



AGENDA

BOARD OF COMMISSIONERS MEETING

Tuesday, October 15, 2024, 9 AM

How to Participate in the Board of Commissioners Meeting

Zoom Video Click for Zoom link

Click for YouTube LiveStream link

In-person: Kalapuya Building, 4500 SW Research Way, Corvallis, Oregon
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The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting the Board of Commissioners Office at 541-766-6800 or 800-735-2900 TTY, by email bocinfo@bentoncountyor.gov, or on the County's website at <https://boc.bentoncountyor.gov/contact/>.

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

1. Call to Order and Introductions

2. Review and Approve Agenda

Chair may alter the agenda

3. Proclamation

3.1 Proclaiming October 2024 as Great Shakeout Month in Benton County,
Proclamation No. P2024-020 – Chelsea Chytka, Emergency Operations Center

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 – Public Health Update – April Holland, Sara Hartstein; Health Services

6. Consent Calendar

6.1 Application for Change of Ownership for a Retail Off-Premises Sales for Garland Nursery

7. Old Business

7.1 30 minutes – Revised 2023 Coffin Butte Landfill and Pacific Region Compost Annual Report – Julie Jackson, Republic Services; Bailey Payne, Community Development

7.2 5 minutes – Approval of 2025 Environmental Health Licensing Fees, Order No. D2024-055 – April Holland, Scott Kruger, Health Services

8. New Business

8.1 15 minutes – Request for Approval of Behavioral Health Permanent Position Reclassification – April Holland, Damien Sands, Health Services

8.2 15 minutes – Proposed Revisions to Policy A109 - Resource Naming – Sean McGuire, Sustainability

9. Other

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

10. Announcements

PROCLAMATION



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

In the Matter of Proclaiming)
October 2024 as Great Shakeout) Proclamation No. P2024-020
Month in Benton County)

The threat of the Cascadia Subduction Zone earthquake will greatly affect the entire region, including the residents of Benton County, Oregon. The U.S. Department of Homeland Security and the Federal Emergency Management Agency (FEMA) have identified the Cascadia Subduction Zone earthquake as a major national-level threat.

When individuals take responsibility for preparing their families and their communities, the chance of survival and return to normalcy following a disaster is greatly increased. The Great Oregon ShakeOut was designed to bring awareness of the threat of both crustal and subduction zone earthquakes.

The Benton County Sheriff’s Office – Emergency Management Division partners with federal, state, local, tribal, territorial, private, and volunteer agencies to inform individuals on how to take action, through our public education campaigns, and community exercises.

Residents, businesses, and visitors of Benton County, Oregon are urged to plan ahead for all disasters and encourage their family and their friends to also do so by participating in annual readiness events and drills.

Benton County Emergency Management and the Benton County Emergency Operations Center staff will participate in the National-level Exercise, Iron OR 2024.

NOW, THEREFORE, be it proclaimed by the Benton County Board of Commissioners, that October 2024 is Great Oregon ShakeOut month, and encourage all community members, businesses, and visitors to develop their own emergency preparedness plans and practice basic earthquake safety drills such as “Drop, Cover, and Hold On” on October 17 at 10:19 AM PST.

Adopted this 15th day of October, 2024.

Signed this 15th day of October, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner

CONSENT CALENDAR

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/15/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Sheriff's Office

Contact Name * Dawn Dale

Phone Extension * 6884

Meeting Attendee Name * Dawn Dale

Agenda Item Details

Item Title * Application for Change of Ownership for Retail Off-Premises Sales for Garland Nursery

- 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

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

- Justin Read has applied for a Change of Ownership Retail Office Sales for Garland Nursery.
- The site's location is 5470 NE Highway 20, Corvallis, OR 97330.
- As of February 1, 2023, OAR 845-005-0312(2)(a) requires applicants for an annual license or request for a change to license must first get the recommendation from the local government included on the Liquor License Application before submitting it to the Oregon Liquor and Cannabis Commission (OLCC).
- ORS 471.166 requires the applicant for a license to acquire a written recommendation from the governing body of the county. The OLCC may take that written recommendation into consideration before granting or refusing a license.
- The local government may take one of three actions on an application within 45 days of receipt to either grant, deny, or have no recommendation to the OLCC.
- Note: Applicant has passed all background checks.

Options *

1. Recommend this license be granted.
2. Recommend this license be denied (Include documentation that meets Oregon Administrative Rule 845-005-0308).
3. No Recommendation/Neutral

Fiscal Impact *

- Yes
- No

2040 Thriving Communities Initiative

Mandated Service? * Yes No

2040 Thriving Communities Initiative

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

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

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

845-005-0312

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

845-005-0308

Valid Bases for Adverse Local Government Recommendations and for Commission Use of Information Received from the Public
 (1) ORS 471.166(1) authorizes the Commission to take into consideration the recommendation of the local governing body before granting or denying a license. ORS 471.166(5) requires the Commission to state by rule the valid grounds for a local governing body's unfavorable recommendation on any license application, and requires the Commission to limit valid grounds to those considered by the Commission in making an unfavorable determination on a license application.
 (2) For purposes of this rule an unfavorable determination is license refusal or license restriction.
 (3) For the unfavorable recommendation of a local governing body to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0325 or 845-005-0326, or the license restriction bases of 845-005-0355, and must be supported by reliable factual information.
 (4) Organizations, facilities, government agencies, or individuals may give the Commission reliable factual information concerning whether there is a basis to grant or deny a license or to impose license restrictions under the laws specified in section (3) of this rule. Reliable factual information includes personal observations of activities in or around the proposed licensed location, as opposed to opinion, hearsay, feelings, beliefs or speculation.
 471.166 Local government recommendations on license issuance and renewal; rules; fees. (1) The Oregon Liquor and Cannabis Commission may require that every applicant for issuance or renewal of a license under this chapter acquire a written recommendation from the governing body of the county if the place of business of the applicant is outside an incorporated city, and from the city council if the place of business of the applicant is within an incorporated city. The commission may take such written recommendation into consideration before granting or refusing the license.
 (2) If the commission requires that an applicant for issuance of a new license acquire the written recommendation of a local government, the applicant must give notice to the local government when an application is made for issuance of the license. If the local government files a favorable recommendation with the commission within 45 days after the notice is given, the commission shall proceed with consideration of the application. The commission shall proceed with consideration of the application as though the local government had made a favorable recommendation unless, within 45 days after notice is given to the local

government:

- (a) The local government files an unfavorable recommendation with the commission with a statement of the grounds for the unfavorable recommendation;
 - or
 - (b) The local government files a request for additional time with the commission that sets forth the reason additional time is needed by the local government, a statement that the local government is considering making an unfavorable recommendation on the application, and the specific grounds on which the local government is considering making an unfavorable recommendation.
- (3) If the commission requires that an applicant for renewal of a license acquire the written recommendation of a local government under this section, the commission shall give notice to the local government when an application is due for renewal of the license. If the local government files a favorable recommendation with the commission within 60 days after the notice is given, the commission shall proceed with consideration of the application. The commission shall proceed with consideration of the application as though the local government had made a favorable recommendation unless within 60 days after notice is given to the local government:
- (a) The local government files an unfavorable recommendation with the commission with a statement of the grounds for the unfavorable recommendation;
 - or
 - (b) The local government files a request for additional time with the commission that sets forth the reason additional time is needed by the local government, a statement that the local government is considering making an unfavorable recommendation on the application, and the specific grounds on which the local government is considering making an unfavorable recommendation.
- (4) The commission shall suspend consideration of an application subject to this section for a reasonable period of time if a local government requests additional time under subsection (2)(b) or (3)(b) of this section and the grounds given by the local government are valid grounds for an unfavorable determination under this chapter or rules adopted by the commission. The commission shall by rule establish the period of time that shall be granted to a local government pursuant to a request under subsections (2)(b) and (3)(b) of this section.
- (5) The commission shall by rule establish valid grounds for unfavorable recommendations by local governments under this section. Valid grounds established by the commission under this section for an unfavorable recommendation by a local government must be limited to those grounds considered by the commission in making an unfavorable determination on a license application.
- (6) A person filing an application for issuance or renewal of a license that is subject to this section must remit to the local government the fees established under subsections (7) and (8) of this section. The commission shall give notice to the applicant for license renewal of the amount of the fees and the name of the local government collecting the fees. The commission is not responsible for collecting the fees charged by the local government or for ensuring that the fees have been paid. An applicant for a license renewal shall certify in the application form filed with the commission that the applicant has paid any fees required under this section.
- (7) An applicant required to seek a written recommendation from a local government must pay an application fee to the local government, in an amount determined by the governing body of the city or county, for each application for a license. The application fee established by a local government under this subsection may not exceed \$25.
- (8) After public notice and hearing, the governing body of a city or county may adopt an ordinance, rule or resolution prescribing licensing guidelines to be followed in making recommendations on license applications under this chapter and in allowing opportunity for public comment on applications. If the guidelines are approved by the commission as consistent with commission rules, after public notice and hearing the governing body may adopt an ordinance, rule or regulation establishing a system of fees that is reasonable and necessary to pay expenses of processing the written recommendation. Processing fees under this subsection are

in lieu of fees under subsection (7) of this section. In no case shall the processing fee under this subsection be greater than \$100 for an original application, \$75 for a change in ownership, change in location or change in privilege application, and \$35 for a renewal or temporary application. [1999 c.351 §20; 2003 c.337 §1; 2021 c.351 §49]

471.313 Grounds for refusing to issue license or for issuing restricted license. The Oregon Liquor and Cannabis Commission may refuse to issue a license, or may issue a restricted license, to any applicant under the provisions of this chapter if the commission has reasonable ground to believe any of the following to be true:

(1) That there are sufficient licensed premises in the locality set out in the application, or that the granting of a license in the locality set out in the application is not demanded by public interest or convenience. In determining whether there are sufficient licensed premises in the locality, the commission shall consider seasonal fluctuations in the population of the locality and shall ensure that there are adequate licensed premises to serve the needs of the locality during the peak seasons.

(2) That the applicant has not furnished an acceptable bond as required by ORS 471.311 or is not maintaining the insurance or bond required by ORS 471.168.

(3) That, except as allowed by ORS 471.392 to 471.400, any applicant to sell at retail for consumption on the premises has been financed or furnished with money or property by, or has any connection with, or is a manufacturer of, or wholesale dealer in, alcoholic liquor.

(4) That the applicant:

(a) Is in the habit of using alcoholic beverages, habit-forming drugs or controlled substances to excess.

(b) Has made false statements to the commission.

(c) Is incompetent or physically unable to carry on the management of the establishment proposed to be licensed.

(d) Has been convicted of violating a general or local law of this state or another state, or of violating a federal law, if the conviction is substantially related to the fitness and ability of the applicant to lawfully carry out activities under the license.

(e) Has maintained an insanitary establishment.

(f) Is not of good repute and moral character.

(g) Did not have a good record of compliance with the alcoholic liquor laws of this state and the rules of the commission when previously licensed.

(h) Is not the legitimate owner of the business proposed to be licensed, or other persons have ownership interests in the business which have not been disclosed.

(i) Is not possessed of or has not demonstrated financial responsibility sufficient to adequately meet the requirements of the business proposed to be licensed.

(j) Is unable to read or write the English language or to understand the laws of Oregon relating to alcoholic liquor or the rules of the commission.

(5) That there is a history of serious and persistent problems involving disturbances, lewd or unlawful activities or noise either in the premises proposed to be licensed or involving patrons of the establishment in the immediate vicinity of the premises if the activities in the immediate vicinity of the premises are related to the sale or service of alcohol under the exercise of the license privilege. Behavior which is grounds for refusal of a license under this section, where so related to the sale or service of alcohol, includes, but is not limited to obtrusive or excessive noise, music or sound vibrations; public drunkenness; fights; altercations; harassment; unlawful drug sales; alcohol or related litter; trespassing on private property; and public urination. Histories from premises currently or previously operated by the applicant may be considered when reasonable inference may be made that similar activities will occur as to the premises proposed to be licensed. The applicant may overcome the history by showing that the problems are not serious or persistent or that the applicant demonstrates a willingness and ability to control adequately the premises proposed to be licensed and patrons' behavior in the immediate vicinity of the premises which is related to the licensee's sale or service of alcohol under the licensee's exercise of the license privilege. [Formerly 471.295; 2001]

The Oregon Liquor and Cannabis Commission may refuse to issue a license, or may issue a restricted license, to any applicant under the provisions of this chapter if the commission has reasonable ground to believe any of the following to be true:

(1)

That there are sufficient licensed premises in the locality set out in the application, or that the granting of a license in the locality set out in the application is not demanded by public interest or convenience. In determining whether there are sufficient licensed premises in the locality, the commission shall consider seasonal fluctuations in the population of the locality and shall ensure that there are adequate licensed premises to serve the needs of the locality during the peak seasons.

(2)

That the applicant has not furnished an acceptable bond as required by ORS 471.311 (Application for license) or is not maintaining the insurance or bond required by ORS 471.168 (Certain licensees required to maintain liquor liability insurance or bond).

(3)

That, except as allowed by ORS 471.392 (Definitions for ORS 471.392 to 471.400) to 471.400 (Exceptions to prohibition of financial assistance), any applicant to sell at retail for consumption on the premises has been financed or furnished with money or property by, or has any connection with, or is a manufacturer of, or wholesale dealer in, alcoholic liquor.

(4)

That the applicant:

(a)

Is in the habit of using alcoholic beverages, habit-forming drugs or controlled substances to excess.

(b)

Has made false statements to the commission.

(c)

Is incompetent or physically unable to carry on the management of the establishment proposed to be licensed.

(d)

Has been convicted of violating a general or local law of this state or another state, or of violating a federal law, if the conviction is substantially related to the fitness and ability of the applicant to lawfully carry out activities under the license.

(e)

Has maintained an insanitary establishment.

(f)

Is not of good repute and moral character.

(g)

Did not have a good record of compliance with the alcoholic liquor laws of this state and the rules of the commission when previously licensed.

(h)

Is not the legitimate owner of the business proposed to be licensed, or other persons have ownership interests in the business which have not been disclosed.

(i)

Is not possessed of or has not demonstrated financial responsibility sufficient to adequately meet the requirements of the business proposed to be licensed.

(j)

Is unable to read or write the English language or to understand the laws of Oregon relating to alcoholic liquor or the rules of the commission.

(5)

That there is a history of serious and persistent problems involving disturbances, lewd or unlawful activities or noise either in the premises proposed to be licensed or involving patrons of the establishment in the immediate vicinity of the premises if the activities in the immediate vicinity of the premises are related to the sale or service of alcohol under the exercise of the license privilege. Behavior which is grounds for refusal of a license under this section, where so related to the sale or

grounds for refusal of a license under this section, where so related to the sale or service of alcohol, includes, but is not limited to obtrusive or excessive noise, music or sound vibrations; public drunkenness; fights; altercations; harassment; unlawful drug sales; alcohol or related litter; trespassing on private property; and public urination. Histories from premises currently or previously operated by the applicant may be considered when reasonable inference may be made that similar activities will occur as to the premises proposed to be licensed. The applicant may overcome the history by showing that the problems are not serious or persistent or that the applicant demonstrates a willingness and ability to control adequately the premises proposed to be licensed and patrons' behavior in the immediate vicinity of the premises which is related to the licensee's sale or service of alcohol under the licensee's exercise of the license privilege.

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections * N/A

Focus Areas and Vision *

Select all that apply.

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

Explain Focus Areas and Vision Selection * N/A

Recommendations and Motions

Item Recommendations and Motions

Staff

Sheriff Jef Van Arsdall recommends approval of this license.

Recommendations*

Meeting Motions*

I move to ...

...recommend that Justin Read be granted this change of ownership. Read has applied for a Retail Off-Premises Sales Liquor License for Garland Nursery.

