25,812.00	\$ 3,240.00	\$29,052		
Pump evaluation fee for sandfilters, alternative treatment technology, recirculation gravel filter, and pressurized distribution systems	\$91	\$96	5%	Systems utilizing pumps other than sandfilters and pressure systems estimated at 0.4 hrs.	0	\$ -	\$ -	\$0		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$0					
\$443	\$438	\$950			\$379
\$443-675	\$78	\$190			\$72
\$77	\$72	\$75			\$72

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Record Search</b>										
Record Search if part of an onsite application	No Charge	No Charge								
Record Search if not part of an onsite application. Rate assessed at 10 minute increments	\$18	\$19	5%	New fee in 2015: Based on 10 minutes of work. Fee discounted by 50% if support staff are able to complete.. Usually involves record searches for onsite program or compiling information on inspection histories for food establishments. <b>Note: potential ne revenue source if we begin charging for all record searchers.</b>	419	\$ 8,011.28	\$ 1,005.60	\$9,017		
<b>DEQ Remittance -</b> Remittance to DEQ is a fee established under state statute designed to support the State's Onsite Waste Water Treatment Program. The state fee is an additional charge established by state rule and assessed on site evaluations, construction installation permits, permit renewals, alterations, repairs, and authorizations listed above.  In accordance with Oregon Administrative Rule (OAR) 340-071-0140(9) Department surcharge. (a) To offset a portion of the administrative and program oversight costs of the statewide onsite wastewater management program, the	Current DEQ Surcharge/ Remittance of \$100 is collected as an add on fee to permits. Should DEQ increase the remittance this cost will be passed on in the permit	Current DEQ Surcharge/ Remittance of \$100 is collected as an add on fee to permits. Should DEQ increase the remittance this cost will be passed on in the permit	Should DEQ increase their remittance to us, this cost will be passed on in the permit. The surcharge was adjstuted to \$117 effective 8/1/24		0	\$ -		\$0		
<b>Total</b>						\$ 163,434.49	\$ 20,514.33	\$183,949	\$183,949	

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	\$29			\$70	
\$117	\$117	\$117	\$117	\$117	\$117

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>WATER SYSTEM FEES</b>										
System Evaluation/Sanitary Survey on Domestic Water Supply (samples not included)	\$285	\$299	5%	Estimated 1.25 hrs.	0	\$ -	\$ -	\$0		
<b>Water Supply System Plan Review</b>										
Private Water System (one to three residential units)										
Spring Development (includes one site visit)	\$593	\$621	5%	Estimated 2.6 hours Includes travel and inspection time, plus time to prepare report.	0	\$ -	\$ -	\$0		
Auxiliary Storage for Low Yield Wells (other than standard design)	\$285	\$299	5%	Estimated 1.25 hours Includes travel and inspection time, plus time to prepare report.	0	\$ -	\$ -	\$0		
Other Plan Review and Consultation per hour	\$228	\$239	5%	Hourly rate that includes salary, benefit, supervision, cost allocation for vehicle, office, computer, legal and support services.	0	\$ -	\$0.00	\$0		
					<b>Total</b>	\$ -	\$ -	\$0	\$0	

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>LICENSED FACILITIES<sup>2</sup> (See footnote 2 below.)</b>										
<b>Food Service Operations</b>										
Restaurant License (annual license fee due December 31)										
Limited Service	\$684	\$717	5%	License fee based on 2 inspections at 1.5 hour/inspection. Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I). Hr rate x 2 inspections x 1.5 hr/inspection = fee	3	\$ 2,151.00	\$ 270.00	\$2,421		
0 - 15 Seating	\$821	\$860	5%	License fee based on 2 inspections at 1.5 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I) and (ii). (Hr rate x 2 inspections x 1.5 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate) = fee	54	\$ 46,461.60	\$ 5,832.00	\$52,294		
16 - 50 Seating	\$935	\$980	5%	License fee based on 2 inspections at 1.75 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I) and (ii). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(II) and (ii). (Hr rate x 2 inspections x 1.75 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate) = fee	82	\$ 80,351.80	\$ 8,856.00	\$89,208		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
OHA Fees					
Effective 2023					
\$335	\$673	\$285	\$399	\$315	\$345
\$530	\$882	\$655	\$716	\$550	\$546
\$600	\$1,005	\$740	\$785	\$622	\$618



BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
51 - 150 Seating	\$1,049	\$1,099	5%	License fee based on 2 inspections at 2.0 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I) and (ii). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(III) and (ii). (Hr rate x 2 inspections x 2.0 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate) = fee	105	\$ 115,437.00	\$ 11,340.00	\$126,777		
151 + Seating	\$1,277	\$1,338	5%	License fee based on 2 inspections at 2.5 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). Calculated based on OAR 333-012-0050(2)(b)(B)(i)(I) and (ii). (Hr rate x 2.0 inspections x 2.5 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate) = fee	22	\$ 29,444.80	\$ 2,376.00	\$31,821		
Benevolent Restaurants	\$443	\$465	5%	Reduced fee for benevolent restaurants per ORS 624.490(3), 54% Fee/ 46% CURF for 0-15 seating, 47% Fee/53% CURF for 16-50 seating, 42% Fee/58% CURF for seating 51-150, and 35% Fee/65% CURF for 151 + seating	7	\$ 3,252.31	\$2,770.49	\$6,023		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$700	\$874	\$840	\$881	\$662	\$721
\$770	\$1,064	\$924	\$997	\$736	\$793
		\$410			

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Required Follow-up Inspections Subsequent to Routine Inspections</b>									\$228.00	\$239.00
First two follow-up inspection after a routine food restaurant inspection no additional charge					89					
Each Additional Follow-up Inspection	\$171	\$179	5%	First two follow-up inspections annually are covered under the license fee, each additional follow-up inspection is calculated at .75 hour/inspection based on OAR 333-012-0050(2)(b)(B)(ii).	0	\$ -	\$ -	\$0		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	\$245 /hr	\$125	\$251	\$159/hr	\$157

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Temporary Restaurant</b>										
Benevolent Single-event, per event (Administrative Fee) <sup>3</sup> (See footnote 3 below) Administrative Fee is waived after first three events.	\$46	\$48	5%	Administrative fee covers the cost of processing paper work at 15 minutes.. As per ORS 625.028(c) no inspection fee is charged. County General Revenue pays for the cost of performing the inspection. ORS 624.086 (3) All single-event temporary restaurant licenses shall terminate 30 days after issuance unless within the 30 days the single-event temporary restaurant is discontinued or is moved from the specific location for which the license was issued. If within 30 days after issuance the single-event temporary restaurant is discontinued or moved from the specific location for which the license was issued, the license shall terminate upon the discontinuance or the removal.	127	\$ 6,070.60	\$ 21,260	\$27,330		
Single-event, per event (License Fee) <sup>3&amp;4</sup> (Discounted if received 10 or more days before the event)	\$205	\$215	5%	License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included). (Hr rate x.1 inspection x 0.9 hrs/inspection) = fee	184	\$ 39,578.40	\$ 4,968.00	\$44,546		
Single-event, per event (License Fee) <sup>3&amp;4</sup> (No Discount if received less than 10 days before the event)	\$235	\$245	6%	License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included). (Hr rate x.1 inspection x 0.9 hrs/inspection + fee for less than 10 days notice)) = fee						

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	\$54	\$15		\$33	\$42
	\$271	\$145	\$139	\$158	\$55
\$50 one day, \$75 two days +	\$271	\$180	\$213	\$258	\$55

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Single-event, per event (License Fee) (Operating without a License on the day of the event)	\$305	\$315	3%	License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included). (Hr rate x.1 inspection x 0.9 hrs/inspection + Penalty for operating without a license) = fee						
Single-event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee)3&4 (Discounted if received 10 or more days before the event)	\$246	\$258	5%	HB 2868 established two new categories of temporary restaurant license, that included 90-day seasonal and 30-day intermittent temporary restaurant license. These new license categories will become effective on January 1st 2012. License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included) and a 20% follow-up inspection rate throughout the course of the multi-day event (travel time for each inspection included). (Hr rate x.1 inspection x 0.9 hrs/inspection) + (Hr rate x 1 inspections x 0.9 hrs/follow-up inspection x 0.2 follow-up rate) = fee	0	\$ -	\$ -	\$ -	\$0	

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	\$326	\$250	\$180	\$258	\$118
	\$271	\$195	\$180	\$296	\$77

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Single-event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) <sup>3&amp;4</sup> (No Discount if received less than 10 days before the event)	\$276	\$288	4%	HB 2868 established two new categories of temporary restaurant license, that included 90-day seasonal and 30-day intermittent temporary restaurant license. These new license categories will become effective on January 1st 2025. License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included) and a 20% follow-up inspection rate throughout the course of the multi-day event (travel time for each inspection included). (Hr rate x.1 inspection x 0.9 hrs/inspection) + (Hr rate x 1 inspections x 0.9 hrs/follow-up inspection x 0.2 follow-up rate) = fee						
Single event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) <sup>3&amp;4</sup> (Operating without a License on the day of the event)	\$346	\$358	3%	HB 2868 established two new categories of temporary restaurant license, that included 90-day seasonal and 30-day intermittent temporary restaurant license. These new license categories will become effective on January 1st 2025. License fee based on 1 inspection at 0.9-hour for/inspection, travel time, menu review, and data processing (travel time for each inspection included) and a 20% follow-up inspection rate throughout the course of the multi-day event (travel time for each inspection included). (Hr rate x.1 inspection x 0.9 hrs/inspection) + (Hr rate x 1 inspections x 0.9 hrs/follow-up inspection x 0.2 follow-up rate) = fee						