Meeting Motion

I move to recommend that Justin Read be granted this change of ownership. Read has applied for a Retail Off-Premises Sales Liquor License for Garland Nursery.

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.

Garland Nursery Local Government	925.51KB
Recommendation.pdf	

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> <p>Comments</p> <p>Signature </p>	<p>5.</p>
<p>2. Teresa Larson on behalf of County Counsel Croney</p> <hr/> <p>Counsel Approval</p> <p>Comments</p> <p>Signature </p>	
<p>3.</p> <hr/> <p>County Administrator Approval</p> <p>Comments</p> <p>Signature </p>	
<p>4.</p> <hr/> <p>BOC Final Approval</p> <p>Comments</p> <p>Signature </p>	



Local Government Recommendation – Liquor License

Section 1 – Submission - To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): GARLAND NURSERY

Proposed Trade Name:

Premises Address: 5470 NE HWY 20

Ste:

City: CORVALLIS

County: BENTON

Zip: 97330

Application Type: New License Application Change of Ownership Change of Location

License Type: OFF SITE PREMISES SALES Additional Location for an Existing License

Application Contact Information

Contact Name: BRANDY SIEVERS

Phone: 541-753-6601

Mailing Address: 5470 NE HWY 20

City: CORVALLIS

State: OR

Zip: 97330

Email Address: accountspayable@garlandnursery.com

Business Details

Please check all that apply to your proposed business operations at this location:

- Manufacturing/Production at this location
- Retail Off-Premises Sales at this location
- Retail On-Premises Sales & Consumption at this location

If there will be On-Premises Consumption at this location:

- Indoor Consumption Outdoor Consumption
- Malt Beverage/Wine/Cider Consumption Distilled Spirits Consumption
- Proposing to Allow Minors

Section 1 Continued on next page



Instructions for Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:

- (a) If the address of the premises proposed to be licensed is within a city’s limits, the local government is the city.
- (b) If the address of the premises proposed to be licensed is not within a city’s limits, the local government is the county.

INSTRUCTIONS:

- **Section 1: Applicant** completes Section 1 of this form and submits it to the appropriate city or county jurisdiction. Applicant verifies with the local government whether additional forms or fees are required. **Applicant completes payment to local jurisdiction for processing application if they require fees. This does not include OLCC license fees.**
- **Section 2: Local government** completes Section 2 to prove acceptance of recommendation form and returns form to the applicant. **Applicant** may upload the accepted form with Sections 1 & 2 filled out to CAMP or wait until recommendation is made before submitting to OLCC via CAMP.
- **Section 3: Once recommendation is determined, local government** completes Section 3 of this form and returns it to the applicant. **Applicant** uploads the complete form and any supporting information provided by the city or county to CAMP.

Annual Liquor License Types	
Off-Premises Sales	Brewery
Limited On-Premises Sales	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, Caterer	Winery
Full On-Premises, Other Public Location	Wholesale Malt Beverage & Wine
Full On-Premises, For Profit Private Club	Warehouse
Full On-Premises, Non Profit Private Club	
Full On-Premises, Public Passenger Carrier	
Brewery Public House	



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): GARLAND NURSERY

Proposed Trade Name:

After completing section 1, please submit your application to the local government for recommendation

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: *Benton County*

Optional Date Received Stamp

Date Application Received: *9/20/24*

Received by: *D. Dale*

Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

OLD BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/15/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Community Development

Contact Name * Bailey Payne

Phone Extension * 5412241339

Meeting Attendee Name * Julie Jackson, Republic Services

Agenda Item Details



Item Title * Presentation of Updated 2023 Coffin Butte Annual 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

**Name of
Board/Committee** Disposal Site Advisory Committee (DSAC)

Advertisement* Yes
 No

Item Issues and Description

Identified Salient Issues*

On August 6, 2024, representatives of Republic Services presented the 2023 Coffin Butte Landfill and Pacific Region Compost Annual Report to the Board of Commissioners. The Board asked that Republic Services update the report to address some materials that were missing or incomplete. Republic Services submitted an updated version of the 2023 report and will present the updated report to the Board.

Options*

1. Accept the updated 2023 Coffin Butte Landfill and Pacific Region Compost Annual Report.
2. Decline to accept the report and request additional information.

Fiscal Impact*

- Yes
- No

2040 Thriving Communities Initiative

Mandated Service? * Yes No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

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

Explain Core Values Selections * The Coffin Butte Landfill and Pacific Region Compost Facility serve as the main facilities that handle waste and organics in Benton County. The environmental and community safeguards described in the Republic Services' annual report ensure these facilities minimize their impact on the local area.

- 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 operation of the Coffin Butte Landfill and Pacific Region Compost Facility has the potential to impact community safety and relates to emergency preparedness in terms of fire prevention and pollution minimization.

Recommendations and Motions

Item Recommendations and Motions

Staff

Staff recommends reviewing the updated sections of the 2023 annual report.

Recommendations *

These sections are highlighted in the table of contents to make it easier to read the updated material without having to reread the entire report. The report is available at https://cd.bentoncountyor.gov/wp-content/uploads/2024/09/2-2023_CoffinButte_AnnualReport_RevisionsFINAL1.pdf

If the updated report is satisfactory to the Board, staff recommends accepting the updated report.

Meeting Motions *

I move to ...

1) ...accept the updated 2023 Coffin Butte and Pacific Region Compost Annual Report.

-OR-

2) ...request that Republic Services make the following additional updates:

Meeting Motion

1) I move to accept the updated 2023 Coffin Butte and Pacific Region Compost Annual Report.

-OR-

2) I move to request that Republic Services make the following additional updates:

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.

2-

2023_CoffinButte_AnnualReport_RevisionsFINAL1 (1).pdf 4.09MB





DSAC Letter to BoC Re. 2023 Coffin Butte and PRC Annual Report.pdf 36.9KB

Comments (optional)

The DSAC committee discussed this updated 2023 Coffin Butte Landfill and Pacific Region Compost Annual Report at its meeting on 09/19/24. The DSAC recommended the Board accept the report, but DSAC has some concerns regarding the environmental monitoring. A letter from DSAC follows the Republic Services report.

Department Approver

PETRA SCHUETZ

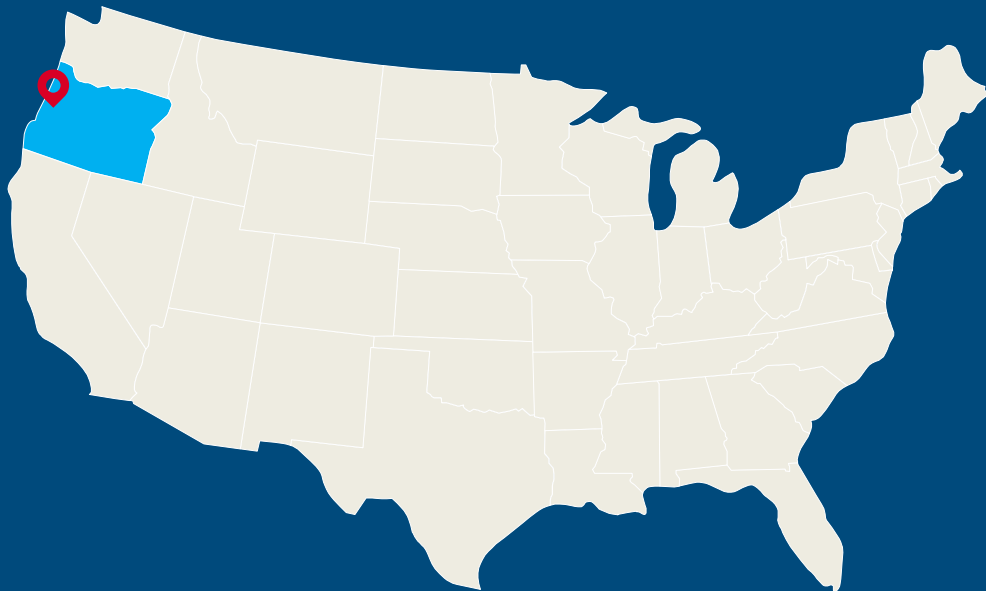
<p>1. Dept Approval</p> <hr/> <p>Department Approval</p> <p>Comments</p> <p>Signature</p> 	<p>5.</p>
<p>2. Teresa Larson on behalf of County Counsel Croney</p> <hr/> <p>Counsel Approval</p> <p>Comments</p> <p>Signature</p> 	
<p>3.</p> <hr/> <p>County Administrator Approval</p> <p>Comments</p> <p>Signature</p> 	
<p>4.</p> <hr/> <p>BOC Final Approval</p> <p>Comments</p> <p>Signature</p> 	



Sustainability in Action

Coffin Butte Landfill and Pacific Region Compost Annual Report

**Benton County
2023**



Letter from Management

August 28, 2024

Commissioners Augerot, Malone and Wyse
County Administrator McEneny
Benton County Staff

Dear Commissioners, Administrator McEneny and Staff,

Republic Services is pleased to submit this updated version of the Coffin Butte Landfill Annual Report for 2023. It contains operating, environmental compliance and sustainability updates and information for your review. Per our discussion at the Board of Commissioner's meeting on Tuesday, August 6, you'll find additional information regarding odor complaints and methane mitigation, among other topics. Commissioners also requested that we include information about our odor reporting portal in this document. That was included in the original version but has been highlighted on page 11.

This report also includes airspace and landfill capacity forecasting, as well as highlights from our forthcoming expansion request.

We welcome your feedback and look forward to continuing our strong partnership in the years to come.

Please feel free to contact me or Environmental Manager Ian Macnab for more information.

Best Regards,
Bret Davis
General Manager

Executive Summary

Republic Services is pleased to submit its amended annual report, summarizing our annual operations for the 2023 calendar year at Coffin Butte Landfill and the Pacific Region Compost facility.

As always, we are ready to answer questions from, and engage with, the community.

In our 2022 annual report, we estimated that Coffin Butte Landfill had 14.6 years of total capacity (life) remaining. In this report, we projected that at the end of 2023, the Landfill had 13.4 years of airspace remaining.

Our current estimates, based on airspace used since the beginning of this calendar year, is that Coffin Butte Landfill has 12.9 years of life remaining. As you know, unforeseen events, including natural or manmade disasters, can have a direct impact on airspace.

All estimates assume eventual use of the airspace in the Quarry, which is still being excavated. As of June 2024, there are only eight months of disposal life remaining in the fully constructed and permitted portion of the Landfill.

This report is being presented to you as we prepare responses to the County's feedback on our conditional use proposal (CUP) request for the Landfill. This request comes three years after our original proposal. In the interim, it has been substantially revised, based on considerable community and stakeholder feedback and engagement.

Our 2024 expansion proposal would add approximately six years of additional life to Coffin Butte. By contrast, our previous application sought an expansion that would have yielded 12 years. We believe the proposal also reflects additional input received during the Benton County Talks Trash Process, while ensuring a sustainable and cost-effective path for providing safe and reliable waste disposal for Benton County and its residents.

Further details can be found on page 2 of this annual report.



Our Promise

Sustainability in Action



Our Vision

Partnering with customers to create a more sustainable world

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Landfill Capacity

Coffin Butte Landfill has permitted airspace of 39,006,573 cubic yards (including what has already been consumed by waste disposal). During 2023 the landfill accepted 1,032,214 tons of solid waste. Based on historical aerial fly-over data, the average effective density of the in-place waste at the Coffin Butte Landfill is 0.98 tons/cy (1,965 lbs/cy – 2023 Operational Density).* Therefore, an estimated 1,051,134 cubic yards of airspace was used for the year. A total of 24,013,893 cubic yards has been consumed as of December 31, 2023, leaving a remaining capacity of 14,992,680 cubic yards of permitted air space.

What does that mean in terms of remaining life at Coffin Butte? At the end of 2023, we projected the Landfill had 13.4 years of life remaining. As of today (June 2024), we project about 12.9 years of life remaining – 95 percent of which is in the Quarry and is still being excavated.

As noted in the executive summary of this report, we are proposing an expansion that would add six years of life to Coffin Butte. When the proposed expansion airspace is combined with the not-yet-accessible airspace in the Quarry, the total estimated life at Coffin Butte is anticipated to be about 18.5 years.

We are actively depositing waste in a cell on the northern side of the Landfill, known as Cell 5E. We estimate that that cell will be completely full by February 2025. As you are aware, we have been working aggressively to construct a new cell in the eastern corner of the Quarry to ensure that the county's waste disposal needs can be met without service disruptions. That new cell, called 6A, will begin accepting waste in early 2025, based on current estimates, and we anticipate it will be full by September 2026.

*Effective density incorporates the effects of daily and intermediate soil cover usage. It is calculated by measuring the amount of airspace occupied between successive aerial flyovers using photogrammetric maps and dividing that volume into the number of tons of waste received at the gate.



2024 Expansion Request

Coffin Butte Landfill has started the process for requesting a Conditional Use Permit (CUP). Its purpose is to expand the waste disposal area of the landfill on to an existing parcel of property, south of Coffin Butte Road.






This request is considerably different than the 2021 expansion proposal and is the result of more than two years of listening, dialogue and collaboration among key stakeholders, including community leaders, landfill neighbors, NGOs, local governments, state leaders and Benton County Staff.

Our CUP request proposes adding six years of life to Coffin Butte Landfill – about half of what we requested in 2021. As noted previously in this report, there is currently about eight months of airspace remaining in the cell currently being used for waste disposal.

An approved CUP would ensure continuity of disposal services while the county works to develop a Solid Materials Management Plan. We are requesting this CUP now because **industry best practice is to start working on an expansion project when there is 10-12 years of life remaining at a site.** This is a prudent timeframe given that it takes an average of three years or longer to complete the local land use process. After the land use process is complete, it could take an additional three years or longer to obtain the permits required from various state agencies and then to initiate and complete construction of the disposal cells.

While we remain eager to participate in a solid materials management plan that will help meet Benton County’s sustainability and recovery goals, **we need to begin permitting and constructing new disposal cells now to ensure continuous, safe, reliable and affordable disposal of the county’s waste.**

Expansion Proposal Highlights

-  A **50 percent smaller expansion** than the 2021 proposal (6 years versus 12)
-  **Improves Coffin Butte Road** and adds bike lanes
-  **Increased transparency, communication** and community responsiveness
-  **Improved vegetative screening** along major travel corridors
-  Containment of the landfill’s working face and disposal **area to the Landfill Site (LS) zone**



Landfill Infrastructure Enhancements

We continually invest in Coffin Butte’s infrastructure to ensure we are providing best-in-class service and environmental stewardship to the County. The following pages summarize work completed through 2023.

Gas Collection System

Coffin Butte Landfill’s gas infrastructure is best-in-class. Since 2019 we have invested \$9.4 million in the gas control and collection system, installing 57 vertical wells and 22,700 feet of horizontal gas collection piping.

Further investments are scheduled for this year, including installation of an additional 18 horizontal wells and 14 vertical wells, at an estimated cost of \$1.2 million.

Coffin Butte’s gas collection infrastructure is 3x the industry standard and is critical to controlling emissions, as required by the EPA. Coffin Butte already meets or exceeds the tightened requirements that were set forth under the U.S. Methane Emissions Reduction Plan.

For example, since 1995, Coffin Butte has captured methane gas to generate electricity for 4,000 area homes, via a partnership with PNGC Power. In addition, we operate the Pacific Region Compost facility, which processed more than 124,000 tons of organic material in 2023 from Benton and surrounding counties.



By the numbers

124K

tons of organics processed annually at the PRC

3x

industry standard for gas collection wells

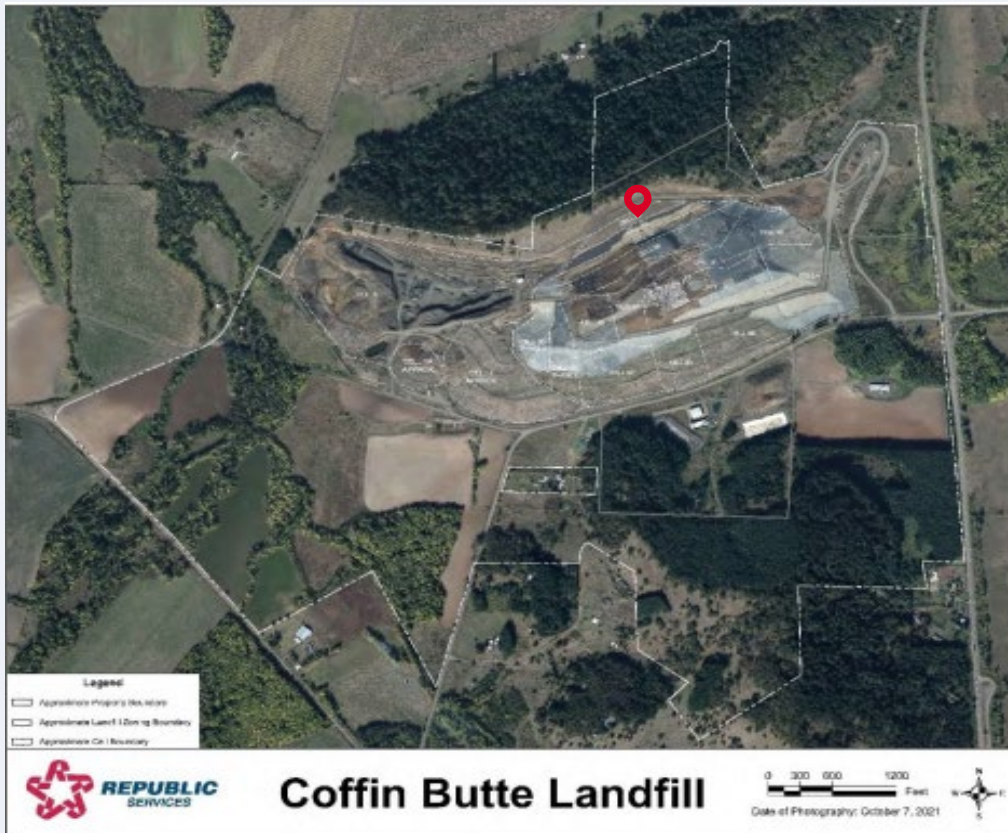
\$9.4M

invested in landfill gas collection system since 2019

Infrastructure (continued)

Cell Construction

In 2023, we completed construction on Cell 5E, which is located on the northern edge of the landfill, as noted in the aerial photo below. We are currently depositing waste in this 3.5-acre cell and expect it to be full by early 2025.



Given the limited remaining airspace remaining in Cell 5E, we are working aggressively to construct Cell 6A in the Quarry. We anticipate spending \$9 million this year to construct the liner system for this next phase of the landfill to ensure it will be ready for waste disposal next spring. The cell is approximately 10.5 acres, and, based on current annual tonnage, will be capable of accepting waste through mid-2026.

Leachate Management

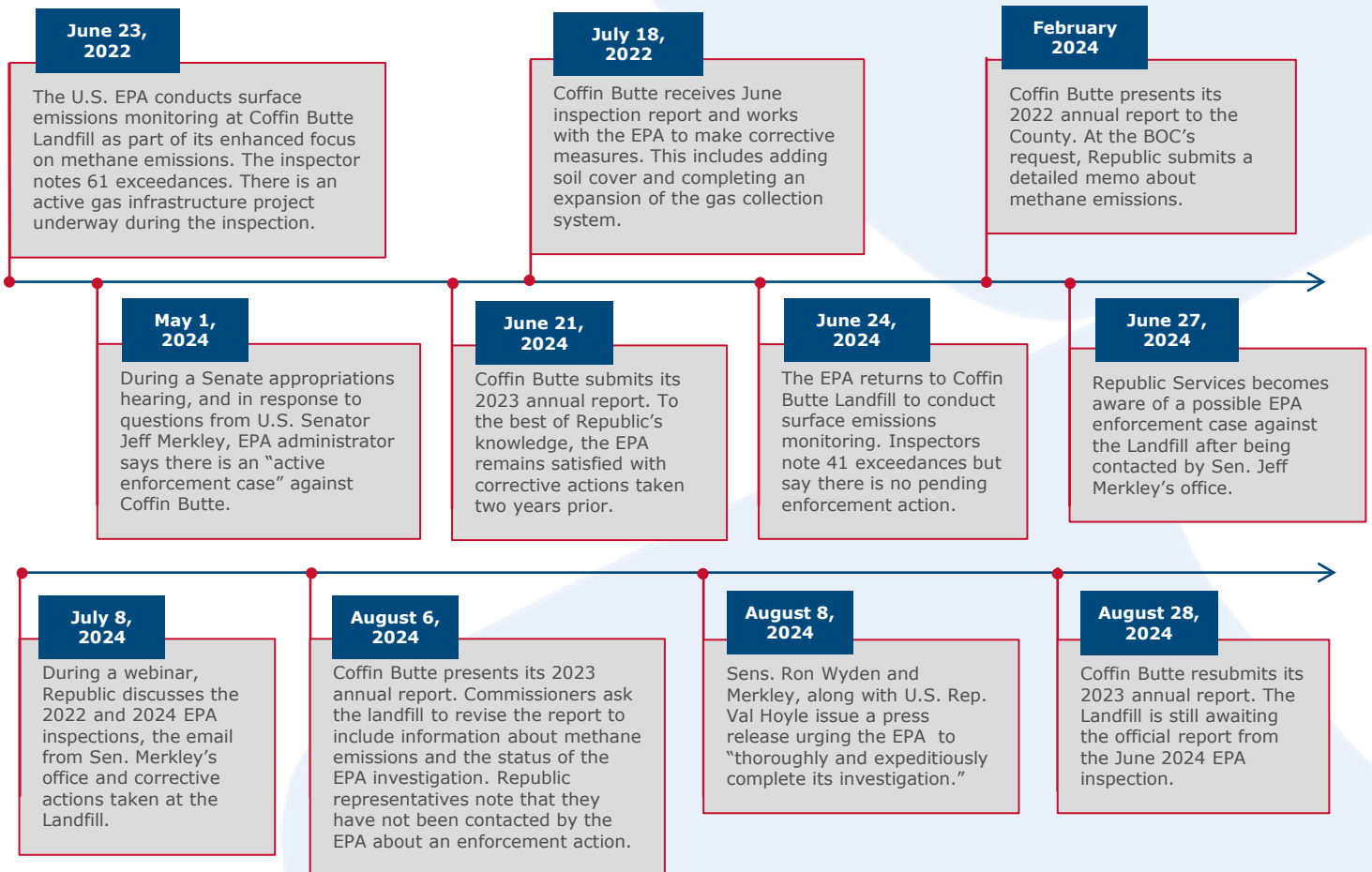
Each year we utilize an extensive network of geosynthetic covers to better capture the rain and reduce the impact it has on decomposing waste. These covers reduce the volume of leachate that is produced and then must be treated, which saves energy, reduces costs, and is better for the environment. In addition, the landfill has a robust groundwater monitoring system comprised of 35 wells, which are regularly checked to ensure peak performance and compliance with our regulatory permits.

This year we also plan a \$100,000 project that will add additional areas of membrane cover to better divert storm water.

Methane and the EPA

We understand there has been significant discourse about methane emissions at Coffin Butte Landfill. The following two slides provide a detailed overview of the events of the past 18 months. We hope they also rectify confusion regarding the status of our discussions with federal regulators and our ongoing mitigation efforts.

We have included the below timeline of events to provide transparency and clarity on the events to date.



EPA SURFACE EMISSIONS MONITORING

Republic Services is the first U.S. recycling and solid waste services provider to have its emissions reduction target approved by the Science Based Targets Initiative (SBTi). At our core, we are a sustainability company, and we understand the community’s concerns about methane emissions.

It’s important to note that Coffin Butte is no different than other landfills across the country when it comes to EPA inspections. The current administration has included landfills as part of its strategic plan to mitigate climate change by reducing methane– a known greenhouse gas.

EPA’s priorities have resulted in increased inspections across the U.S., and a key focus of those inspections is Surface Emissions Monitoring.

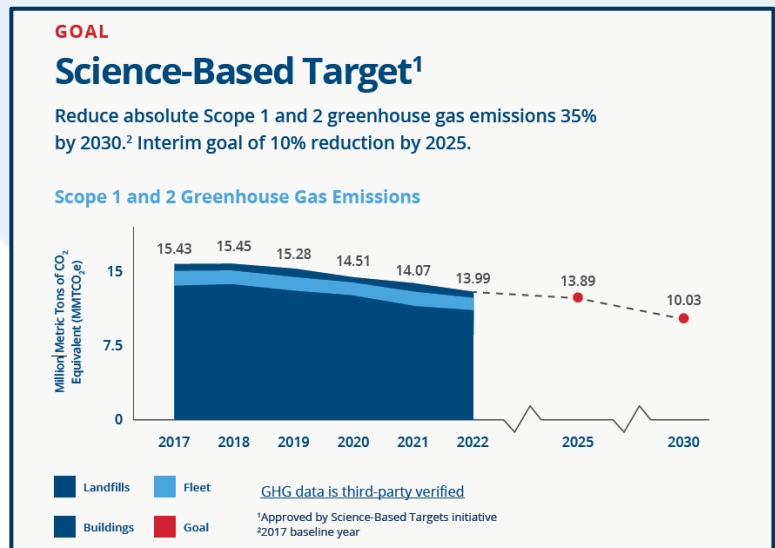
Compliance is high priority for Republic Services and the waste industry. As such, industry representatives sat down with the EPA to clarify its approach and expectations. EPA representatives indicated that they will sometimes go beyond the regulations while conducting monitoring so they can bring to our attention the areas in which we can improve.

2022 CORRECTIVE ACTIONS

Republic Services took immediate corrective action following the 2022 EPA inspection, including adding cover soil and additional soil along the edges of tarps.

We strengthened seals around the gas collection piping and completed work on an expansion of the Landfill’s gas collection and control system, adding 6 new vertical wells and 9 horizontal well collectors.

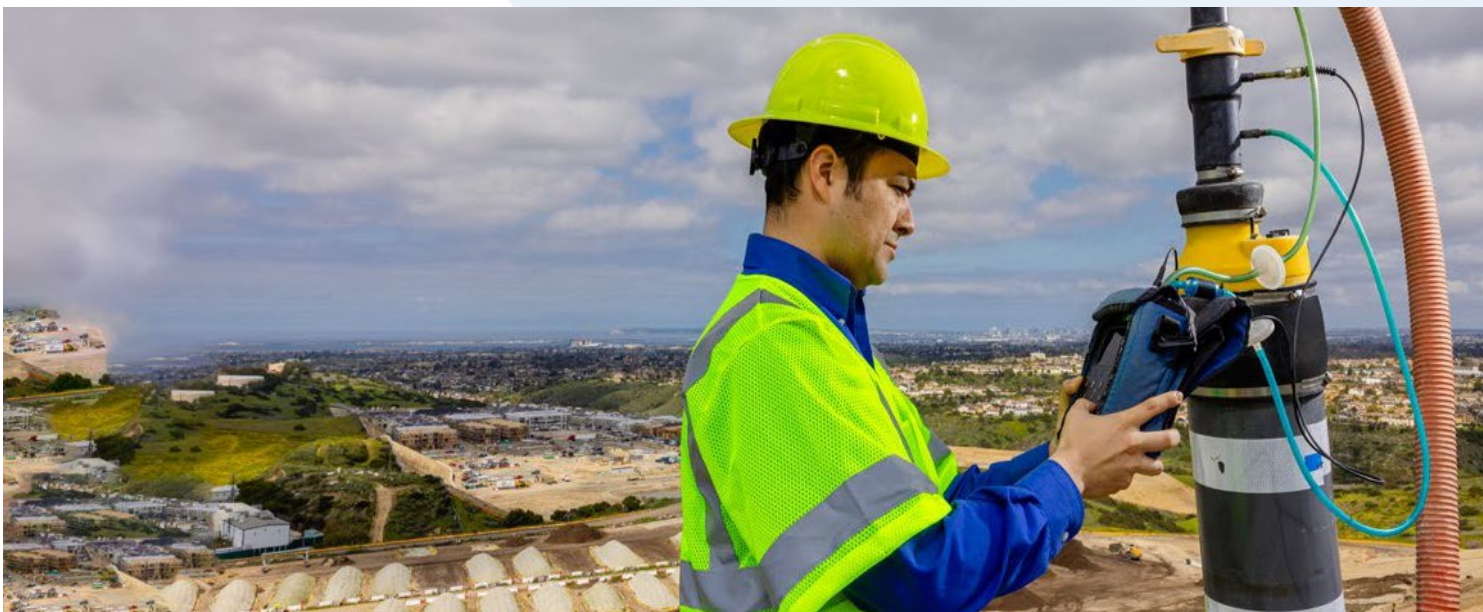
As of this submittal, the EPA has given us no indication that it is not satisfied with those mitigation efforts.



2024 INSPECTION

In June 2024, Coffin Butte was the subject of a no-notice inspection by the EPA. Once again, inspectors conducted surface emissions monitoring at the landfill. While we have not received the EPA's final report from that inspection, we do know that inspectors noted 41 surface exceedances. The Landfill has already taken corrective actions, including patching tears in the cover tarps and, once again, expanding the Landfill's gas collection and control system.

At the time of the June emissions monitoring, EPA inspectors said Coffin Butte was not the subject of an enforcement action.



In addition to the Landfill's gas control and collection system, Coffin Butte diverts methane-producing organics out of the waste stream by processing more than 140,000 tons of organic material each year at the Pacific Region Compost facility.

The landfill also partners with PNGC power to generate electricity from gas produced at the site – enough to power 4,000 homes.

ENCLOSED FLARE

Coffin Butte also utilizes flares to burn off excess gas as part of its gas collection system. On July 10, 2024, DEQ sent a pre-enforcement warning letter to the Landfill stating that it needed to replace the existing flare system with a new, enclosed flare to meet regulatory requirements.

That flare has been installed, the old flare has been decommissioned, and testing on the new flare will be completed in the coming weeks.

Infrastructure (continued)



Understanding and Managing PFAS

Because PFAS is ubiquitous in the products we all use, it is present in landfills, including at Coffin Butte. It eventually ends up in landfill leachate – a byproduct of waste decomposition that results from rainwater filtering through waste mass – and is properly collected and pumped to an on-site storage tank. From there, leachate is safely transported to the Corvallis and Salem wastewater treatment plants (WWTPs) – along with other wastewater – where it is treated and discharged per regulatory guidelines.

Some key facts about PFAS at Coffin Butte are below:

- **Coffin Butte does not generate PFAS; instead, it receives it.** Our main focus is safely managing PFAS through proper landfill operations and partnering with the DEQ to ensure compliance
- Little can be done to reduce PFAS in leachate at the landfill, but **manufacturers can reduce future levels by limiting the chemicals in manufactured products**
- **Coffin Butte works closely with our partners – the Cities of Corvallis and Salem, and their WWTPs – to treat leachate generated at the Landfill**
- The 29.7M gallons of **leachate generated by Coffin Butte in 2023 is a small percentage of the overall wastewater treated** at our partners' facilities. The **landfill is in compliance** with its permits and regulatory requirements.

Coffin Butte remains engaged at the state and local levels and continues working with DEQ and WWTPs as regulations evolve. We are committed to serving this community safely and providing a sustainable disposal solution centered on environmental responsibility.

Environmental Impact and Monitoring

Annual Environmental Monitoring Report (Groundwater)

Valley Landfills, Inc., as owner and operator of Coffin Butte Landfill, is committed to being a good neighbor and a steward of the environment. We prioritize safe and responsible operations, sustainability, and collaboration with regulators at the local, state and federal level.