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$75	\$326	\$250	\$180	\$258	\$118
		\$240	\$262	\$296	\$112

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Operation Review for 30-day Intermittent or 90-day Seasonal or Temporary Restaurant License	\$114	\$120	5%	HB 2868 established two new categories of temporary restaurant license, that included 90-day seasonal and 30-day intermittent temporary restaurant license. These new license categories become effective on January 1st 2012. HB 2868 also mandated an operational review for these new license types. Operation review is based on an Oregon Health Authority Work Group estimate of 1.0 hour. Estimate could be adjusted based on future time studies.	0	\$ -	\$ -	\$0		
Reinspection Fee: for 30-day intermittent or 90-day seasonal Temporary Restaurant to verify correction of critical violation	\$171	\$179	5%	HB 2868: OHA work group recommendation that a separate reinspection fee be charged to verify that critical violations are corrected. Each additional follow-up inspection is estimated at .75 hour/inspection.	0	\$ -	\$ -	\$0		
* License fees in this section include an amount for reimbursement to the Oregon Health										
**ORS 624 does not allow a license fee or inspection fee for benevolent. The administrative										

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	\$95	\$150	\$91	\$69	\$100

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Commissary License, per year</b>										
Separate Facility	\$502	\$526	5%	License fee based on 2 inspections annually, at 0.8 hour/inspection and a 40% follow-up rate with 0.75 hour/inspection (travel time for each inspection included). (Hr rate x 2 inspection x 0.8 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.4 follow-up rate)= fee	7	\$ 3,680.60	\$ 462.00	\$4,143		
In a Licensed Food Service Facility	\$365	\$382	5%	Commissary fee discounted when a food establishment is also being used by a second party as a commissary. License fee based on 2 inspections annually, at 0.8 hour/inspection (travel time for each inspection included). (Hr rate x 2 inspection x 0.8 hrs/inspection) = fee	0	\$ -	\$ -	\$0		
<b>Food Warehouse, per year</b>	\$342	\$359	5%	License fee based on 2 inspections annually, at 0.75 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 2 inspection x 0.75 hrs/inspection) = fee	2	\$ 717.00	\$ 90.00	\$807		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$350	\$564	\$450		\$433	\$361
\$350			\$284		
\$180	\$368	\$230	\$198	\$176	\$185

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Mobile Unit, per year</b>										
Class I, II and III	\$342	\$359	5%	License fee based on 2 inspections annually, at 0.75 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 2 inspection x 0.75 hrs/inspection) = fee	13	\$ 4,660.50	\$ 585.00	\$5,246		
Class IV	\$376	\$394	5%	License fee based on 2 inspections annually, at 0.75 hour/inspection and 10% follow-up inspections (travel time for each inspection included). (Hr rate x 2 inspection x 0.75 hrs/inspection) +(Hr rate x 2 inspection x 0.75 hrs/inspection x 0.10 follow-up rate) = fee	16	\$ 6,309.60	\$ 792.00	\$7,102		
Mobile Unit, Inspection Fee for MU not Licensed in Benton County	\$25	\$25	0%	624.650 Temporary restaurant inspection fee. (1) Notwithstanding any provision of ORS 624.010, 624.025, 624.065, 624.510 or 624.530, a temporary restaurant as defined under ORS 624.010 that is a mobile unit as defined under ORS 624.310 may be required to pay a fee not to exceed \$25 for inspection services if the mobile unit is licensed by: (a) The Department of Human Services under ORS 624.320 or a local public health authority acting pursuant to an intergovernmental agreement to conduct inspections in accordance with ORS 624.370; Reduced fee as required under ORS 624.650(1) 12% Fee/88% CURF for Class I through III Mobile Units and 11% Fee/89% CURF for Class IV Mobile Units.	0			\$0		
<b>Food Vending Machines, per units, per year</b>										

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$255	\$400	340 - 500	379-390	259-388	\$276
\$255	\$400	\$700	\$390	\$468	\$276
	\$25	\$25	\$25	\$25	\$25
					\$25



BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
01 - 10	\$228	\$239	5%	License fee based on 2 inspections annually, at 0.5 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 2 inspection x 0.5 hrs/inspection) = fee	1	\$ 239.00	\$ 30.00	\$269		
11 - 20	\$274	\$287	5%	License fee based on 2 inspections annually, on at least 2 vending units at 0.6 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 2 inspection x 0.6 hrs/inspection) = fee	0	\$ -	\$ -	\$0		
21 - 30	\$342	\$359	5%	License fee based on 2 inspections annually, on at least 3 vending units at 0.75 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 2 inspection x 0.75 hrs/inspection) = fee	0	\$ -	\$ -	\$0		
31 - 40	\$456	\$478	5%	License fee based on 1 inspection on at least 4 vending units ever six months at 1.0 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 2 inspection x 1.0 hrs/inspection) = fee	0	\$ -	\$ -	\$0		
41 - 50	\$547	\$574	5%	License fee based on 1 inspection on at least 5 vending units ever six months at 1.20 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 2 inspection x 1.2 hrs/inspection) = fee	0	\$ -	\$ -	\$0		
Food Handler's Card (3 years)	\$10	\$10	0%	Fee set under ORS 624.570(5)	0	\$ -	\$ -	\$0		
Food Handler's Card Renewal	\$10	\$10	0%	Fee set under ORS 624.570(5)		\$ -	\$ -	\$0		
Replacement Card Issued by Office	\$5	\$5	0%	Fee set under ORS 624.570(5)		\$ -	\$ -	\$0		
Replacement Card Issued on Line	No Charge	No Charge		Fee set under ORS 624.570(5)						
<b>Reinstatement Fee and Penalties for Later Renewal</b>										
Reinstatement Fee if not received by December 31	\$100	\$100	0%	Reinstatement Fee set under ORS 624.490(2)						

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$90	\$245	\$110	48-49	\$43	\$93
\$140	\$294	\$175		\$84	\$144
\$200	\$343	\$250		\$130	\$206
\$300	\$392	\$370		\$175	\$309
\$320		\$395		\$216	\$330
\$10	\$10	\$10	\$10	\$10	\$10
\$10			\$10	\$10	\$10
\$5			\$5	\$5	\$5
			\$0		
\$100			\$100	\$100	\$100

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Penalty for Late Payment (Percentage of Annual Fee)										
If not received by January 31 - If the operator has not paid both the reinstatement fee and license fee by January 31st (post mark accepted), the reinstatement fee plus an additional penalty fee of 50% of the annual license fee will be assessed on the first day of each succeeding month until the license is reinstated or the facility is closed.										
				Late fee permitted under OAR 333-012-053(8)						

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Food Service Plan Review</b>										
New Restaurant and Major Remodel (Minimum, up to 2.5 hours)	\$570	\$598	5%		32	\$ 19,120.00	\$ 2,400.00	\$21,520		
Restaurant Minor Remodel (minimum, up to 1.5 hrs.)	\$342	\$359	5%		0	\$ -	\$ -	\$0		
Food Commissary (minimum, up to 1 hr.)	\$228	\$239	5%		0	\$ -	\$ -	\$0		
Food Warehouse, Mo	\$228	\$239	5%		0	\$ -	\$ -	\$0		
Plan Review, each additional 15 minutes	\$57	\$60	5%			\$ -		\$0		
Pre-opening inspection (required on new facilities and major remodels)					21	\$ -		\$0		
Restaurant (minimum, up to 1 hour)	\$228	\$239	5%		0	\$ -	\$ -	\$0		
Other food service (minimum, up to 1/2 hour)	\$114	\$120	5%		0	\$ -	\$ -	\$0		
						\$ 357,772.96	\$ 62,068.79	\$419,842	\$419,841.75	

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$400	\$490	\$495	\$522	\$661	\$400
\$225	\$490	\$280	\$211	\$413	\$225
\$240	\$490	\$300	\$104	\$495	\$240
\$150	\$490	\$185	\$104	\$308	\$240
					\$50

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Tourist Accommodation/Recreational Park/Bed &amp; Breakfast License Fee</b>										
01 - 10 units/spaces	\$433	\$454	5%	License fee based on 1 inspection ever year at 1.9 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 1.9 hrs/inspection) = fee Note: Bed & Breakfast and tourist accommodations are an annual inspection. Recreational parks are semiannual inspections.	1	\$ 454.10	\$ 57.00	\$511		
11 - 25	\$456	\$478	5%	License fee based on 1 inspection ever year at 2.0 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 2.0 hrs/inspection) = fee	2	\$ 956.00	\$ 120.00	\$1,076		
26 - 50	\$524	\$550	5%	License fee based on 1 inspection ever year at 2.3 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 2.3 hrs/inspection) = fee	0	\$ -	\$ -	\$0		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$200	\$211	\$415	\$127	\$274	87 +3 per space
	\$211	\$415	\$427	\$296	87 + 3 per space
	\$366	\$510	\$456	\$371	87 + 3 per space

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

									2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
51 - 75	\$593	\$621	5%	License fee based on 1 inspection ever year at 2.6 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 2.6 hrs/inspection) = fee	4	\$ 2,485.60	\$ 312.00	\$2,798		
76 - 100	\$638	\$669	5%	License Fee License fee based on 1 inspection ever year at 2.8 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 2.8 hrs/inspection) = fee	3	\$ 2,007.60	\$ 252.00	\$2,260		
PLUS for each additional unit over	\$6	\$7	0%	Based on standard hourly rate x 2.8 hours for 100 unit space/100 = Cost per unit (Hr rate x 1 inspection x 2.8 hrs/inspection)/100 = fee	3	\$ 20.08				