In 2023, Coffin Butte landfill was inspected six times by a variety of agencies, including DEQ's Division of Material Management, Metro Regional Government, and the cities of Corvallis and Salem. In addition, we submitted annual, semi-annual, quarterly and monthly reports to federal, state and local regulators, in accordance with our operational and environmental permits.

The landfill is – and remains – in compliance with its permits and regulatory requirements and was not issued any notices of violation by EPA or the Oregon Department of Environmental Quality in 2023.

The following section of the annual report provides a summary of the water quality monitoring activities at the landfill. Environmental monitoring and reporting is required by Coffin Butte's solid waste disposal permit number 306, which is issued and administered by the Oregon DEQ.

Coffin Butte Landfill conducted groundwater sampling in April and October 2023 and completed its annual environmental testing of leachate produced by all active and closed waste disposal cells.

No significant changes in water quality were measured. We test for 60 volatile organic compounds in our wells along the west-side compliance boundary, and all concentrations were below primary drinking water standards. This includes well MW-12S, which is located on the edge of Cell 1, and is the barometer for ensuring that the remediation efforts enacted in the 1990s continue to be effective.

Sampling shows that the long-term trend for tetrachloroethene (PCE) at that same well also continues to decrease. Other VOC concentrations have declined to trace levels at west-side compliance wells and several inorganic parameters were present above background concentrations. Since the landfill cover was installed on Cells 1/1A in 1996 and landfill gas removal wells were installed in Cell 1 in 1994, the number and concentrations of VOCs have declined.

Downgradient of the former Closed Landfill, groundwater quality trends are stable as well. The contaminants in these areas were from the waste deposited in the old "Burn Dump." Coffin Butte completed the removal of this waste in 2022, eliminating the source of the contaminates. Based on the age of the landfill and completion of source removal, it is expected that the residual low level impacts will diminish with time. In addition, piezometer P-9, a monitoring well that's used to measure water levels to create the groundwater contour maps, was re-drilled and replaced on July 26, 2023.

At the compliance boundary for Cells 4 and 5 on the east side, the primary drinking water standard for arsenic was exceeded, but these concentrations represent natural background conditions. In other words, these wells are newer, and we are required to test for existing materials (including hard metals, such as arsenic) in the water to establish a baseline. These results do not represent a compliance issue at the landfill.

We have re-attached the arsenic memo, previously submitted to Benton County on February 15, 2024, as "Appendix D" to this report.

Environmental Impact (continued)

Sampling results at MW-26 and MW-27 were below statistically calculated site-specific limits (SSLs) for most of the indicator parameters. Manganese was marginally above the limit at MW-27 for both sampling events. An exceedance for magnesium and manganese occurred at MW-26 in April, but concentrations returned to normal and below the SSLs in October. DEQ does not require action because monitoring is only required if three results from a single well exceed the SSLs.

Annual Environmental Monitoring Report (Groundwater)

Leachate production for the water year 2022-2023 was estimated at approximately 29.7 million gallons. This was generated by Cells 1 through 5 during the water year ending September 30, 2023. VLI continues to monitor the secondary leachate collection systems (SLCS) beneath Cells 2, 3, 4, and 5 .

The text portion of the Annual Environmental Monitoring Report (AEMR), trend plots for groundwater quality parameters described above, and data tables for east side groundwater monitoring wells are presented in Appendix A. The remaining tables, figures and appendices discussed in the text portion of the report are on file at the Benton County Health Department.

Annual Environmental Monitoring Report (Leachate Management)

The AEMR includes information and data from the leachate management program. Leachate production and management for the water-year October 2022 to September 2023 is discussed in the report. The text portion of the leachate report can be found in section 3.4 of the AEMR.

Again, this is on file at the Benton County Health Department.



Title V Air Monitoring Report

While we discussed our gas collection system in detail earlier in this report, it's important to talk specifically about our compliance with our air monitoring (Title V) permit. Air emissions generated at the Coffin Butte Landfill in 2023 were detailed in a report to DEQ using forms and templates that the agency provided. Highlights are included here:

1. The air emissions generated in 2023 were less than the plant site emission limits (PSELs) allowed under the Title V Operating Permit.
2. There were no deviations from the Title V Operating Permit conditions.
3. The landfill did not receive any odor complaints from the public in 2023.

However, DEQ gave us an accounting of nine odor complaints it received during the calendar year. These complaints were compiled and sent to us on three occasions, as noted on the chart that appears on the following page. This marks a significant decrease from 2022, when DEQ sent a total of 30 odor complaints, compiled and sent on three separate occasions.

Occupational Safety and Health Administration

Coffin Butte will continue to engage with the county in a timely and transparent fashion when it comes to key inspections and other noteworthy landfill operations. As you are aware, Coffin Butte was inspected twice in the last twelve months by OSHA representatives. These inspections occurred in October 2023 and February 2024 and resulted in three citations and fines totaling \$580.

All concerns were immediately addressed, including OSHA’s request that we provide additional respiratory safety training for our employees. While that training has already been completed, Coffin Butte has taken the additional – and voluntary – step to hire a third-party industrial hygienist to conduct air monitoring around the landfill. We will follow up when those results become available.

Coffin Butte places the highest priority on worker safety, and we are committed to providing a safe environment for our employees.

Coffin Butte Landfill Odor Notices

Coffin Butte makes every effort to control the potential for offsite odor and takes all odor complaints seriously. During previous community engagement, stakeholders requested that Coffin Butte and the County work together to create an improved process for receiving, tracking and resolving complaints, including odor.

We are happy to work with the County on this effort. Because we can investigate more effectively if the report is received in real time, we have created a new odor reporting portal on our website, coffinbuttelandfill.com.

The portal allows residents to notify us, via email, if they detect odor that they believe could be attributed to the landfill, and includes key informational fields, including location, time of day and ambient weather or air conditions.

Month	2016	2017	2018	2019	2020	2021	2022	2023
January	2	0	0	0	0	0	0	0
February	0	0	0	0	2	2	25*	0
March	0	0	0	0	0	0	0	0
April	0	0	0	1	1	0	0	0
May	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0	0
August	0	0	0	0	0	0	4**	0
September	0	0	0	0	0	1	0	1
October	0	0	0	0	1	0	0	0
November	0	0	0	0	0	1	0	2
December	0	0	0	0	0	1	1	6***

*DEQ sent single notification of 25 complaints received between 11/8/21 and 2/7/22

**DEQ sent single notification of 4 odor complaints received from 7/1/22 to 8/16/22

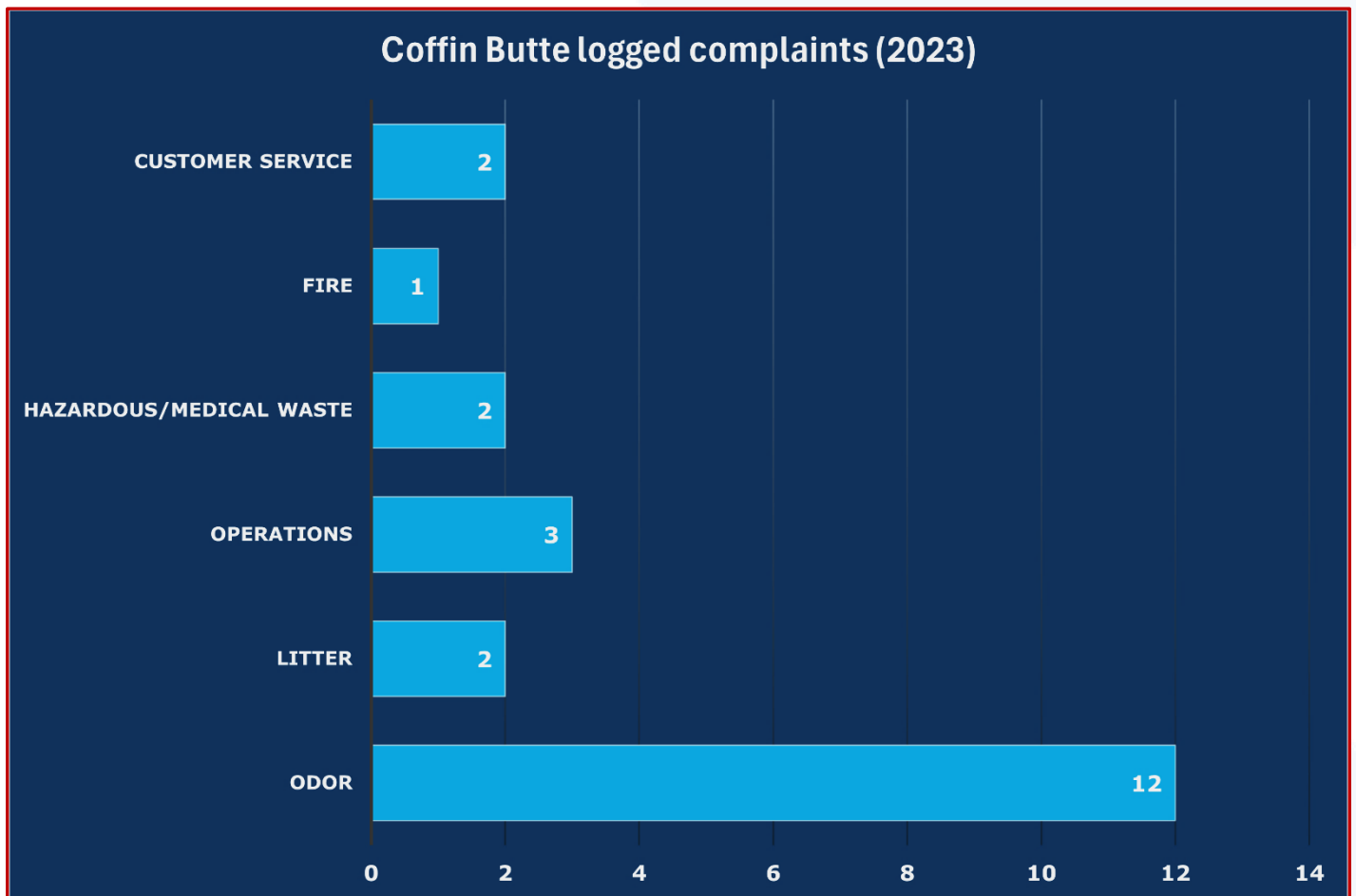
***DEQ sent a single notification of 6 odor complaints in December 2023.

Odor complaints

As noted on the previous page, there is not a single, comprehensive system for receiving and following up on operation-related complaints at Coffin Butte Landfill.

In addition to the DEQ logs, Benton County provided Coffin Butte Landfill with an excel spreadsheet detailing 22 odor complaints received during calendar year 2023. The chart below shows a breakdown of those complaints.

Approximately 54 percent related to odor concerns. These comments were submitted to the county in various ways, including telephone, email and via public comment during SWAC and DSAC committee meetings. (Note: The "other" category doesn't include odor. These comments focused on operating hours, lighting and noise.)



Data provided by Benton County

We never want – nor should we have – offsite odor. We work aggressively to control odor onsite and minimize offsite impacts. As stated elsewhere in the report, we are continually investing in the landfill’s gas control and collection system to ensure we capture as much gas as possible.

ODOR MITIGATION

Our other major tool in controlling odors is ensuring that daily cover is in place, as required by our permit. Daily cover is a layer of soil, usually six inches deep, or an alternative cover approved by DEQ and placed over all compacted refuse received during the day.

In addition to reducing odors, daily cover helps prevent water entry, controls both insects and animals feeding on the refuse and reduces wind-blown debris traveling from the working face.

Finally, we keep our working face (the area in which we are actively depositing waste) very small; this helps minimize potential offsite impacts from our daily operations.

COMPLAINT LOG BREAKDOWN

At right is a complete accounting of operational complaints/concerns logged by Benton County in 2023.

Below, is a list of Coffin Butte’s ongoing mitigation efforts that directly address some of these concerns.

-  One to two roadside cleanups per month
-  Special waste screening and manifests
-  Six annual hazardous household waste events (four in Benton County and two in Linn County)
-  Waste disposal spot checks
-  Third-party wildlife study to evaluate Great Heron Rookeries
-  550 acres dedicated to preservation and non-landfill operations

Table 1 – 2023 Coffin Butte Landfill Community Concerns Log

Table 1 - 2023 Coffin Butte Landfill Community Concern Log				
#	Date	Concern Summary	Received By	Status
1	1/5/2023	Glass collection inconsistent	Written comment	Responded
2	1/11/2023	Landfill Lighting impacting Wildlife and CUP	Written comment	Responded
3	1/12/2023	Methane Smell at Landfill	Written comment	Responded
4	2/26/2023	Roadside Litter and debris along Hwy 99	Written comment	Received
5	2/27/2023	Lack of communication and response from collection franchisee regarding disruption in collection service due to Snow storm	Written comment	Responded (by BOC)
6	5/22/2023	Unsecured garbage from Republic vehicle, roadside tire fragments from Republic vehicle, landfill odor, exposed uncovered waste at landfill	Written comment	Received by staff, and Republic Services was included on email
7	7/26/2023	Drilling sounds near landfill property	Written comment	Initial Site Visit Complete, Follow up complaint received and responded
8	9/14/2023	Types of waste accepted at the landfill	Written comment	Received
9	9/14/23	Coffin Butte odors	Written comment	Received, Responded
10	9/27/2023	Landfill operating outside of CUP allowed business hours, Noise	Written comment	Received, Responded
11	10/6/23	HHW at CVHS	Written comment	Received, Responded
12	10/31/2023	Smoke/fire at PRC	Written comment	Received, Responded
13	11/17/2023	Landfill odor	Phone call	Received, Responded
14	11/17/2023	Landfill odor	Phone call	Received, Responded
15	11/19/2023	Landfill odor	Written comment	Received, Responded
16	11/19/23	Landfill odor	Written comment	Received, Responded
17	12/1/2023	Landfill odor	Phone call	Received, Responded
18	12/13/23	Coffin Butte odors	Phone call	Received, Responded
19	12/21/23	Coffin Butte odors	Phone call	Received, Responded
20	12/23/23	Coffin Butte odors and pollution	Written comment	Received, Responded
21	12/25/23	Coffin Butte odors	Written comment	Received, Responded
22	12/28/23	Coffin Butte odors	Written comment	Received, Responded

Summary of Landfill Users

(By County of Origin)

SUMMARY OF LANDFILL USERS BY COUNTY OF ORIGIN

Coffin Butte Landfill Tonnage by Type and County - Total for Year 2023

County	Vehicles	Commercial							Public			Alternate Daily Cover				Compost	
		MSW	C&D	Asbestos	Agricultural Waste	Industrial Waste	Sludge	Totals	MSW	Other	Totals	Contaminated Soil	Covanta Ash	Shaker Fines	Totals	Yard Waste Received	Compost Sales (Yds)
Benton	43,210	50,791.66	7,672.54	124.90	2.21	18,025.69	-	76,617.00	9,432.29	-	9,432.29	16,024.73	-	-	16,024.73	2,686.70	715.30
Linn	31,644	79,294.20	4,209.07	159.41	95.77	32,139.44	12,504.38	128,402.27	6,021.67	-	6,021.67	5,179.93	-	-	5,179.93	923.15	50.00
Polk	16,626	40,388.34	1,567.19	122.61	892.71	2,402.03	6,218.74	51,591.62	3,367.85	-	3,367.85	2,286.80	-	-	2,286.80	250.00	68.25
Marion	12,094	213,992.44	519.86	276.56	108.43	5,616.35	40.66	220,554.30	973.46	-	973.46	6,445.89	25,199.96	-	31,645.85	76.90	12.00
Lane	2,207	4,184.63	150.20	3.50	-	23,781.64	-	28,119.97	50.56	-	50.56	16,343.08	-	-	16,343.08	0.56	4.00
Tillamook	1,609	29,378.48	-	0.02	1,695.73	727.94	7,335.06	39,137.23	71.14	-	71.14	-	-	-	-	-	-
Yamhill	4,518	95,502.05	259.41	20.87	1,251.94	416.28	-	97,450.55	474.37	-	474.37	25.07	-	-	25.07	3.12	-
Lincoln	5,264	44,661.45	111.82	67.04	-	42,384.61	63,932.31	151,157.23	80.03	-	80.03	719.89	-	-	719.89	1.81	-
Coos	7	-	-	-	-	-	4.57	4.57	-	-	-	48.96	-	-	48.96	-	-
Pierce, WA	21	1.11	-	-	314.81	17.31	-	333.23	-	-	-	-	-	-	-	-	-
Washington	6,956	178,437.10	0.47	45.82	171.72	281.70	-	178,936.81	1.26	-	1.26	-	-	2,788.72	2,788.72	-	-
Jackson	5	0.62	-	-	-	0.07	-	0.69	-	-	-	5.11	-	-	5.11	-	-
Multnomah	221	2,556.81	-	52.75	-	394.60	-	3,004.16	-	-	-	414.85	-	-	414.85	-	-
Douglas	396	10,969.37	-	5.17	-	1.90	-	10,976.44	4.74	-	4.74	149.99	-	-	149.99	-	-
Clackamas	1,053	13,503.89	2.78	175.59	1,656.56	2,382.62	2,245.84	19,967.28	5.97	-	5.97	3.54	-	-	3.54	-	-
Columbia	1	-	-	6.73	-	-	-	6.73	-	-	-	-	-	-	-	-	-
Curry	1	-	-	-	-	-	-	-	-	-	-	9.11	-	-	9.11	-	-
Jefferson	1	-	-	-	1.42	-	-	1.42	-	-	-	-	-	-	-	-	-
Clatsop	21	0.05	-	-	-	598.00	-	598.05	-	-	-	0.20	-	-	0.20	-	-
Lake	5	0.57	-	-	-	-	-	0.57	-	-	-	-	-	-	-	-	-
Cowlitz, WA	11	-	-	-	-	281.14	-	281.14	-	-	-	-	-	-	-	-	-
Deschutes	7	0.80	-	15.43	-	-	-	16.23	-	-	-	1.01	-	-	1.01	-	-
Baker	269	3.92	-	412.39	-	1,781.63	2.50	2,200.44	-	-	-	1,101.17	-	-	1,101.17	1.70	-
Malheur	2	1.19	-	-	-	-	-	1.19	-	-	-	-	-	-	-	-	-
Josephine	2	0.26	-	-	-	-	-	0.26	-	-	-	5.33	-	-	5.33	-	-
Misc. County	20	-	-	-	-	0.27	-	0.27	576.39	-	576.39	0.15	-	-	0.15	-	-
Clark, WA	135	0.10	-	-	-	1,794.64	-	1,794.74	-	-	-	-	-	-	-	-	-
Totals	126,306							1,011,154.39			21,059.73				76,753.49		

Landfill Environment Trust Fund

Environmental responsibility is one of our core values.

The Environmental Trust Fund was created more than 20 years ago as a mechanism to safeguard long-term environmental health at the site.

The Landfill Franchise Agreement specifies how the Trust Fund is to be maintained and requires that all accrued earnings and interest remain in the Trust. The value of the fund tends to ebb and flow with the economy but has increased significantly since its inception.

- The Value of the Environmental Trust on 12/31/2023 was **\$16,868,032**.
- The Value of the Environmental Trust on 12/31/2022 was **\$14,443,964**.
- The Value of the Environmental Trust on 12/31/2021 was **\$16,224,175**.
- The Value of the Environmental Trust on 12/31/2020 was **\$14,646,697**.
- The Value of the Environmental Trust on 12/31/2019 was **\$12,919,311**.
- The Value of the Environmental Trust on 12/31/2018 was **\$10,622,923**.

A copy of the Certificate of Liability Insurance, showing Benton County as an additional insured is presented in Appendix C.



Environmental and Regulatory Permits

Permit Number	Permit Type	Permit Terms	Renewal Date	Enforcement Actions - 2020	Comments
SWDP # 306	Solid Waste	10 Year	June 30, 2030	None	
# 1200Z	NPDES Stormwater	5 Year	June 30, 2026	None	
#101545	NPDES Leachate Treatment	5 Year	September 30, 2017	None	Renewal Application Submitted-Administratively Extended
#02-9502	Title V Air Quality	5 Year	October 1, 2014	None	Renewal Application Submitted-Administratively Extended
#5	Industrial Wastewater Discharge	2 Year	May 31, 2025	None	City of Corvallis Leachate Disposal
#8679	Wastewater Discharge Permit	5 Year	December 31, 2027	None	City of Salem Leachate Disposal

Summary of Customer Complaints

Valley Landfills, Inc. 2023 Complaint Log

This table was compiled from the verbal complains logged at both Coffin Butte Landfill and the Pacific Region Compost scale houses.

Month	Price	Public Tipping Area (Coffin Butte)	Other	Pacific Region Compost	Monthly Total
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	1	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
July	0	0	0	0	0
August	0	0	1	0	0
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0

Pacific Region Compost Activity



Pacific Region Compost (PRC) operates under a Solid Waste Disposal Site Permit (Composting Facility No. 1418) issued by the Oregon Department of Environmental Quality (DEQ) on January 2, 2020.

The permit allows PRC to compost Food Waste (Type III Feed Stocks). Below is a list of the inbound and outbound materials at PRC in 2022 and 2023.

PRC did see a drop in both materials processed and in compost sales in 2023, compared with the previous year. This is due largely to the termination of a customer contract. We are actively seeking/engaging with potential customers in 2024.

Summary of Pacific Region Compost Activity 2023								
Recycling							Sales	
	Green Waste		Urban Wood Waste		Food Waste		Hog Fuel	Compost
	Cubic Yards	Tons	Cubic Yards	Tons	Residential (Tons)	Commercial (Tons)	Tons	Cubic Yards
Inbound	124,211.00	0.00	0.00	0.00	0.00	2,959.00		
Outbound							0.00	49,685.00
Totals	124,211.00	0.00	0.00	0.00	0.00	2,959.00	0.00	49,685.00

Summary of Pacific Region Compost Activity 2022								
Recycling							Sales	
	Green Waste		Urban Wood Waste		Food Waste		Hog Fuel	Compost
	Cubic Yards	Tons	Cubic Yards	Tons	Residential (Tons)	Commercial (Tons)	Tons	Cubic Yards
Inbound	141,868.00	0.0	0.00	0.00	0.00	2,890.00		
Outbound							0.00	78,485.50
Totals	141,868.00	0.00	0.00	0.00	0.00	2,890.00	0.00	78,485.50

Pacific Region Compost Odor Notices

The PRC received, responded to and documented 0 odor notifications in 2023.

Pacific Region Compost Odor Notices								
Month	2016	2017	2018	2019	2020	2021	2022	2023
Jan	5	2	2	1	0	0	0	0
Feb	7	2	0	0	1	0	0	0
Mar	12	3	0	0	0	0	0	0
Apr	18	3	2	0	3	0	0	0
May	15	10	5	3	7	1	0	0
Jun	2	2	0	4	5	1	1	0
Jul	6	1	0	2	5	3	1	0
Aug	2	1	0	1	3	0	0	0
Sep	0	0	0	3	0	1	0	0
Oct	1	2	1	5	1	0	0	0
Nov	2	0	0	4	0	1	0	0
Dec	3	0	4	9	0	0	0	0
Total	73	26	14	32	25	7	2	0

Appendix A

Annual Environmental Monitoring Report (AEMR) and Executive Summary Trend Plots



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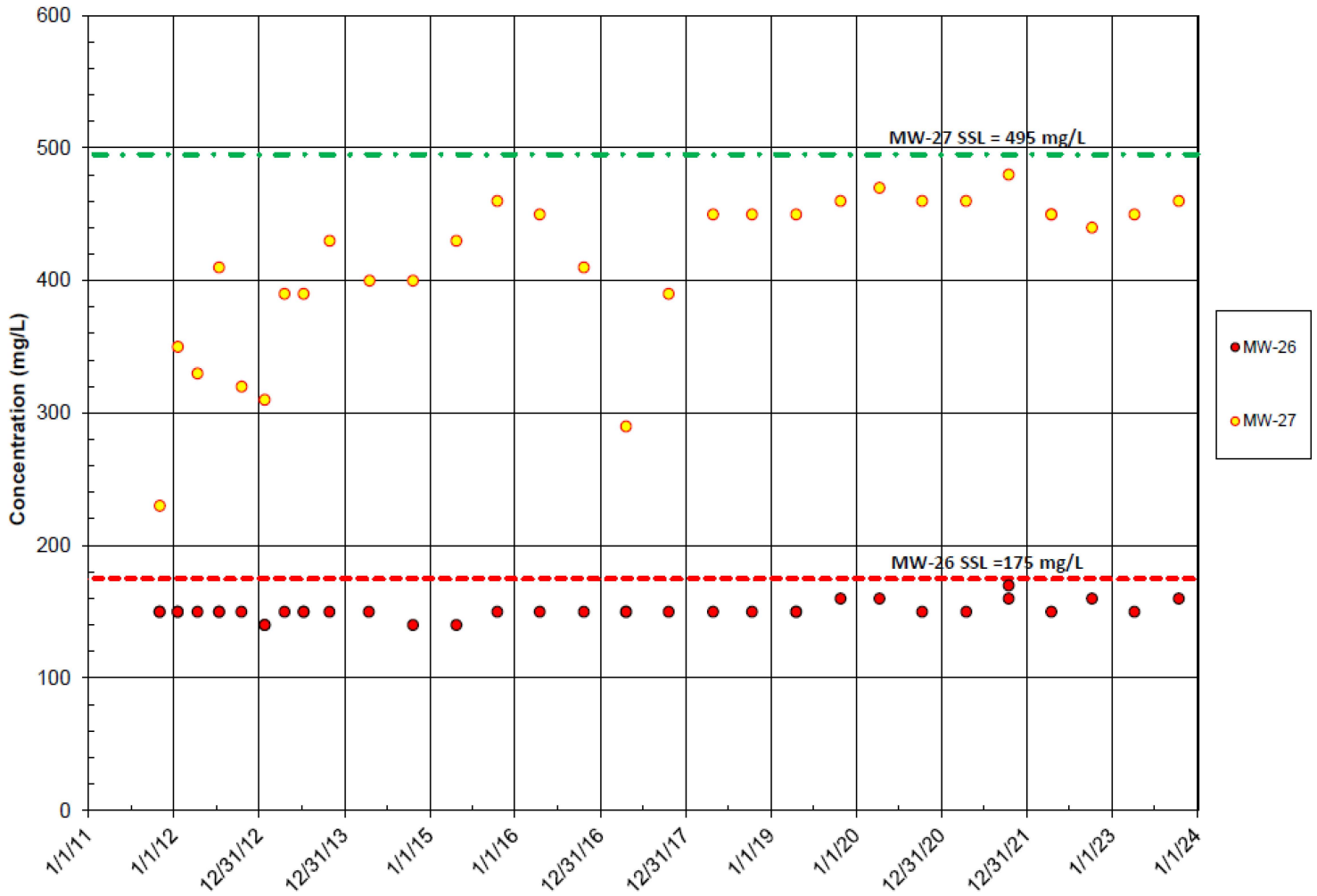
Sustainability in Action

Table 4-2: Comparison Sampling Results with SSLs//East Side Compliance Wells
 Page 53 of 147
 2023 Annual Environmental Monitoring Report – Coffin Butte

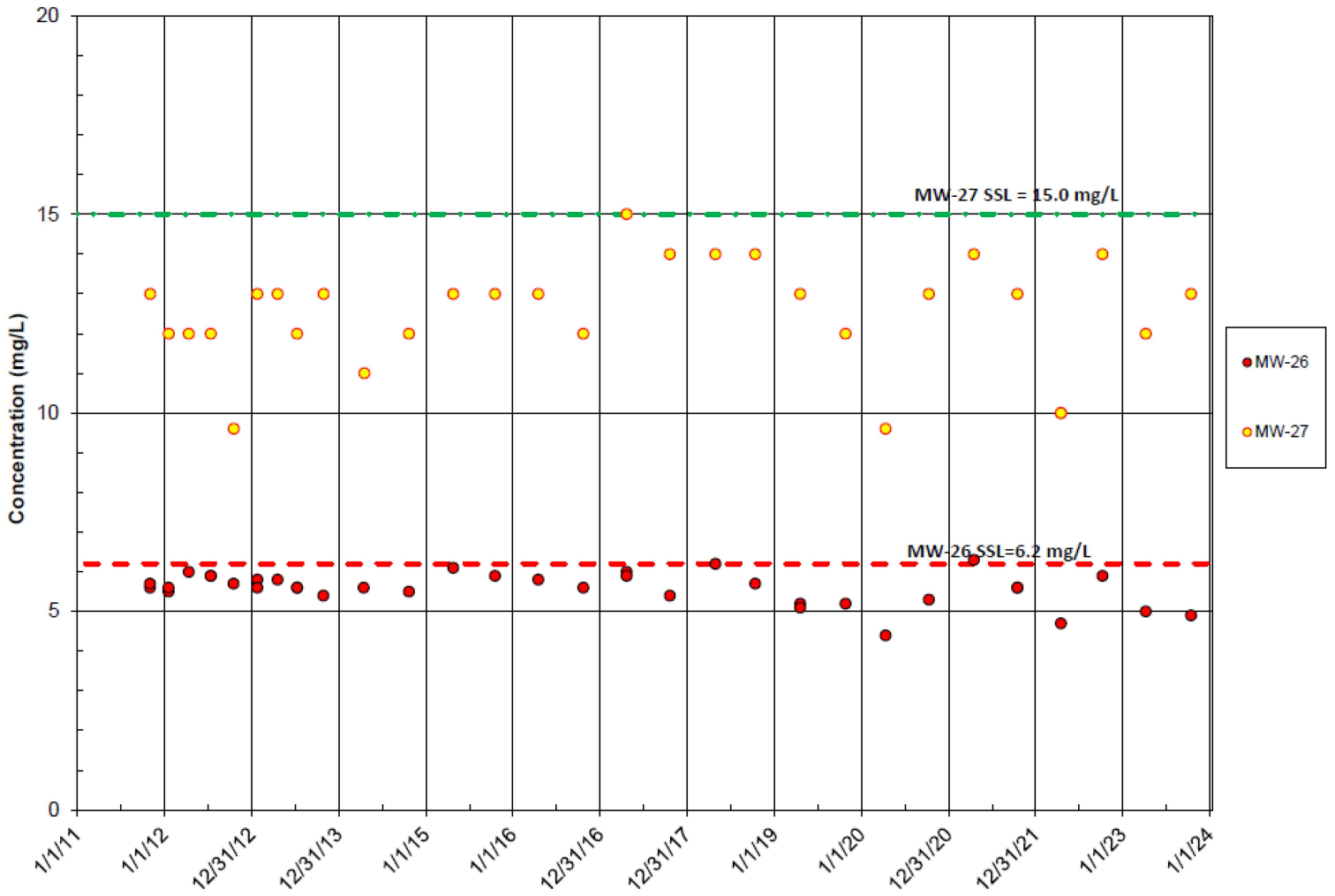
	Units	Indicator Parameters							
		Bicarbonate Alkalinity	Chloride	TDS	Calcium	Iron	Magnesium	Manganese	Sodium
		(mg/L)	(mg/L)	(mg/L)	(mg/L)	(mg/L)	(mg/L)	(mg/L)	(µg/L)
MW-26	SSL	175	6.2	246	32	4.5	10.1	0.74	30
4/15/14		150	5.6	180	23	0.35	8.3	0.46	28
4/15/14 DEQ		142	6.2	192	24.7	0.401	9.1	0.534	27.8
10/21/14		140	5.5	190	24	0.51	9.8	0.64	29
4/25/15		140	6.1	190	23	0.29	9.3	0.45	28
10/17/15		150	5.9	200	26	1.1	9.9	0.66	30
4/16/16		150	5.8	180	24	0.19	9.1	0.53	27
10/22/16		150	5.6 J	190	24	0.53	9.4	0.65	26
4/21/17		150	6.0	180	24	0.36	8.6	0.41	27
10/20/17		150	5.4	210	23	0.51	10.0	0.62	27
4/28/18		150	6.2	190	24	0.17	8.1	0.37	25
10/12/18		150	5.7	190	25	0.37	9.3	0.56	25
4/19/19		150	5.2	190	26	0.13	10.0	0.25	27
10/26/19		160	5.2	200	23	0.44	9.0	0.67	25
4/12/20		160	4.4	200	26	0.28	9.8	0.69	26
10/9/20		150	5.3	180	26	0.61	10.0	0.79	27
4/16/21		150	6.3	200	24	0.21	8.4	0.46	26
10/15/21		170	5.6	190	26	0.51	10.0	0.71	27
10/15/21 (dup)		160	5.6	190	25	0.50	9.9	0.70	26
4/16/22		150	4.7	200	24	0.18	9.2	0.32	26
10/7/22		160	5.9	180	24	0.50	9.2	0.68	25
4/7/23		150	5.0	140	28	0.97	11.0	0.87	30
10/14/23		160	4.9	190	26	0.35	10.0	0.61	27
MW-27	SSL	495	15.0	499	100	17.6	46	8.9	44.4
4/18/14		400	11	420	88	16	41	8.1	40
10/21/14		400	12	460	87	13	39	6.8	40
4/25/15		430	13	470	86	13	42	8.2	40
10/17/15		460	13	490	92	13	41	8.2	42
4/16/16		450	13	480	86	5.3	40	7.2	37
10/22/16		410	12 J	440	79	4.9	34	6.8	35
4/21/17		290	15	310	45	0.49	19	3.1	28
10/20/17		390	14	430	61	4.0	29	5.4	32
4/28/18		450	14	460	71	5.1	31	6.8	35
10/12/18		450	14	460	82	9.0	35	7.9	35
4/19/19		450	13	470	87	8.9	40	9.1	37
10/26/19		460	12	470	80	3.3	34	7.6	35
4/12/20		470	10	470	91	8.6	38	9.4	36
10/9/20		460	13	480	89	8.7	38	9.7	37
4/16/21		460	14	480	87	7.6	37	9.5	36
10/15/21		480	13	470	89	5.7	39	9.6	37
4/16/22		450	10	480	91	8.1	39	11	38
10/7/22		440	14	460	85	6.3	36	9.6	35
4/7/23		450	12	430	91	2.9	39	9.5	40
10/14/23		460	13	480	94	7.4	41	11	38