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	\$454	\$600	\$652	\$538	228 + 2.40 per spae
	\$542	\$690	\$835	\$745	327+1.72 per space
	\$3	\$1	\$3		

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Plan Review Fee</b>										
Plan Review, Minimum (up to 1 1/2 hours)	\$342	\$359	5%	Plan review based on 1.5 hours per inspection.	0	\$ -	\$ -	\$0		
Plan Review, each additional 15 minutes.	\$57	\$60	5%	Additional charge typically assessed when plan review take longer because of incomplete plans or when two or more changes are made by the developer that result in the total time exceeding 1.5 hrs.						
<b>Reinstatement Fee and Penalties for Later Renewal</b>										
Reinstatement Fee if not received by December 31	\$100	\$100	0%	Reinstatement Fee set under ORS 624.490(2)						
Penalty for Late Payment (Percentage of Annual Fee)										
If not received by January 31 - If the operator has not paid both the reinstatement fee and license fee by January 31st (post mark accepted), the reinstatement fee plus an additional penalty fee of 50% of the annual license fee will be assessed on the first day of each succeeding month until the license is reinstated or the facility is closed.				Late fee permitted under OAR 333-012-053(8)						
<b>Total</b>						\$ 5,923.38	\$ 741.00	\$6,644	\$6,644	

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$190	\$190	\$145	\$156	\$246	\$190
	\$100	\$100	\$100	\$100	\$100

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Organization Camp</b>										
License Fee	\$456	\$478	5%	License fee based on 1 inspection ever year at 2 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 2 hrs/inspection) = fee	2	\$ 956.00	\$ 120.00	\$1,076		
Plan Review Fee										
With Food Service	\$570	\$598	5%	Plan review fee assessed on an organizational camp with food service and is based on 2.5 hour/plan review and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 plan review x 2.5 hrs/plan review) = fee Assumption is based on completed plans with all support materials submitted. incomplete plans or plans that are changed by the developer may require a higher fee.	0	\$ -	\$ -	\$0		
Without Food Service	\$228	\$239	5%	Plan review fee based on 1 plan review, at 1 hour/plan review and no follow-up inspections (travel time included). (Hr rate x 1 Plan review x 1 hrs/plan review) = fee. Assumption is based on completed plans with all support materials submitted. Incomplete plans or plans that are changed by the developer may require a higher fee.	0	\$ -	\$ -	\$0		
<b>Total</b>						\$ 956.00	\$ 120.00	\$1,076	\$1,076	

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	\$735	\$690	\$391	\$495	\$242
	\$190		\$522	\$495	\$495
			\$193	\$462	

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Picnic Park										
License Fee	\$228	\$239	5%	License fee based on 1 inspections annually, at 1 hour/inspection and no follow-up inspections (travel time for each inspection included). (Hr rate x 1 inspection x 1 hrs/inspection) = fee	2	\$ 478.00	\$ 60.00	\$538		
Plan Review Fee	\$228	\$239	5%	Plan review fee based on 1 plan review, at 1 hour/plan review and no follow-up inspections (travel time included), (Hr rate x 1 Plan review x 1 hrs/plan review) = fee. Assumption is based on completed plans with all support materials submitted. Incomplete plans or plans that are changed by the developer may require a higher fee.		\$ -				
					<b>Total</b>	\$ 478.00	\$ 60.00	\$538	\$538	

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
				\$115	



BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Swimming Pools/Spa/Bathhouse										
License Fee Year Around Operation										
First Pool or Spa at Site	\$798	\$837	5%	License fee based on 2 inspections at 1.45 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). (Hr rate x 2 inspections x 1.45 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.40% follow-up rate) = fee	29	\$ 24,258.50	\$ 3,045.00	\$27,304		
Additional Pools or Spas at Site (each Seasonal Operation)	\$606	\$636	5%	License fee based on 2 inspections at 1.03 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). (Hr rate x 2 inspections x 1.03 hrs/inspection) + (Hr rate x 2 inspections x 0.75 hrs/follow-up inspection x 0.40% follow-up rate) = fee	0	\$ -	\$ -	\$0		
First Pool at Site	\$536	\$562	5%	License fee based on 1 inspection at 2.05 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). (Hr rate x 1 inspection x 2.05 hrs/inspection) + (Hr rate x 1 inspection x 0.75 hrs/follow-up inspection x 0.40% follow-up rate) = fee	41	\$ 23,027.65	\$ 2,890.50	\$25,918		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	\$572	\$495	\$502	\$454	\$320
	\$572	\$495	\$502	\$454	\$320
	\$572	\$330	\$333	\$454	\$192
	\$572	\$495	\$502	\$454	\$320

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Additional Pools at Site (each)	\$410	\$430	5%	License fee based on 1 inspection at 1.50 hour/inspection and 40% follow-up inspection rate per semi annual inspection with 0.75 hour/inspection (travel time for each inspection included). (Hr rate x 1 inspection x 1.50 hrs/inspection) + (Hr rate x 1 inspections x 0.75 hrs/follow-up inspection x 0.40% follow-up rate) = fee	0	\$ -	\$ -	\$0		

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	\$572	\$330	\$333	\$296	\$192

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Follow-up inspections</b>										
First Follow-up Inspection after a routine inspection no additional charge										
Each Additional Follow-up Inspection	\$114	\$120	5%	Estimated 30 minutes inspection and travel time included.	14					

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	\$245/hr		\$251	159/hr	

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Plan Review Fee</b>										
Plan Review, Minimum (up to two hours)	\$456	\$478	5%	Plan review fee based on 1 plan review, at 2 hour/plan review and no follow-up inspections (travel time included). (Hr rate x 1 Plan review x 2 hrs/plan review) = fee. Assumption is based on completed plans with all support materials submitted. Incomplete plans or plans that are changed by the developer may require a higher fee.						
Plan Review, Each additional 15 minutes	\$57	\$60	5%	Additional charge typically assessed when plan review take longer because of incomplete plans or when two or more changes are made by the developer that result in the total time exceeding 2 hrs. Based on each increment of 0.25 hrs.						
Construction Permit (includes two 1-hr construction inspections)	\$456	\$478	5%	Construction Permit fee based on 2 construction site inspections at 1 hour/construction site visit and no follow-up inspections (travel time included). (Hr rate x 2 construction site inspections x 1 hrs/construction site visit) = fee.						
Additional Construction Inspections										
3rd and 4th and subsequent, including final (each)	\$228	\$239	5%	Construction Permit fee based on 1 construction site inspections at 1 hour/construction site visit and no follow-up inspections (travel time included). (Hr rate x 1 construction site inspections x 1 hrs/construction site visit) = fee.						
					<b>Total</b>	\$ 47,286.15	\$ 5,935.50	\$53,222	\$53,222	

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	OHA	OHA	OHA	\$661	OHA

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>Reinstatement Fee and Penalties for Later Renewal</b>										
Reinstatement Fee if not received by December 31	\$100	\$100	0%	Reinstatement Fee set under ORS 624.490(2)						
Penalty for Late Payment (Percentage of Annual Fee)										
If not received by January 31 - If the operator has not paid both the reinstatement fee and license fee by January 31st (post mark accepted), the reinstatement fee plus an additional penalty fee of 50% of the annual license fee will be assessed on the first day of each succeeding month until the license is reinstated or the facility is closed.				Late fee permitted under OAR 333-012-053(8)						
<b>Adjustments to License Fees</b>										
Food establishments opened from										
January 1 - September 30 - 100% of fee										
October 1 - December 31 - 50% of fee										
Adding or Dropping a Partner	\$57	\$60	5%	Based on an estimate of 0.25 hrs of work.						
Change of Business Name, same owners	\$57	\$60	5%	Based on an estimate of 0.25 hrs of work.						
Quarterly Inspection Fees - 50% of annual license fee										

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
\$100	\$100	\$100	\$100	\$100	\$100

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>SCHOOL FOOD SERVICE INSPECTIONS</b>										
High School and/or Central Kitchen	\$456	\$478	5%	Fee based on 1 inspection at 2.0 hour/inspection (travel time for each inspection included).	0	\$ -	\$ -	\$0		
Elementary and Middle School with On-Site Preparation	\$365	\$382	5%	Fee based on 1 inspection at 1.6 hour/inspection (travel time for each inspection included).	0	\$ -	\$ -	\$0		
Satellite Kitchen (with little or no preparation)	\$171	\$179	5%	Fee based on 1 inspection at 0.75 hour/inspection (travel time for each inspection included).	0	\$ -	\$ -	\$0		
Recheck Inspections										
First Follow-up Inspection no additional charge	No Charge	No Charge								
Additional Follow-up Inspections	\$114	\$120	5%	Fee based on 0.5 hrs of inspection with travel time included.						
					<b>Total</b>	\$ -	\$ -	\$0	\$0	

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	\$245	\$785		\$309	\$211
	\$245	\$785		\$270	\$211
	\$245	\$785	\$251/hr	\$289	\$222
	\$245/hr		\$251/hr		\$149