Note:
 SSL: site specific limit; J: estimated value.
 Bold Values: above SSL.

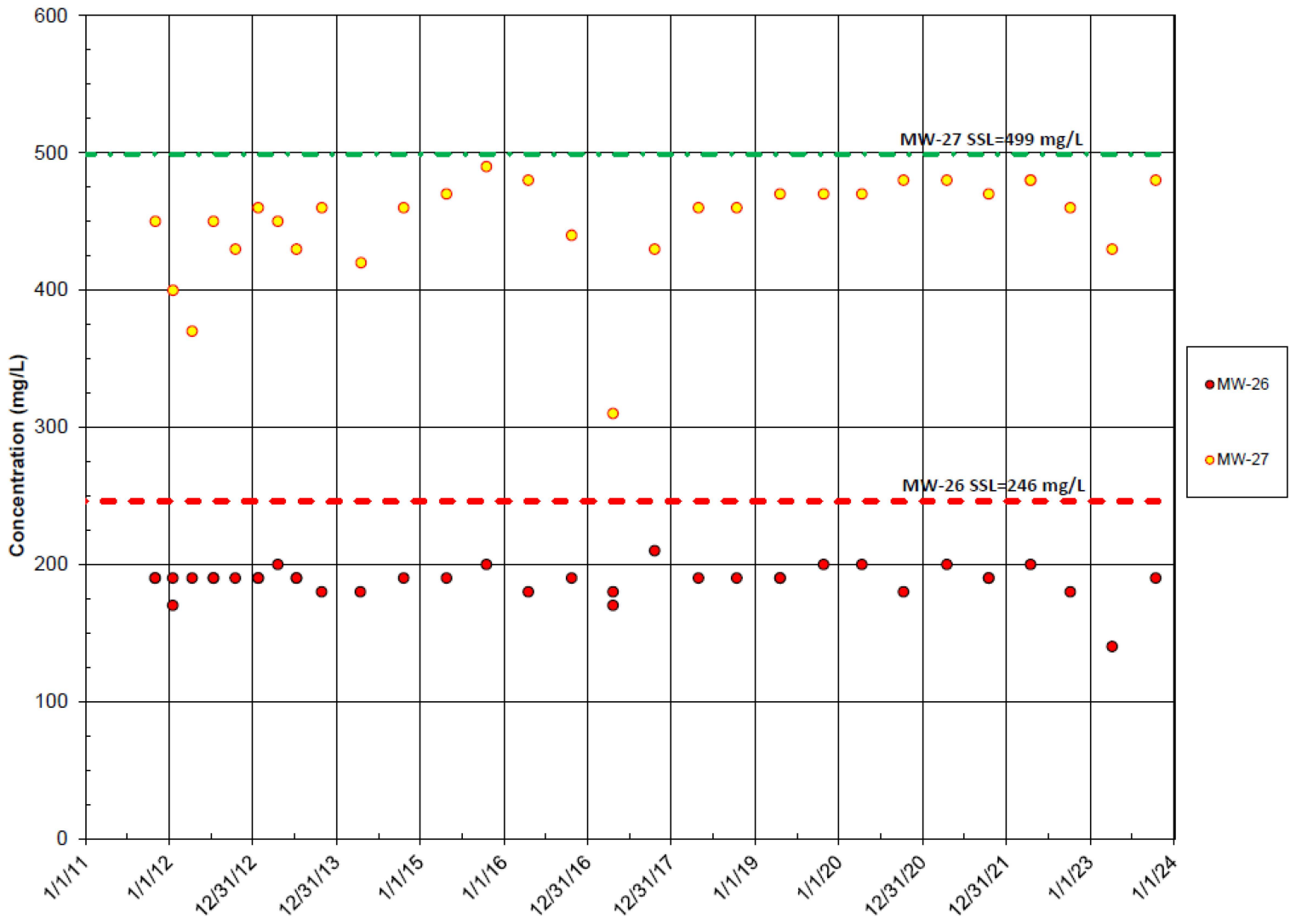
Coffin Butte Landfill
East-Side Wells: Bicarbonate Alkalinity



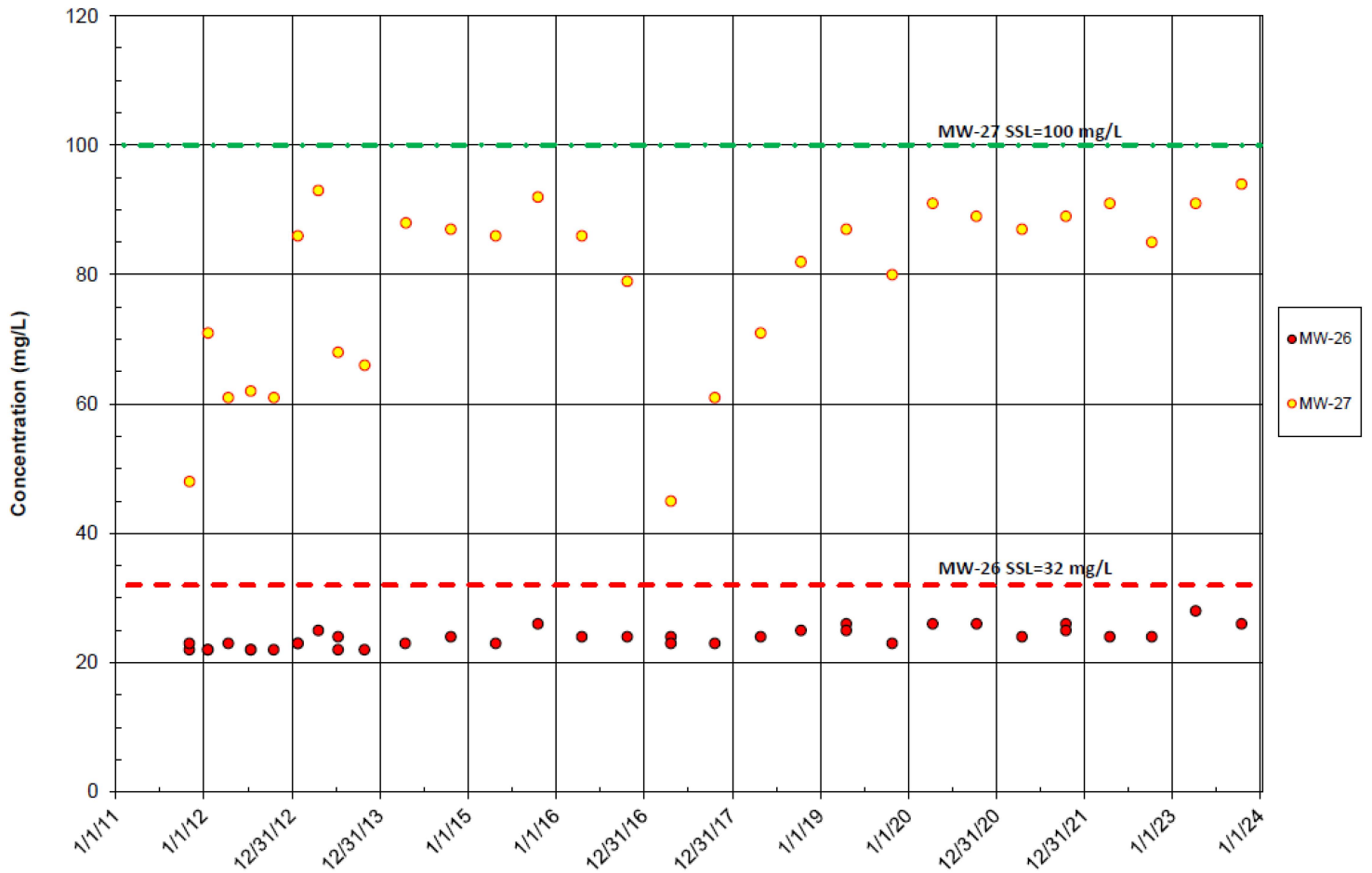
Coffin Butte Landfill
East-Side Wells: Chloride



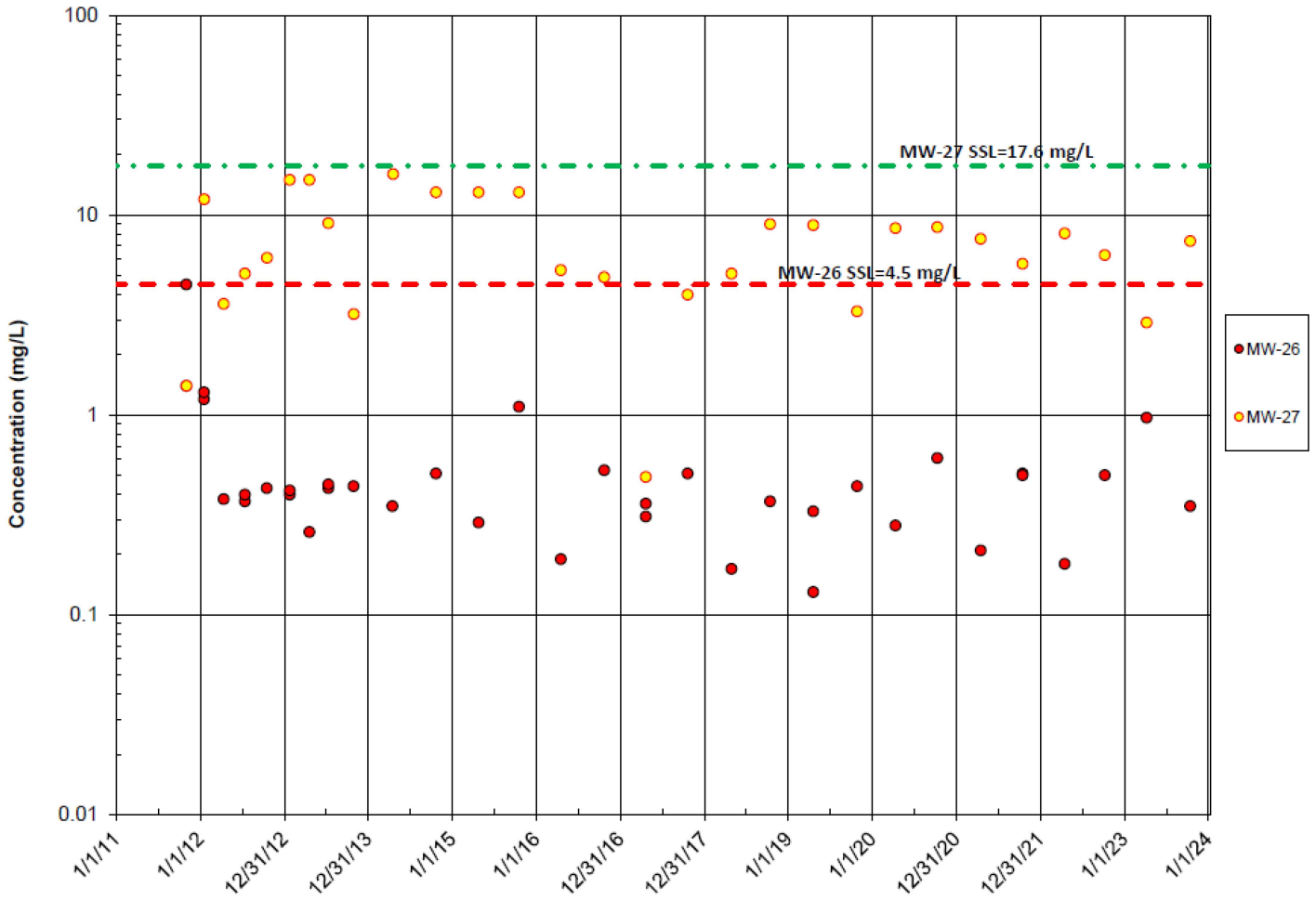
Coffin Butte Landfill
East Side Wells: Total Dissolved Solids



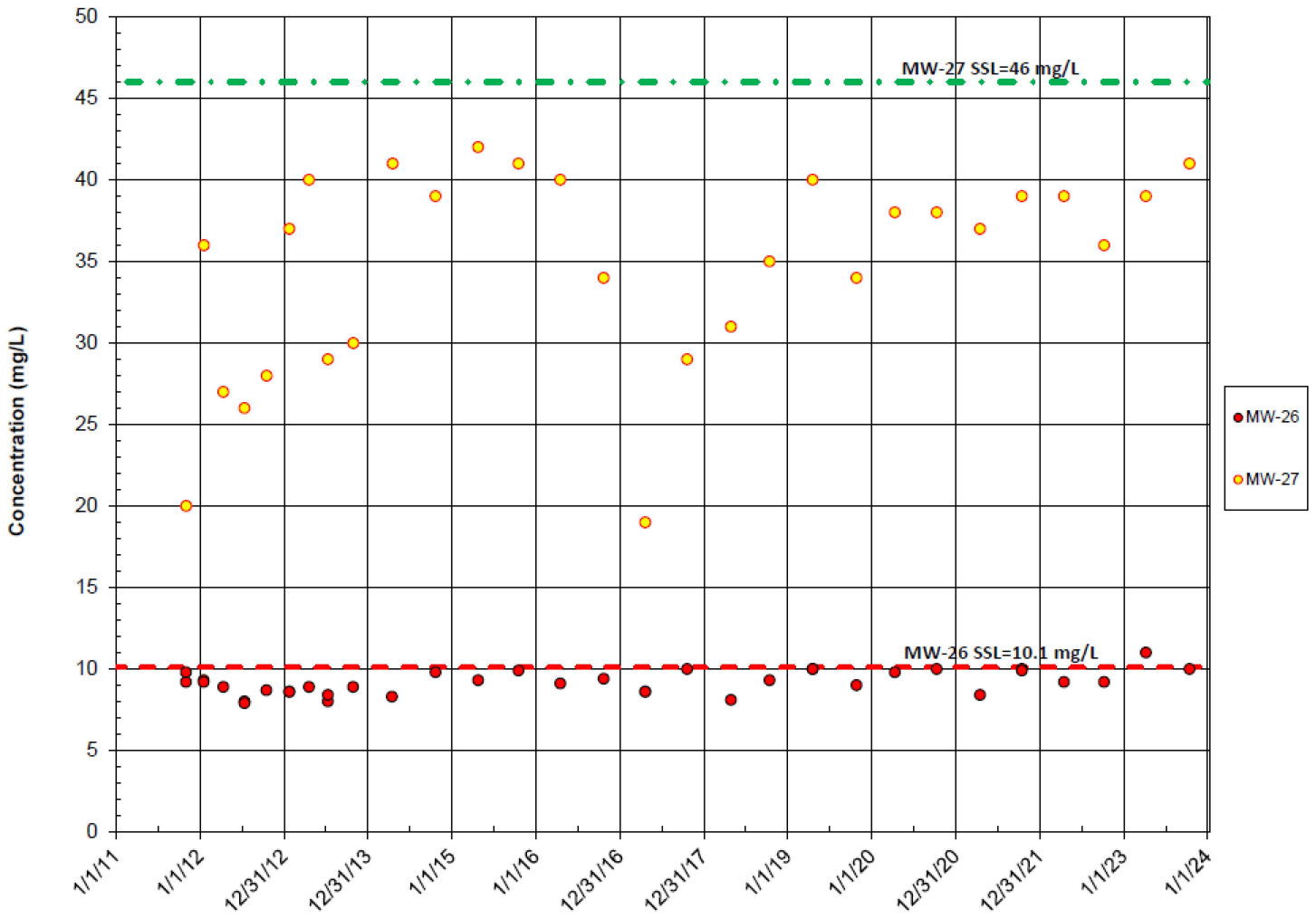
Coffin Butte Landfill
East-Side Wells: Calcium



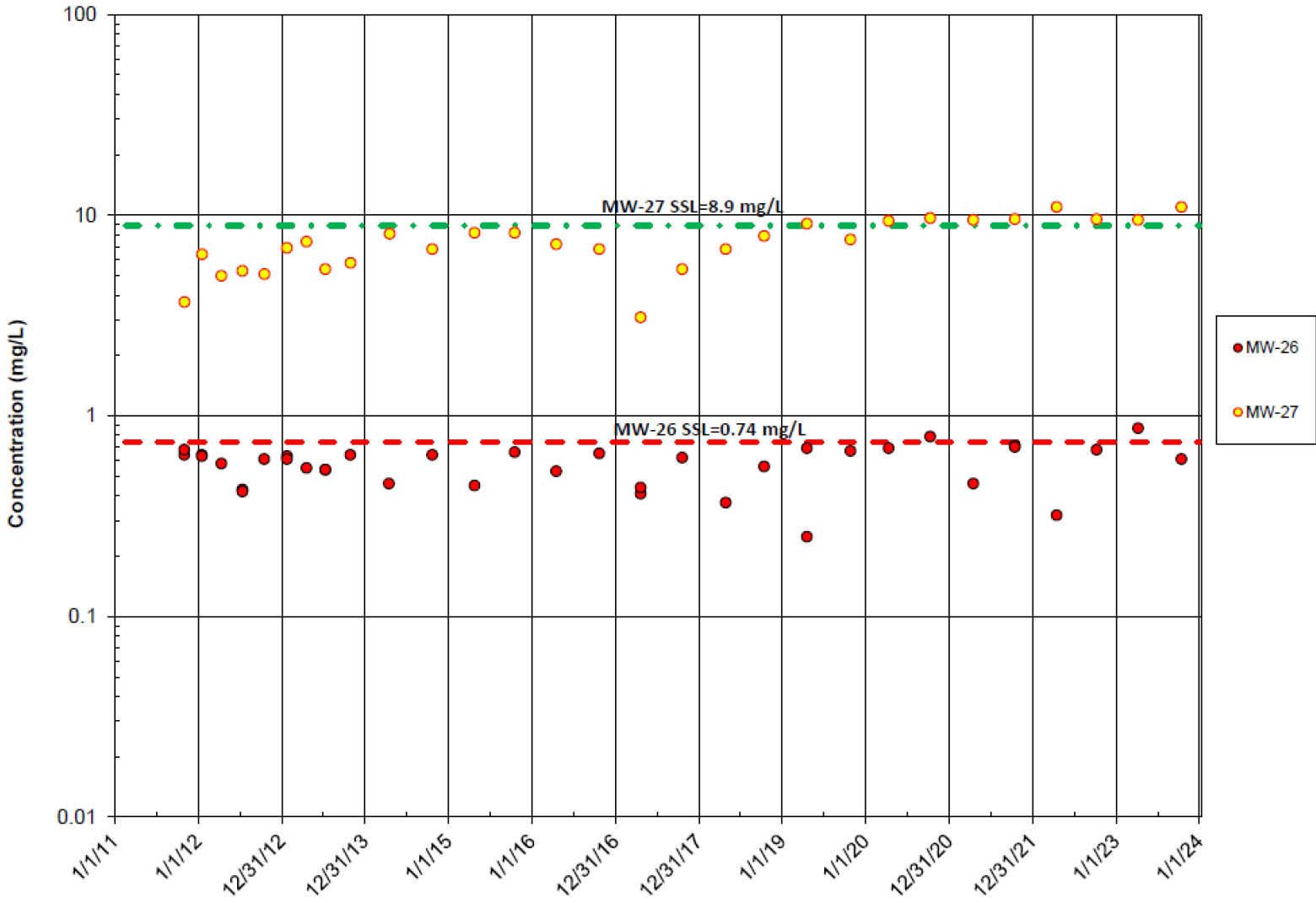
Coffin Butte Landfill
East-Side Wells: Iron



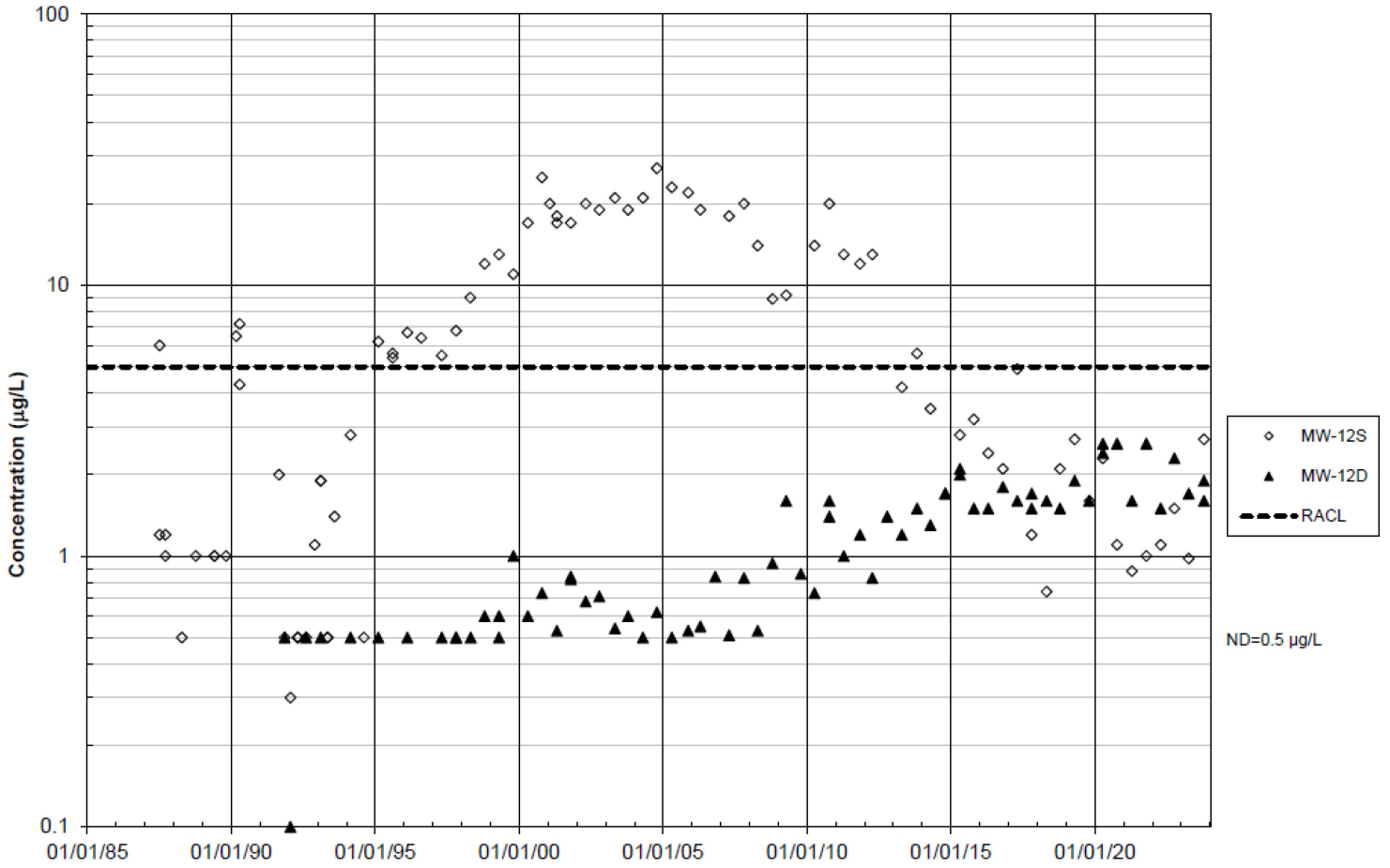
Coffin Butte Landfill
East-Side Wells: Magnesium



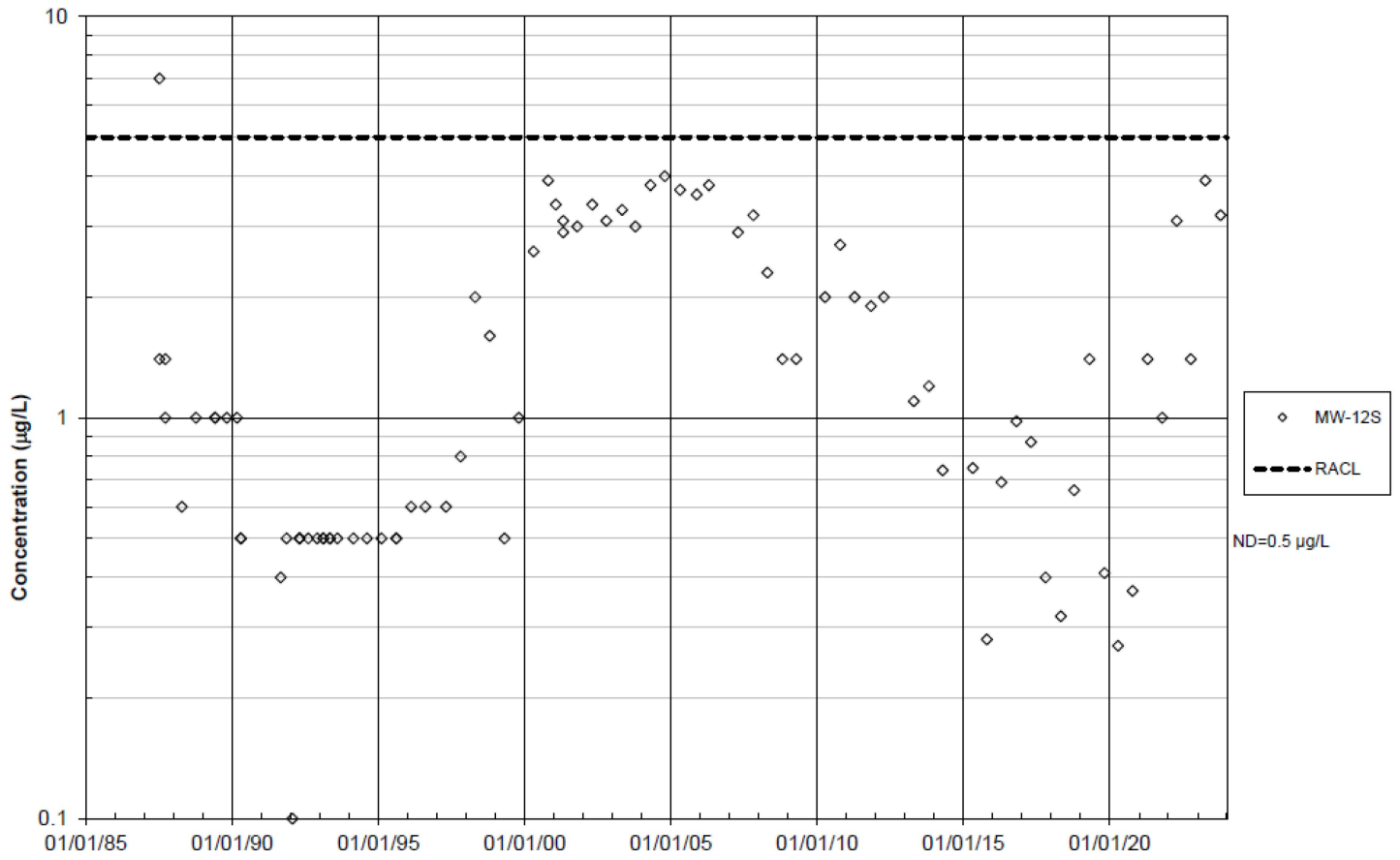
Coffin Butte Landfill
East-Side Wells: Manganese