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>CARE FACILITY INSPECTIONS</b>										
Each inspection by Authorized Capacity										
0 - 12 and After School Care Program	\$171	\$179	5%	License fee based on 1 inspection at 0.75 hour/inspection (travel time for each inspection included).	8	\$ 1,434.00	\$ 180.00	\$1,614		
13 - 30	\$228	\$239	5%	License fee based on 1 inspection at 1.0 hour/inspection (travel time for each inspection included).	39	\$ 9,321.00	\$ 1,170.00	\$10,491		
31 +	\$285	\$299	5%	License fee based on 1 inspection at 1.25 hour/inspection (travel time for each inspection included).	0	\$ -	\$ -	\$0		
<b>Plan Review</b>										
Plan Review, Minimum (up to two hours)	\$456	\$478	5%	<b>Plan Review required under OAR 414-300-0010(8).</b> Plan review fee based on 1 plan review, at 2 hour/plan review and no follow-up inspections (travel time included). (Hr rate x 1 Plan review x 2 hrs/plan review) = fee. Assumption is based on completed plans with all support materials submitted. Incomplete plans or plans that are changed by the developer may require a higher fee.	0	\$ -	\$ -	\$0		
Plan Review, Each additional 15 minutes	\$57	\$60	5%	Additional charge typically assessed when plan review take longer because of incomplete plans or when two or more changes are made by the developer that result in the total time exceeding 2 hrs. Based on each increment of 0.25 hrs.						
<b>Total</b>						\$ 10,755.00	\$ 1,350.00	\$12,105	\$12,105	

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	\$245	\$275	\$251	\$215	\$175
	\$245	\$275	\$251	\$215	\$175
	\$245	\$275	\$251	\$215	\$175
				\$427	

BENTON COUNTY HEALTH DEPARTMENT  
 ENVIRONMENTAL HEALTH PROGRAM  
 2025 FEE SCHEDULE  
 EH Fees are effective January 1, 2025

	2024	2025	% Change	Assumptions	Est Workload	Estimated Fee Support	Estimated General Fund Support	Estimated Total Revenue	2024 Partial Cost Hourly Rate	Proposed 2025 Partial Cost Hourly Rate
	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
<b>SPECIAL CONSULTATION FEE</b>										
First 15 minutes Free	No Charge	No Charge								
Each Additional 15 minutes (Support Staff)	\$46	\$48	5%	Based on 15 minutes of work. Fee discounted by 20% if support staff are able to complete. Usually involves record searches for onsite program or compiling information on inspection histories for food establishments.						
Each Additional 15 minutes (Environmental Health Specialist)	\$57	\$67	18%	Based on an estimate of 0.25 hrs of work.						
Partial Cost Recovery Rate Per hour (Environmental Health Specialist)	\$228	\$239	5%	Based on 1 hour of work.						
Full Cost Recovery Rate Per hour (Environmental Health Specialist)	\$259	\$269	4%							
<b>SUPPLIES</b>										
Food Handler Booklets	\$3	\$3	0%							
Test Strips - Chlorine (Bailey) 1 vial (100 count)	\$4	\$4	0%							
Test Strips - Quats QT-10 (Bailey) 1 vial (100 count)	\$7	\$7	0%							
Thermometer - Pocket Bi-Metal	\$4	\$4	0%							
Thermometer - Spirit Stem	\$3	\$3	0%							
Supplies sold to consumer	Cost + 15% of cost for handling rounded up to the next whole dollar+ shipping	Cost + 15% of cost for handling rounded up to the next whole dollar+ shipping								
<sup>6</sup> Fees for tourist accommodations and seasonal facilities normally inspected once per year are not prorated.										
<b>Fees may be changed if supply costs change or if state regulations change the allowable charge(s).</b>										
					<b>Grand Total</b>	\$ 586,605.97	\$ 90,789.62	\$677,376	\$677,375.51	

DEQ Fees	Lane County	Linn County	Lincoln County	Marion County	Polk County
Effective August 1, 2024	Effective August 1, 2024	Effective 2024	Effective July 1, 2024	Effective July 1, 2024	Effective August 1, 2024
	\$245/hr		\$251	\$159/hr	
	\$15		\$4		
			\$6		
			Digital \$21		



**Date: October 1, 2024**

**From: Scott Kruger, REHS and April Holland, MPH**

**Subject: 2025 Justification for Environmental Health Fees**

**Projected Expenses for Fiscal Year (FY) 2025**

	<b>FY 2024-2025</b>	<b>FY 2023-2024</b>	<b>% Change</b>
Salary/Benefits	\$908,728	\$861,316	5.5%
Material/Services	\$437,164	\$437,142	0.0%
Total	\$1,345,892	\$1,298,458	3.7%

**Background**

Fee History for the last three years:

- In 2024, fees were adjusted on average 7%
- In 2023, fees were adjusted on average 3%.
- In 2022, no fee adjustments were made.

Projection for 2025, Environmental Health Division’s budget is projected to experience a 3.7% increase (\$1,345,892/\$1,298,458) FY2025/FY2024.

**What are the Legal Limits to Fee Setting for the Restaurant Industry in Oregon Administrative Rule (OAR)?**

- OAR 333-012-0053(5)(b) “*Administrative costs must be limited to 15 percent of direct costs.*”
- OAR 333-012-0050(2)(a) “*Administrative Costs*” means those costs that are over the direct costs of providing delegated program services. These include actual departmental, agency or central government charges such as, but not limited to, accounting, purchasing, human resources, data management, legal counsel, and central mail functions.”
- OAR 333-012-0050(2)(f) provides guidance on what may be charged as direct costs, “*Direct Costs*” mean those costs for salaries and benefits of field and support staff and their associated costs including, but not limited to, rent, vehicles and travel, equipment, data management, training, phone, office supplies and the pro-rated portion of direct costs relating to supervision.
- Reference: [OAR 333-012-0050](#), and [OAR 333-012-0053](#)

**How is the Hourly Rate Calculated?**

Hourly rate is based on the total field time that is available for Environmental Health Specialists to do work divided by the projected budget. Field time is the hours available for work after an adjustment is made for holidays, sick leave, vacation, administrative time, and training as follows:

Total Hours	2080
Holidays	- 72
Floating Holidays	- 16
Sick Leave	- 53 <sup>1</sup>
Average Vacation Time	-138 <sup>2</sup>
Professional Training	- 40 <sup>3</sup>
Meetings	- 100 <sup>4</sup>
Annual Work Hours (AHW)	1,661 (Note: OAR 333-012-0053(4) sets 1640 hrs as the standard)
Administrative Time	-410 <sup>5</sup> (Note: 25% based on OAR 333-012-0053(4) AHW of 1640 hrs)
Field	1251 (Note: OAR 333-012-0053(4) sets 1230 hrs at the standard)

4.0 field environmental health specialist x 1,251 hours/year = 5004 hours

**Full Cost Recovery:**

Full Cost Recovery is the total expenses divided by total hours to available to do field work. Full cost recovery = \$1,345,892/5004 hours = \$268.96 per hour.

**Partial Cost Recovery Model:**

Hourly rate is calculated by dividing the total expenses that includes County and Department Cost Allocations up to 15%. Any County and Department Cost Allocations above 15% will be covered by County General Funds. The remainder is then divided by the number of hours available to do work. This rate will then be used to calculate fees.

The Department Cost Allocation for FY 2025 will be offset using \$150,000 of budgeted County General Funds: \$1,345,892 - \$150,000 = \$1,195,892. The adjusted cost per hour used for calculating fees is \$1,195,892/5004 hours = \$238.99 per hour. Fees will recover 89% (\$238.99 per hour/\$268.96 per hour) of full costs. This model will also meet legal requirements that fees cannot pass on more than 15% of administrative costs as defined in OAR 333-012-0053(5)(b).

**How is the Hourly Rate Used?**

The hourly rate is used to calculate the cost of license fees by multiplying the average number of hours by each license or permit type, times the hourly rate. The average number of hours is based on

<sup>1</sup> Average sick time reported for 1/01/2018 to 12/31/2018 based on 277/5.2 FTE = 53 hours per person.

<sup>2</sup> Average Vacation Time = 551/4 = 138 Hours (Last Revised 8/12/2019)

<sup>3</sup> Professional training to maintain licensing as a Registered Environmental Health Specialist, plus various other county and state mandatory trainings.

<sup>4</sup> Quarterly combined Health Department/Health Services All Staff Meetings 8 hours, Safety and Health Department mandatory meetings 20 hours + Bi-monthly staff meetings 72 hours = 100 hours

<sup>5</sup> Administrative time to return phone calls, schedule work, fuel vehicles, etc. On Average approximately 1.6 hours per day.

requirements found under Oregon Revised Statute (ORS) 624, Oregon Administrative Rule (OAR) 333-012, time studies, or estimates. All fees are then rounded to the nearest whole dollar.

**Other Fee Adjustments:**

**General Fund/CURF Subsidies for Benevolent Food Facilities:**

Historically, the Board of Commissioners (BOC) has approved a portion of the county general fund be used to reduce the cost of the license fees for restaurants and temporary food service operated by benevolent organizations that qualify under the Internal Revenue Code:

- **Restaurant Licenses for Benevolent Organizations** – A reduced fee of \$465.00 for benevolent restaurants organizations is requested based on ORS 624.020(5). In 2025, it is estimated that there will be eight benevolent restaurants in Benton County. The cost to the County General Fund to environmental health is estimated to be \$3,717.00. The Division will absorb this cost with the current general fund dollars allocated to Environmental Health.
- **Temporary Restaurant Licenses for Benevolent Organizations** – ORS 624.106(1)(b) *“Notwithstanding ORS 624.490 or 624.650, the authority, or a local public health authority as provided under ORS 624.510, may not charge a benevolent organization a license fee or inspection fee for a single-event temporary restaurant licensed under this subsection.”* The Division of Environmental Health proposes to use county general funds to cover inspection cost. The Oregon Health Authority has determined that we may charge an administrative fee for processing and issuing the license. The proposed administrative fee to benevolent organizations is \$48.00. It is estimated that 60 benevolent temporary restaurant permits that will be issued in 2025. It is estimated that \$3,346.00 of EH funds will be used to offset this cost. The program will absorb this cost with the current general fund dollars allocated to Environmental Health.

**Onsite Waste Water Program: Proposed Continued Reduction in Three Fees:**

Three fees are proposed for reduction: major repairs, minor repairs, and mobile home hardships. It is proposed that the cost of these permits be reduced to 50% of their estimated full cost recovery.

**Major and Minor Repair Permits at 50% of Cost:**

These adjustments would allow a significant reduction in the cost for septic system repair permits, making repairs of existing septic system more affordable. Reduced fees may also help to discourage the repairing of septic systems without a permit. This proposal would not require any additional use of county general fund and would be reduced by other fees collected in the onsite program. Since implementing the reduced fee in 2010, there has been a consistent pattern of increased repair applications when compared to the baseline of 14.7 repair permits as an average measured over a three-year period. The selected baseline is 14.7 repair permits and is the average as measured over a three-year period in 2007 (15), 2008 (14) and 2009 (15).

**Percent Increase in Repair Permits by for the last Five Year Compared to Baseline Years**

2023	2022	2021	2020	2019
(104% (30/14.7))	131% (34/14.7)	131% (34/14.7)	145% (36/14.7)	70% (25/14.7)

Reducing fees appears to be a useful tool to encourage homeowners to apply for repairs to their septic systems. It is recommended that the reduced repair fees be continued and re-evaluated if offering reduced repair fees is working and is sustainable economically.

**Mobile Home Personal/Medical Hardship Renewals at 50% of Cost:**

Occasionally a mobile home will be placed on the same septic system as a house in order that a caregiver (usually a family member) may help take care of the medical needs of another family member. Once the medical hardship has ended, the mobile home is to be disconnected from the home’s septic system and then moved. It is proposed that mobile home hardship renewals be subsidized 50% by other revenue in the onsite program. This proposal would not require any additional use of county general fund and would be offset by other fees collected in the onsite program. It is recommended that the reduced fees be continued and re-evaluated if offering reduced fees is sustainable economically.

**Other Fee Adjustments:**

**Annual Report Evaluation Fee for Sand Filters, Recirculating Gravel Filters, And Alternative Treatment Technology:**

Annually DEQ sends out a reminder letter to owners of Sand Filters, Recirculating Gravel Filters, and Alternative Treatment Technology to remind them to have these more complex systems evaluated. Under state law these reports need to be submitted to DEQ or the delegated county. The state fee for performing the service is \$70.00. To streamline the process and minimize confusing we are proposing to set our fee at the same dollar amount as DEQ. This will help to eliminate staff time to collect or refund money when the incorrect dollar amount is sent to us. It will also make the process more user friendly for the customer by eliminating confusion about what fee to pay. Should DEQ adjust this fee we will match our fee to the DEQ.

**Oregon Department of Environmental Quality Surcharge/Remittance fees:**

Current DEQ Surcharge/Remittance is \$117, which we collect as an add-on fee to qualifying permits. Should DEQ increase their remittance to us this cost will be passed on in the permit.

Remittance to DEQ is a fee established under state statute designed to support the State's Onsite Waste Water Treatment Program. The state fee is an additional charge established by state rule and assessed on site evaluations, construction installation permits, permit renewals, alterations, repairs, and authorizations listed in our fee schedule to support the state program in rule writing, technical, legal, and quality assurance activities.

In accordance with Oregon Administrative Rule (OAR) 340-071-0140(10) Department surcharge says, *“(a) To offset a portion of the administrative and program oversight costs of the statewide onsite wastewater management program, DEQ and contract counties must levy a surcharge for each site evaluation, report permit, and other activity for which an application is required in this division. (b) Proceeds from surcharges collected by the*

*department and contract counties must be accounted for separately. Each contract county must forward the proceeds to the department in accordance with its agreement with the department.”*

To reference current DEQ Fee Table may be viewed at: [OAR 340-071-0800 Fee Tables](#)



# Fiscal Year GL Status Detail Page 160 of 185

Print Date: 9/6/2023

Fiscal Year: FY 2024: July 2023 -- June 2024 Period: 12 JUN 100.00%  
 Funds: (001) Divisions: (33) Programs: (All Programs) Cost Centers: (All Cost Centers) Objects: (All Objects)

	ADOPTED BUDGET	FISCAL YEAR PERIOD AMT	FISCAL YEAR TO DATE	BUDGET BALANCE	% Used/ Rec'd
<b>Fund: 001 - GENERAL</b>					
<b>Division: 33 - ENVIRONMENTAL HEALTH SERVICES</b>					
<b>Program: 25 - HEALTH</b>					
<b>Cost Center: 530 - LAND &amp; WATER</b>					
<b>REVENUES</b>					
<b>CHARGES FOR SERVICE</b>					
431100 - MISC REV: CHARGES FOR SERVICE	(5,500.00)	0.00	(646.00)	(4,854.00)	12%
431201 - SALE OF SERVICES/SUPPLIES	0.00	0.00	(15.00)	15.00	0%
432200 - FOOD SERVICE LICENSE	(300,000.00)	0.00	(20,114.00)	(279,886.00)	7%
432210 - FOOD HANDLER CERTIFICATION	(17,000.00)	0.00	(40.00)	(16,960.00)	0%
432215 - SWIMMING POOL & SPA LICENSE	(35,000.00)	0.00	0.00	(35,000.00)	0%
432218 - TOURIST ACCOMMODATION LICENSE	(7,500.00)	0.00	0.00	(7,500.00)	0%
432222 - CARE FACILITIES INSPECTION	(9,500.00)	0.00	(3,035.00)	(6,465.00)	32%
432230 - BLDG PERMIT REVIEW & SIGN OFF	(20,000.00)	0.00	(5,323.00)	(14,677.00)	27%
432250 - SEPTIC PERMIT/SITE REVIEW	(130,000.00)	0.00	(19,079.00)	(110,921.00)	15%
432255 - DEQ SURCHARGE	(12,500.00)	0.00	(2,400.00)	(10,100.00)	19%
461150 - K-12 FOOD SERVICE INSPECTION	(15,000.00)	0.00	(2,590.00)	(12,410.00)	17%
461152 - OSU OFF-CAMPUS INSPECTION	(5,000.00)	0.00	0.00	(5,000.00)	0%
<b>TOTAL CHARGES FOR SERVICE</b>	<b>(557,000.00)</b>	<b>0.00</b>	<b>(53,242.00)</b>	<b>(503,758.00)</b>	<b>10%</b>
<b>OPERATING GRT/CONTR</b>					
472709 - OHA PE50 SAFE DRINKING WATER	0.00	0.00	(2,739.62)	2,739.62	0%
473200 - STATE: WATER SYSTEMS (EPA)	(16,800.00)	0.00	0.00	(16,800.00)	0%
482713 - OHA PE50 SAFE DRINKING WATER	0.00	0.00	(4,109.38)	4,109.38	0%
483200 - FEDERAL: WATER SYSTEMS (EPA)	(24,000.00)	0.00	0.00	(24,000.00)	0%
<b>TOTAL OPERATING GRT/CONTR</b>	<b>(40,800.00)</b>	<b>0.00</b>	<b>(6,849.00)</b>	<b>(33,951.00)</b>	<b>17%</b>
<b>TOTAL REVENUES</b>	<b>(597,800.00)</b>	<b>0.00</b>	<b>(60,091.00)</b>	<b>(537,709.00)</b>	<b>10%</b>

<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
513000 - ADMINISTRATIVE SPECIALIST 1	68,766.00	0.00	11,606.20	57,159.80	17%
548000 - TECHNICAL ANALYST 1	77,889.00	0.00	12,703.25	65,185.75	16%
554000 - TECHNICAL ANALYST 2	180,415.00	0.00	28,243.32	152,171.68	16%
563000 - TECHNICAL ANALYST 3	89,418.00	0.00	15,256.59	74,161.41	17%
567000 - PROGRAM MANAGER 4	107,319.00	0.00	0.00	107,319.00	0%
590000 - TEMPORARY & INTERNS	5,382.00	0.00	67.50	5,314.50	1%
593300 - PAYOUT: VACATION LEAVE	1,250.00	0.00	0.00	1,250.00	0%
595000 - OVERTIME/ON-CALL	2,000.00	0.00	186.15	1,813.85	9%
599000 - EMPLOYEE BENEFITS	358,492.00	0.00	50,644.44	307,847.56	14%
599998 - VACANCY FACTOR	(29,615.00)	0.00	0.00	(29,615.00)	0%
<b>TOTAL PERSONAL SERVICES</b>	<b>861,316.00</b>	<b>0.00</b>	<b>118,707.45</b>	<b>742,608.55</b>	<b>14%</b>
<b>MATERIALS &amp; SERVICES</b>					
601000 - MATERIALS & SUPPLIES	7,499.00	0.00	165.79	7,333.21	2%
601350 - FOOD PURCHASES	60.00	0.00	0.00	60.00	0%
601500 - SMALL EQUIPMENT PURCHASES	299.00	0.00	0.00	299.00	0%
602000 - COMMUNICATION SERVICES	80.00	0.00	0.00	80.00	0%
604000 - TRAVEL	150.00	0.00	0.00	150.00	0%
606000 - CONTRACTED SERVICES	4,000.00	0.00	0.00	4,000.00	0%
608000 - TRAINING & EDUCATION	9,999.00	0.00	975.00	9,024.00	10%
609000 - REPAIRS & MAINTENANCE	149.00	0.00	0.00	149.00	0%
612000 - REFUNDS	40.00	0.00	0.00	40.00	0%
613000 - ADVERTISING	190.00	0.00	0.00	190.00	0%
614000 - PRINTING & PUBLICATION	599.00	0.00	0.00	599.00	0%
615000 - SUBSCRIPTIONS & PERIODICALS	334.00	0.00	0.00	334.00	0%
616000 - LABORATORY SERVICES & SUPPLIES	1,050.00	0.00	0.00	1,050.00	0%
620000 - MEMBERSHIPS & LICENSING	1,499.00	0.00	0.00	1,499.00	0%
636000 - BANK SERVICE CHARGES	4,999.00	0.00	548.54	4,450.46	11%
681005 - VEHICLE REPLACEMENT PAYMENT	10,200.00	0.00	1,699.72	8,500.28	17%
681010 - CENTRAL COST ALLOCATION	141,893.00	0.00	23,648.84	118,244.16	17%
681012 - DEPT COST ALLOCATION	113,851.00	0.00	18,975.16	94,875.84	17%
681014 - FACILITIES SPACE CHARGE	73,980.00	0.00	12,330.00	61,650.00	17%
681017 - IT DEVICE MAINT/REPLMT CHARGE	5,676.00	0.00	982.00	4,694.00	17%
681018 - CONF RM TECH MAINTENANCE	0.00	0.00	33.00	(33.00)	0%
681020 - WIRELESS SERVICE	3,149.00	0.00	0.00	3,149.00	0%
681090 - COPIER/PRINTER SERVICES	0.00	0.00	28.00	(28.00)	0%
681092 - MAIL/POSTAGE CHARGES	799.00	0.00	15.74	783.26	2%
681211 - FLEET SERVICES: O&M RATE	14,148.00	0.00	2,353.64	11,794.36	17%
681212 - FLEET SERVICES: T&M RATE	0.00	0.00	26.45	(26.45)	0%
690000 - PAYMENT TO OTHER GOVERNMENTS	42,499.00	0.00	0.00	42,499.00	0%
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>437,142.00</b>	<b>0.00</b>	<b>61,781.88</b>	<b>375,360.12</b>	<b>14%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,298,458.00</b>	<b>0.00</b>	<b>180,489.33</b>	<b>1,117,968.67</b>	<b>14%</b>
<b>Total Cost Center: (Surplus)/ + Deficit - 530 - LAND &amp; WATER</b>	<b>700,658.00</b>	<b>0.00</b>	<b>120,398.33</b>	<b>580,259.67</b>	
<b>Total Division: (Surplus)/ + Deficit - 33 - ENVIRONMENTAL HEALTH SERVICES</b>	<b>700,658.00</b>	<b>0.00</b>	<b>120,398.33</b>	<b>580,259.67</b>	
<b>Total Fund: (Surplus)/ + Deficit - 001 - GENERAL</b>	<b>700,658.00</b>	<b>0.00</b>	<b>120,398.33</b>	<b>580,259.67</b>	

Print Date: 9/6/2023

# Fiscal Year GL Status Detail

Fiscal Year: FY 2024: July 2023 -- June 2024 Period: 12 JUN 100.00%  
 Funds: (001) Divisions: (33) Programs: (All Programs) Cost Centers: (All Cost Centers) Objects: (All Objects)

	ADOPTED BUDGET	FISCAL YEAR PERIOD AMT	FISCAL YEAR TO DATE	BUDGET BALANCE	% Used/ Rec'd
<b>Grand Total Revenue:</b>	<b>-597,800.00</b>	<b>0.00</b>	<b>(60,091.00)</b>	<b>(537,709.00)</b>	<b>10%</b>
<b>Grand Total Expense:</b>	<b>1,298,458.00</b>	<b>0.00</b>	<b>180,489.33</b>	<b>1,117,968.67</b>	<b>14%</b>
<b>Grand Total (Surplus) / +Deficit:</b>	<b>700,658.00</b>	<b>0.00</b>	<b>120,398.33</b>	<b>580,259.67</b>	<b>17%</b>



## Fiscal Year GL Status Detail

Print Date: 9/6/2023

Fiscal Year: FY 2025: July 2024 – June 2025 Period: 12 JUN 100.00%  
 Funds: (001) Divisions: (33) Programs: (All Programs) Cost Centers: (All Cost Centers) Objects: (All Objects)

	ADOPTED BUDGET	FISCAL YEAR PERIOD AMT	FISCAL YEAR TO DATE	BUDGET BALANCE	% Used/ Rec'd
<b>Fund: 001 - GENERAL</b>					
<b>Division: 33 - ENVIRONMENTAL HEALTH SERVICES</b>					
<b>Program: 25 - HEALTH</b>					
<b>Cost Center: 530 - LAND &amp; WATER</b>					
<b>REVENUES</b>					
<b>CHARGES FOR SERVICE</b>					
431100 - MISC REV: CHARGES FOR SERVICE	(5,500.00)	0.00	0.00	(5,500.00)	0%
432200 - FOOD SERVICE LICENSE	(300,000.00)	0.00	0.00	(300,000.00)	0%
432210 - FOOD HANDLER CERTIFICATION	(17,000.00)	0.00	0.00	(17,000.00)	0%
432215 - SWIMMING POOL & SPA LICENSE	(35,000.00)	0.00	0.00	(35,000.00)	0%
432218 - TOURIST ACCOMMODATION LICENSE	(7,500.00)	0.00	0.00	(7,500.00)	0%
432222 - CARE FACILITIES INSPECTION	(9,500.00)	0.00	0.00	(9,500.00)	0%
432230 - BLDG PERMIT REVIEW & SIGN OFF	(20,000.00)	0.00	0.00	(20,000.00)	0%
432250 - SEPTIC PERMIT/SITE REVIEW	(130,000.00)	0.00	0.00	(130,000.00)	0%
432255 - DEQ SURCHARGE	(12,500.00)	0.00	0.00	(12,500.00)	0%
461150 - K-12 FOOD SERVICE INSPECTION	(15,000.00)	0.00	0.00	(15,000.00)	0%
461152 - OSU OFF-CAMPUS INSPECTION	(5,000.00)	0.00	0.00	(5,000.00)	0%
<b>TOTAL CHARGES FOR SERVICE</b>	<b>(557,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>(557,000.00)</b>	<b>0%</b>
<b>OPERATING GRT/CONTR</b>					
473200 - STATE: WATER SYSTEMS (EPA)	(16,800.00)	0.00	0.00	(16,800.00)	0%
483200 - FEDERAL: WATER SYSTEMS (EPA)	(24,000.00)	0.00	0.00	(24,000.00)	0%
<b>TOTAL OPERATING GRT/CONTR</b>	<b>(40,800.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>(40,800.00)</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>(597,800.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>(597,800.00)</b>	<b>0%</b>
<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
513000 - ADMINISTRATIVE SPECIALIST 1	72,414.00	0.00	0.00	72,414.00	0%
548000 - TECHNICAL ANALYST 1	82,021.00	0.00	0.00	82,021.00	0%
554000 - TECHNICAL ANALYST 2	189,986.00	0.00	0.00	189,986.00	0%
563000 - TECHNICAL ANALYST 3	94,161.00	0.00	0.00	94,161.00	0%
567000 - PROGRAM MANAGER 4	110,539.00	0.00	0.00	110,539.00	0%
590000 - TEMPORARY & INTERNS	5,383.00	0.00	0.00	5,383.00	0%
593300 - PAYOUT: VACATION LEAVE	1,250.00	0.00	0.00	1,250.00	0%
595000 - OVERTIME/ON-CALL	2,000.00	0.00	0.00	2,000.00	0%
599000 - EMPLOYEE BENEFITS	380,590.00	0.00	0.00	380,590.00	0%
599998 - VACANCY FACTOR	(29,616.00)	0.00	0.00	(29,616.00)	0%
<b>TOTAL PERSONAL SERVICES</b>	<b>908,728.00</b>	<b>0.00</b>	<b>0.00</b>	<b>908,728.00</b>	<b>0%</b>
<b>MATERIALS &amp; SERVICES</b>					
601000 - MATERIALS & SUPPLIES	7,501.00	0.00	0.00	7,501.00	0%
601350 - FOOD PURCHASES	60.00	0.00	0.00	60.00	0%
601500 - SMALL EQUIPMENT PURCHASES	301.00	0.00	0.00	301.00	0%
602000 - COMMUNICATION SERVICES	80.00	0.00	0.00	80.00	0%
604000 - TRAVEL	150.00	0.00	0.00	150.00	0%
606000 - CONTRACTED SERVICES	4,000.00	0.00	0.00	4,000.00	0%
608000 - TRAINING & EDUCATION	10,001.00	0.00	0.00	10,001.00	0%
609000 - REPAIRS & MAINTENANCE	151.00	0.00	0.00	151.00	0%
612000 - REFUNDS	40.00	0.00	0.00	40.00	0%
613000 - ADVERTISING	190.00	0.00	0.00	190.00	0%
614000 - PRINTING & PUBLICATION	601.00	0.00	0.00	601.00	0%
615000 - SUBSCRIPTIONS & PERIODICALS	336.00	0.00	0.00	336.00	0%
616000 - LABORATORY SERVICES & SUPPLIES	1,050.00	0.00	0.00	1,050.00	0%
620000 - MEMBERSHIPS & LICENSING	1,501.00	0.00	0.00	1,501.00	0%
636000 - BANK SERVICE CHARGES	5,001.00	0.00	0.00	5,001.00	0%
681005 - VEHICLE REPLACEMENT PAYMENT	10,200.00	0.00	0.00	10,200.00	0%
681010 - CENTRAL COST ALLOCATION	141,893.00	0.00	0.00	141,893.00	0%
681012 - DEPT COST ALLOCATION	113,851.00	0.00	0.00	113,851.00	0%
681014 - FACILITIES SPACE CHARGE	73,980.00	0.00	0.00	73,980.00	0%
681017 - IT DEVICE MAINT/REPLMT CHARGE	5,676.00	0.00	0.00	5,676.00	0%
681020 - WIRELESS SERVICE	3,151.00	0.00	0.00	3,151.00	0%
681092 - MAIL/POSTAGE CHARGES	801.00	0.00	0.00	801.00	0%
681211 - FLEET SERVICES: O&M RATE	14,148.00	0.00	0.00	14,148.00	0%
690000 - PAYMENT TO OTHER GOVERNMENTS	42,501.00	0.00	0.00	42,501.00	0%
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>437,164.00</b>	<b>0.00</b>	<b>0.00</b>	<b>437,164.00</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,345,892.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,345,892.00</b>	<b>0%</b>
<b>Total Cost Center: (Surplus)/ + Deficit - 530 - LAND &amp; WATER</b>	<b>748,092.00</b>	<b>0.00</b>	<b>0.00</b>	<b>748,092.00</b>	<b>0%</b>
<b>Total Division: (Surplus)/ + Deficit - 33 - ENVIRONMENTAL HEALTH SERVICES</b>	<b>748,092.00</b>	<b>0.00</b>	<b>0.00</b>	<b>748,092.00</b>	<b>0%</b>
<b>Total Fund: (Surplus)/ + Deficit - 001 - GENERAL</b>	<b>748,092.00</b>	<b>0.00</b>	<b>0.00</b>	<b>748,092.00</b>	<b>0%</b>



## Fiscal Year GL Status Detail

Print Date: 9/6/2023

Fiscal Year: FY 2025: July 2024 – June 2025 Period: 12 JUN 100.00%  
 Funds: (001) Divisions: (33) Programs: (All Programs) Cost Centers: (All Cost Centers) Objects: (All Objects)

	ADOPTED BUDGET	FISCAL YEAR TO DATE	BUDGET BALANCE	% Used/ Rec'd
<b>Grand Total Revenue:</b>	<b>0.00</b>	<b>0.00</b>	<b>(597,800.00)</b>	<b>0%</b>
<b>Grand Total Expense:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,345,892.00</b>	<b>0%</b>
<b>Grand Total (Surplus) / +Deficit:</b>	<b>0.00</b>	<b>0.00</b>	<b>748,092.00</b>	<b>0%</b>

FY2025 Indirect Cost Calculations based on OAR 333-012-0053

A number of protections exist in state rule to cap what costs may be passed on by the health department in setting fees:

OAR 333-012-0053(5) (b) *Administrative costs must be limited to 15 percent of direct costs.*

OAR 333-012-0050(2) also defines (a) "Administrative Costs" means those costs that are over the direct costs of providing delegated program services. These include actual departmental, agency or central government charges such as, but not limited to, accounting, purchasing, human resources, data management, legal counsel and central mail functions[1];

OAR 333-012-0050(2) (f) provides clear guidance on what can be charged as direct costs, "Direct Costs" mean those costs for salaries and benefits of field and support staff and their associated costs including, but not limited to, rent, vehicles and travel, equipment, data management, training, phone, office supplies and the pro-rated portion of direct costs relating to supervision;

**Full Cost Recovery Model:** Using full cost recovery model the total percent of administrative cost exceeds the 15% allowable under OAR 333-012-0053.

	001-33-25-530 Environmental Health	
		Percent of Administrative/ Direct Costs
<b>Total Expenses</b>	\$ 1,345,892	
<b>Direct Costs</b>		
Salary/Benefits	\$ 908,728	
Materials and Supplies	\$ 181,420	
<b>Total Direct Costs</b>	\$ 1,090,148	
<b>Administrative Costs</b>		
Central Cost Allocation	\$ 141,893	13%
Health Department Cost Allocation	\$ 113,851	10%
<b>Sub-Total</b>	<b>\$ 255,744</b>	<b>23%</b>
<b>Total Expenses</b>	\$ 1,345,892	
Total Hours Available REHS	\$ 5,004	
<b>Hourly Rate Full Cost Recovery</b>	<b>268.96</b>	

\*This is sum of material and services MINUS central and department cost allocation

This must be 15% or lower.

**Partial Cost Recovery Model:** Using partial cost recovery the total percent of administrative cost could be lowered to the 15% allowable under OAR 333-012-0053. The following scenario shows the minimum general fund support needed.

	001-33-25-530 Environmental Health	
		Percent of Administrative/ Direct Costs
<b>Total Expenses</b>	\$ 1,345,892	
<b>Direct Costs</b>		
Salary/Benefits	\$ 908,728	
Materials and Supplies	\$ 181,420	
<b>Total Direct Costs</b>	\$ 1,090,148	
<b>Administrative Costs</b>		
Central Cost Allocation	\$ 141,893	13%
Health Department Cost Allocation	\$ 113,851	10%
<b>Total Administrative Costs</b>	<b>\$ 255,744</b>	<b>23%</b>
<b>Total Expenses</b>	\$ 1,345,892	
Minimum General Fund Contribution to Offset Administrative Cost	\$ 92,222	8%
<b>Revised Administrative Cost @ 15%</b>	<b>\$ 163,522</b>	<b>15%</b>
<b>Total Expenses - General Fund Contribution</b>	<b>\$ 1,253,670</b>	
Total Hours Available REHS	\$ 5,004	% cost recovery
<b>Hourly Rate / Cost Recovery</b>	<b>\$250.53</b>	<b>93%</b>

**To proceed as above (BOC covers admin costs in excess of 15% of direct costs) -- raises fees 10%**

Hourly rate	\$ 251
Percent recovery of full costs	93%
GF contribution	\$ 92,222
GF change from 2024	-41%

<b>To adjust fees 5%</b>		*staff recommendation
Hourly rate	\$ 239	
Percent recovery	89%	
GF contribution	\$ 150,000	
GF change from 2024	-4%	

Recent GF contribution  
\$156,407 (2024 GF)      \$148,000 (2023 GF)      \$140,708 (2022 GF)

<b>To adjust fees 3%</b>	
Hourly rate	\$ 235
Percent recovery	87%
GF contribution	\$ 170,000
GF change from 2024	9%

<b>To keep fees same (no change)</b>	
Hourly rate	\$ 228
Percent recovery	85%
GF contribution	\$ 205,000
GF change from 2024	31%



shown w/ 5% increase	001-33-25-530 Environmental Health	
		Percent of Administrative/ Direct Costs
<b>Total Expenses</b>	\$ 1,345,892	
<b>Direct Costs</b>		
Salary/Benefits	\$ 908,728	
Materials and Supplies	\$ 181,420	
<b>Total Direct Costs</b>	\$ 1,090,148	
<b>Administrative Costs</b>		
Central Cost Allocation	\$ 141,893	13%
Health Department Cost Allocation	\$ 113,851	10%
<b>Total Administrative Costs</b>	\$ 255,744	23%
Total Expenses	\$ 1,345,892	
General Fund Contribution to Offset Administrative Cost	\$ 150,000	
<b>Revised Administrative Cost</b>	\$ 163,522	15%
Total Expenses	\$ 1,195,892	
Total Hours Available REHS	\$ 5,004	
Hourly Rate Partial Cost Recovery	238.99	89%

shown w/ 3% increase	001-33-25-530 Environmental Health	
		Percent of Administrative/ Direct Costs
<b>Total Expenses</b>	\$ 1,345,892	
<b>Direct Costs</b>		
Salary/Benefits	\$ 908,728	
Materials and Supplies	\$ 181,420	
<b>Total Direct Costs</b>	\$ 1,090,148	
<b>Administrative Costs</b>		
Central Cost Allocation	\$ 141,893	13%
Health Department Cost Allocation	\$ 113,851	10%
<b>Total Administrative Costs</b>	\$ 255,744	23%
Total Expenses	\$ 1,345,892	
General Fund Contribution to Offset Administrative Cost	\$ 170,000	
<b>Revised Administrative Cost</b>	\$ 163,522	15%
Total Expenses - General Fund Contribution	\$ 1,175,892	
Total Hours Available REHS	\$ 5,004	
Hourly Rate Partial Cost Recovery	234.99	87%



# 2025 Environmental Health Fees

Scott Kruger, REHS  
EH Program Manager

April Holland, MPH  
Health Department Director

October 1, 2024

# Background

- Environmental Health fees are adjusted annually and approved by the Benton County Board of Commissioners
- Fees cover a range of activities, from food service, recreational vehicle parks, day cares, organizational camps, public pools and spas, and tourist accommodation license fees to on-site wastewater systems and more

# Context

- In 2024 fees increased 7%.
- In 2023 fees increased 3%.
- No fee adjustments were made in 2022.

# History

Year	Adjustment	Note
2021	3%	50% credit on 2020
2020	3%	
2019	3%	
2018	3%	
2017	3%	
2016	5%	
2015	4%	On-site fees flat
2014	5%	Restaurant fees flat
2013	5%	
2012	5%	

# Process

- EH budget review

	FY 2024-2025	FY 2023-2024	% Change
Salary/Benefits	\$908,728	\$861,316	5%
Material/Services	\$437,164	\$437,142	n/a
Total	\$1,345,892	\$1,298,458	4%

# Calculations for hourly rate

Total Hours	2080	
Holidays	-72	
Floating Holidays	-16	
Sick Leave	-53	
Average Vacation Time	-138	
Professional Training	-40	
Meetings	-100	
Annual Work Hours (AHW)	1,661	(Note: OAR 333-012-0053(4) sets 1640 hrs as the standard)
Administrative Time	<u>- 410</u>	(Note: 25% based on OAR 333-012-0053(4) AHW of 1640hr)
<b>Field hours</b>	<b>1251</b>	(Note: OAR 333-012-0053(4) sets 1230 hrs at the standard)

$$4 \text{ REHS} \times 1,251 \text{ hours/year} = 5004 \text{ hours}$$

# Full cost recovery

Full Cost Recovery is the total expenses divided by total hours to available to do field work.

Total expenses	\$1,345,892
Total hours for field work	5004
Full cost recovery (hourly rate)	\$268.96



# Legal limitations

- OAR 333-012-0053(5)(b) *“Administrative costs must be limited to 15 percent of direct costs.”*
- OAR 333-012-0050(2)(a) *“Administrative Costs” means those costs that are over the direct costs of providing delegated program services. These include actual departmental, agency or central government charges such as, but not limited to, accounting, purchasing, human resources, data management, legal council and central mail functions;”*
- Reference: [OAR 333-012-0050](#), and [OAR 333-012-0053](#)

# Adjustment for indirect costs

<b>Total Expenses</b>	\$	1,345,892	
<b>Direct Costs</b>			
Salary/Benefits	\$	908,728	
Materials and Supplies	\$	181,420	
<b>Total Direct Costs</b>	\$	1,090,148	
<b>Administrative Costs</b>			
Central Cost Allocation	\$	141,893	13%
Health Department Cost Allocation	\$	113,851	10%
<b>Total Administrative Costs</b>	\$	255,744	23%
<b>Total Expenses</b>	\$	1,345,892	
Minimum General Fund Contribution to Offset Administrative Cost	\$	92,222	8%
<b>Revised Administrative Cost @ 15%</b>	\$	163,522	15%
<b>Total Expenses - General Fund Contribution</b>	\$	1,253,670	
<b>Total Hours Available REHS</b>	\$	5,004	% cost recovery
<b>Hourly Rate / Cost Recovery</b>		\$250.53	93%

# Adjustment for indirect costs

- Using the partial cost recovery model gives us an hourly rate of **\$251 per hour**
  - 93% of full costs are recovered
- Corresponds to a fee increase, on average, of **10%**
- This option would result in a county general fund contribution decrease of **41%** from 2024, from **\$156,407** to **\$92,222**.

# Adjustment for indirect costs at 89% cost recovery

- Using the partial cost recovery model gives us an hourly rate of \$239 per hour
  - 89% of full costs are recovered
- Corresponds to a fee increase, on average, of 5%.
- County general fund contribution decrease of 4% from 2023, from \$156,407 to \$150,000.

# Scenarios

<b>To adjust fees 10%</b>	
Hourly rate	\$251
Percent recovery	93%
GF contribution	\$92,222
GF change from 2023	-41%
<b>To adjust fees 5%</b>	
Hourly rate	\$239
Percent recovery of full costs	89%
GF contribution	\$150,000
GF change from 2023	-4%
<b>To keep fees same</b>	
Hourly rate	\$228
Percent recovery	85%
GF contribution	\$205,000
GF change from 2023	+31%

# Fees - examples

<b>Fees adjusted 10%</b>	
New site septic eval	\$974 - \$1071
Major septic repair, single fam	\$604 - \$664
Restaurant lic, 51-150	\$1049 - \$1,154
Mobile food unit, class IV	\$376 - \$414
<b>Fees adjusted 5 %</b>	
New site septic eval	\$974 - \$1023
Major septic repair, single fam	\$604 - \$634
Restaurant lic, 51-150	\$1049 - \$1101
Mobile food unit, class IV	\$376 - \$395



Thank you!



**BOC Agenda Checklist Master**

Agenda Placement and Contacts

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**Suggested Agenda Date** 09/17/24

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Finance

**Contact Name \*** Jeramie Martin

**Phone Extension \*** 6215

**Meeting Attendee Name \*** Debbie Sessions, Jeramie Martin

Agenda Item Details 

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**Item Title \*** American Rescue Plan Act (ARPA) Status Report

- 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

**Special Report Options \***  Oral  Written



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

**Advertisement\***  Yes  
 No

# Issues and Fiscal Impact

## Item Issues and Description

**Identified Salient Issues \***

This is an American Rescue Plan Act (ARPA) status report from a financial perspective. The federal requirements include obligating all funds by December 31, 2024. This report provides a status for all projects' obligations and actual expenditures to date.

**Options \***

N/A

**Fiscal Impact \***

- Yes
- No

**Fiscal Impact Description \***

Benton County received just over \$18 million in federal ARPA dollars. Of that total, \$11.8 million has been formally obligated with the US Treasury Department. Six million dollars has been allocated but not formally obligated. Again, the obligations must be made by December 31, 2024 with a spending deadline of December 31, 2026.

# 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 designated ARPA projects support several core values. For example, infrastructure projects support environmental and community resilience values; housing services projects support vibrant livable communities and access values.

**Focus Areas and Vision\*** Select all that apply.  
 Community Safety  
 Emergency Preparedness  
 Outdoor Recreation  
 Prosperous Economy  
 Environment and Natural Resources  
 Mobility and Transportation  
 Housing and Growth  
 Arts, Entertainment, Culture, and History  
 Food and Agriculture  
 Lifelong Learning and Education  
 N/A

**Explain Focus Areas and Vision Selection\*** ARPA Project obligations

## Recommendations and Motions

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### Item Recommendations and Motions

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**Staff**

Staff recommends the Board of Commissioners accept the report for the record.

**Recommendations \***

**Meeting Motions \***

I move to ...

...accept the June 30, 2024 federal ARPA project financial status report.

## Meeting Motion

I move to accept the June 30, 2024 federal ARPA project financial status report.

## 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.

ARPA Report 1.pdf

112.3KB

**Comments (optional)**

If you have any questions, please call ext.6800

**Department  
Approver**

DEBBIE SESSIONS

<p>1.</p> <p><b>Department Approval</b></p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Debbie Sessions</i></p>	<p>5.</p>
<p>2.</p> <p><b>Counsel Approval</b></p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Vance M. Choney</i></p>	
<p>3.</p> <p><b>County Administrator Approval</b></p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Rachel L McEneny</i></p>	
<p>4.</p> <p><b>BOC Final Approval</b></p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Manna Kwiatkowski</i></p>	

### Project Listing

Project Name	Expensed	Notes
Hope Project	\$ 597,913	Hope Advisory Board Recommendations
Permanent Supportive Housing for Homeless Population	\$ 75,000	Corvallis Housing First is subrecipient
JSIP Land Acquisition	\$ 4,000,000	Land for EOC/Courthouse
DA Office Removal	\$ 212,700	Co.wide facilities improvement projects
BAT Bridge Fund	\$ 212,784	
NAPE Vehicle	\$ 328,000	
Ring Topology	\$ 280,858	
Infrastructure - Alsea	\$ 283,937	
Website Redesign	\$ 29,674	
Kalapuya HVAC	\$ 404,279	
DataCenter Cooling &Humid	\$ 56,950	
Fuel System	\$ 122,261	
Kalapuya Remodel	\$ 1,487,000	
Fleet Bridge Funding	\$ 465,065	Fleet Bridge Transfer
Community Grants	\$ 2,685,320	See Listing to the Right
Service Recognition Awards	\$ 429,794	
Administrative Cost	\$ 135,576	
<b>Total ARPA Expenses</b>	<b>\$ 11,807,111</b>	

Project Name	Obligation	Notes
CourtHouse Project	\$ 1,931,017	Will be used if needed
Infrastructure - Alsea	\$ 1,316,063	In process
JSIP EOC Building	\$ 2,500,000	In process
Website Redesign	\$ 45,326	In process
Admin Cost	\$ 302,597	Anticipated admin cost thru 12/31/2026
<b>Total ARPA Obligations</b>	<b>\$ 6,095,003</b>	

<b>Benton County Total Federal ARPA Award</b>	<b>\$ 18,079,454.00</b>
<b>Total Allocated ARPA</b>	<b>\$ 17,902,113.94</b>
<b>Total Available</b>	<b>\$ 177,340.06</b>

### Community Grants Listing

Awardee (Award Size)	Amount
Corvallis Housing First (Housing)	\$ 378,334
Unity Shelters (Housing)	\$ 300,000
City of Corvallis (Local Businesses)	\$ 275,000
Community Outreach Inc. (Housing)	\$ 261,000
CASA Latinos Unidos (Culturally Specific)	\$ 250,392
Corvallis Daytime Drop-In Center (Housing)	\$ 154,229
DevNW (Housing)	\$ 150,000
Pathfinder Clubhouse (ADA Compliance for MH)	\$ 121,700
Jackson Youth Services (Youth Development)	\$ 119,066
Philomath Youth Activities Club (Youth Development)	\$ 117,859
OSU 4H Lation Outreach (Cultrually Specific)	\$ 109,776
Corvallis Sustainability Coalition (Food Services)	\$ 100,000
Boys and Girls Club of Corvallis (Youth Development)	\$ 75,000
Vina Moses Center (Culturally Specific - Position)	\$ 69,568
Trillium Family Services (Youth Development)	\$ 52,396
ABC House (Youth Development)	\$ 50,000
CASAVoices for Children (Youth Development)	\$ 46,000
ARC Benton County (Clubhouse - ADA updates)	\$ 35,000
Oregon Valley Futbol Alliance (Youth Development)	\$ 20,000
	<b>\$ 2,685,320</b>