Coffin Butte Landfill
MW-2S/12S and MW-2D/12D: PCE



Coffin Butte Landfill
MW-2S and MW-12S: TCE



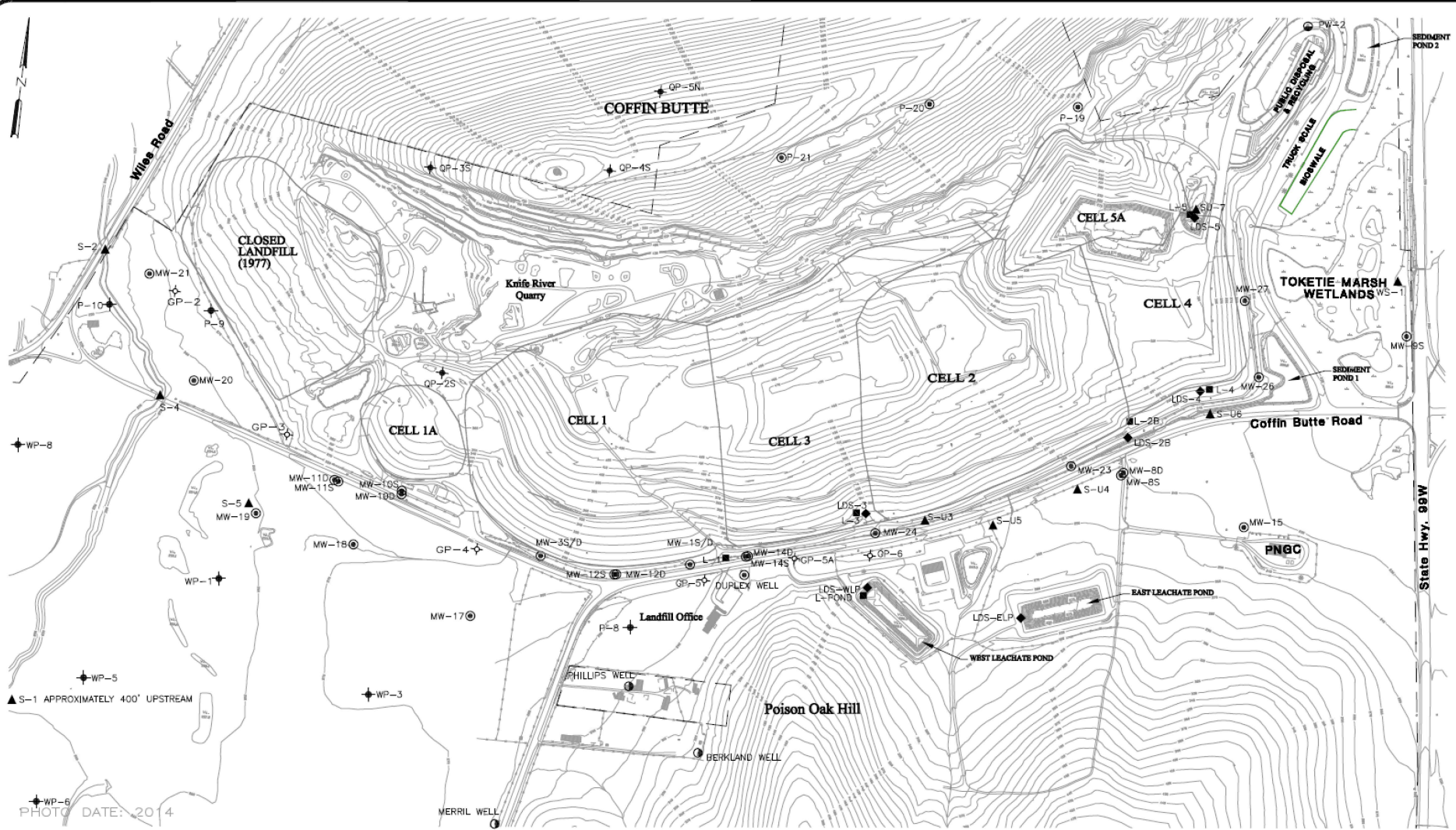
Appendix B

Site Map and Well Locations



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- ⊙ MONITORING WELL/PIEZOMETER
- ⊕ OBSERVATION WELL/PIEZOMETER
- ⊕ LANDFILL WATER SUPPLY WELL
- ⊕ GAS PROBE
- ⊙ PRIVATE WELL
- LEACHATE SUMP
- ◆ LEAK DETECTION SYSTEM
- ▲ SURFACE WATER MONITORING STATION



Tuppan Consultants LLC
 460 Second Street, Suite 103
 Lake Oswego, Or 97034
 Ph. 503.675.1335

DATE 6-26-14
 DWN GRH
 APP _____
 REV _____
 PROJECT NO.
 VLI-001-005

FIGURE 2-1
 COFFIN BUTTE LANDFILL
 BENTON COUNTY, OREGON
Site Map and Monitoring Locations

June 26th, 2014
 D:\Tuppan\Coffin Butte\Site Map and Monitoring Locations 2014.dwg

Appendix C

Certificate of Insurance



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ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED	
POLICY NUMBER See First Page		REPUBLIC SERVICES, INC. 18500 N. ALLIED WAY PHOENIX, AZ 85054	
CARRIER See First Page	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

CERTIFICATE NUMBER: 2335137

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

The following provisions apply when required by written contract. As used below, the term certificate holder also includes any person or organization that the insured has become obligated to include as a result of an executed contract or agreement.

GENERAL LIABILITY:

Certificate holder is Additional Insured including on-going and completed operations when required by written contract.
 Coverage is primary and non-contributory when required by written contract.
 Waiver of Subrogation in favor of the certificate holder is included when required by written contract.

AUTO LIABILITY:

Certificate holder is Additional Insured when required by written contract.
 Coverage is primary and non-contributory when required by written contract.
 Waiver of Subrogation in favor of the certificate holder is included when required by written contract.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY:

Waiver of Subrogation in favor of the certificate holder is included when required by written contract where allowed by state law.

Stop gap coverage for ND and WA is covered under policy no. WLR C50710397 and stop gap coverage for OH is covered under policy no. WCU C50710555 as noted on page 1 of this certificate.

TEXAS EXCESS INDEMNITY AND EMPLOYERS LIABILITY:

Insured is a registered non-subscriber to the Texas Workers Compensation Act. Insured has filed an approved Indemnity Plan with the Texas Department of Insurance which offers an alternative in benefits to employees rather than the traditional Workers Compensation Insurance in Texas. The excess policy (#TNS C66934172) shown on this certificate provides excess Indemnity and Employers Liability coverage for the approved Indemnity Plan.

Contractual Liability is included in the General Liability and Automobile Liability coverage forms. The General Liability and Automobile Liability policies do not contain endorsements excluding Contractual Liability.

Separation of Insured (Cross Liability) coverage is provided to the Additional Insured, when required by written contract, per the Conditions of the Commercial General Liability Coverage form and the Automobile Liability Coverage form.

Umbrella/Excess Liability provides additional limits over the underlying General Liability, Automobile Liability and Employer's Liability policies shown on this certificate.

Contractor's Pollution Liability Details of Cover:

Steadfast Insurance Company (Zurich) (NAIC # 26387) - Policy No. PEC 0792830-00 - \$25MM -- 06/30/23 - 06/30/24

Applicable to Contractor's Pollution Liability Coverage Parts Only:
 \$25,000,000 - Damage Limit for Each Occurrence, Claim or Pollution Condition
 \$25,000,000 - Claims Expense Limit for Each Claim
 \$25,000,000 - General Aggregate Limit
 \$25,000,000 - Claims Expense Aggregate Limit

Applicable to Professional Liability Coverage Parts Only:
 \$25,000,000 - Damage Limit for Each Claim or Wrongful Act
 \$25,000,000 - Claims Expense Limit for Each Claim
 \$25,000,000 - General Aggregate Limit

Appendix D

Arsenic Memo



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Sustainability in Action



Sustainability in Action

To: Benton County Commissioners

Date: 2/15/2024

Dear Commissioner Augerot,

During Republic Services' annual report presentation on Feb. 6, you asked that we follow up with you on three topics. In this email, I'd like to address your questions regarding arsenic levels in the monitoring wells at Coffin Butte Landfill. Thank you for giving me the time and opportunity to come back to you with additional information.

We noted in our landfill annual report (page 9) that "the primary drinking water standard for arsenic was exceeded" at the compliance boundary for Cells 4 and 5 on the landfill's east side, but that these "concentrations represent natural background conditions."

This week, we asked our Coffin Butte Landfill consultant, Eric Tuppan, for additional detail. Tuppan, a registered geologist, and owner/operator of Tuppan Consultants, LLC., has 40 years of industry experience. He founded his Oregon-based geology, hydrogeology, and environmental consulting firm consulting firm in 2003.

In summary:

- The presence of arsenic in soil and rock in Oregon has been documented by the Oregon Department of Environmental Quality with background concentrations specific to geographic regions.
- In the Portland Basin, the background concentration is 8.8 milligrams per kilogram; in the Cascade Range it is 19 milligrams per kilogram; and in the South Willamette Valley (where Coffin Butte is located) it is 18 milligrams per kilogram.
- Arsenic has been detected in three areas of the landfill since sampling first began in 1991. These are described in the text that follows.
- There is no data to suggest that the existing arsenic levels are anything other than what is naturally occurring in the soil, or that leachate is impacting the environment or public health.

As you noted during the Feb. 6 meeting, there was a seepage event that occurred at the Landfill in the 1990s. Valley Landfills Inc. (VLI) discovered this issue in 1994, after groundwater monitoring samples in well MW-23, located on the south side of Cell 2, showed elevated levels of arsenic.

At the time of the investigation, VLI determined that increased concentrations of arsenic, chloride, sodium, and bicarbonate were due to leachate seeping from the south slope of Cell 2. Corrective measures, including excavating the south slope of the landfill and installing a gravel drain, fixed the issue and allowed groundwater quality to recover over time.



Sustainability in Action

The groundwater sampling referenced in our 2022 annual report was taken from two wells on the eastern side of the landfill, more than 1,000 feet away from the well that's located south of Cell 2.

These two compliance wells, which were installed in 2011, have had stable arsenic readings for the past 20 years, averaging 14.2 micrograms per liter at one site, and 13.3 micrograms per liter for the other.

Both these averages are consistent with the background concentrations of arsenic in the Willamette Valley, as documented by the Department of Environmental Quality. The steady readings over time indicate there have been no leachate releases or impacts on groundwater at these locations.

Arsenic testing at Coffin Butte initially began in April 1991, in well MW-S9 on the landfill's northeast side. This third location has historically had higher concentrations of arsenic, ranging from 27 to 41.8 micrograms per liter over the past 30 years.

However, it is important to note that the initial sampling at this well – which established baseline arsenic levels in background concentrations - occurred prior to the completion of Cell 2 construction or any landfilling on the east side of Coffin Butte.

Because this well is more than 1,800 feet away from MW-23, and because sampling occurred prior to the construction of Cell 2, it is implausible for the readings at this location to have been impacted by leachate.

Coffin Butte conducts groundwater sampling twice a year, in April and October, in a set number of locations as outlined in our DEQ-approved Environmental Monitoring Plan. That plan also specifies the frequency of testing at each well. The most recent sampling at well MW-S9 occurred in 2019 in collaboration with DEQ; it is set to be tested again later this year.

As noted in our 2022 annual report, the Landfill was inspected seven times by a variety of agencies, including the EPA, DEQ's Division of Material Management, DEQ's Division of Air Quality and the cities of Corvallis and Salem. In addition, we submitted annual, semi-annual, quarterly, and monthly reports to federal, state, and local regulators. Coffin Butte remains in compliance with all our permits and regulatory requirements.

I hope this email provides you with the information you requested. Should you have any follow-up questions, please don't hesitate to contact me directly at grough@republicservices.com.

Thank you,
Ginger Rough, Sr. Manager for Public Affairs



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Sustainability in Action

October 1, 2024

Good day Commissioners:

The Disposal Site Advisory Committee has reviewed the 2023 Annual Report prepared for Coffin Butte Landfill (LAR) by Republic Services, both the original and updated versions, and heard testimony from the public about it; it was suggested to compile a list of relevant questions and comments, particularly concerning worker safety and contamination concerns; what follows is our list of recommendations for the report.

ISSUES

High arsenic levels in groundwater; arsenic monitoring.

The elevated levels that have consistently appeared in testing are a concern, especially since these elevated levels may indicate past or present incursions of leachate into the groundwater (there are indications that the landfill's leachate is high in arsenic). There are questions about the sufficiency of evidence for these elevated levels of arsenic being natural to this area. There are concerns that the most recent testing data hasn't been provided in this updated report.

Similar concerns were expressed about elevated manganese levels.

Methane releases.

The update to the LAR supplies information about the EPA inspection and subsequent investigation of the landfill, but much context is missing. There were questions about the efficiency of the landfill gas collection system. There were questions about the impact of alternative daily cover such as tarps on fugitive methane emissions. There were unanswered questions about how many repairs to gas containment infrastructure are being performed, per week for example. As data emerges about landfill fugitive methane emissions, how does Coffin Butte Landfill compare with other landfills in this regard?

EPA Inspection Clarity: the Commissioners may request clarification on the number of exceedances reported in EPA inspections and the context of these findings, such as how many surface samples were taken overall.

Methane flares and fire safety.

Oregon DEQ required the landfill to transition from open flares to an enclosed flare in 2023; there were questions about the timeliness of this transition, as a 2024 fire at the landfill was apparently caused by an open flare that was still operating. There were questions about the history of fires associated with the open flares. Committee members emphasized the need for clarity regarding the enclosed flare installation timeline, and raised concerns over a pre-enforcement letter received from Oregon DEQ indicating non-compliance, suggesting a full report and timeline should be requested by the Commissioners.

2024 data in the 2023 report.

There were questions about why an annual report for the year 2023 contains a significant amount of information from the year 2024, such as the entire discussion about the 2024 landfill expansion application. Suggestion was made to maintain focus on the specific reporting year.

Acknowledgement of extent of effort.

Committee members acknowledged the extensive work put into the LAR.

PROCESS RECOMMENDATION

It was suggested that the guidance document include specific recommendations for Republic to enhance their reporting and transparency practices.

Moved and seconded that we the Committee accept the report along with the amended, with guidance to the Commissioners summarized above; passed September 19, 2024.

PROCESS RECOMMENDATION

The LAR review process might be expedited if the Board of Commissioners established a list of subjects that are of perennial interest to the County, perhaps in the form of questions for the landfill operators to answer, and supplied this evergreen list to Republic but also to DSAC. DSAC could benefit from having such a list to hand as a guide to its annual review, to make sure that important issues are adequately addressed before the LAR comes before the Board. Republic could also benefit from having a baseline to operate from, so that questions important to Benton County do not go unaddressed in the report.

This subject/question list might also contribute to timely and appropriate action on issues. Currently, Republic releases data about operations as required, and publishes some of this data in the Annual Report, but there seems to be no process by which the data and the conversations it engenders continue from year to year or lead to action or follow-up. The Committee had no information about last year's review of the Landfill Annual Report, for example.

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/15/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Health Services

Contact Name * April Holland

Phone Extension * 6840

Meeting Attendee Name * April Holland, Scott Kruger

Agenda Item Details



Item Title * A r o a o 0 r o a a h s s, r d r o D 0 0

- 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

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

With Board approval, on January 1, 2025, the Environmental Health licensing fee will increase 5% on average based on the following: The Department Cost Allocation for Fiscal Year (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 $\$1,195,892/5004 \text{ hours} = \238.99 per hour. Fees will recover 89% ($\$238.99 \text{ 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 Oregon Administrative Rule (OAR) 333-012-0053(5)(b).

Options *

1. Approve the order to implement a 2025 Environmental Health licensing fee increase of 5%

OR

2. Provide Alternative Direction to Staff

Fiscal Impact *

- Yes
- No

Fiscal Impact Description *

See Attachment B – 2025 Environmental Health Fee Justification

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 its 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

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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 accommodations, and 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

Item Recommendations and Motions

Staff Recommendations * Staff recommends approving Order #D2024-055 to implement the proposed 2025 Fee Schedule for Environmental Health at a fee adjustment of 5% on average, effective January 1, 2025.

Meeting Motions * I move to ...
...approve Order # D2024-055 implementing the proposed 2025 Fee Schedule for Environmental Health, effective January 1, 2025.

Meeting Motion

I move to approve Order # D2024-055 implementing the proposed 2025 Fee Schedule for Environmental Health, effective January 1, 2025.

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.

EH_2025 Fee Schedule ORDER.doc	31KB
Attachment A -2025 Fee Schedule.xls	215KB
Attachment B - 2025 EH Fee Justification.doc	71KB

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

Department Approver APRIL HOLLAND

<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. Teresa Larson on behalf of County Counsel Croney</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>	

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

**In the Matter of Adopting the Revised)
2025 Environmental Health Fee Schedule)
for the Benton County Health Department)**

ORDER No. D2024-055

The Benton County Health Department has submitted a request that its Environmental Health services fee schedule to reflect the cost of providing the services; and

The Environmental Health services fees are established based upon the guidelines set forth in the statutes of the State of Oregon; and

These fees are in keeping with county guidelines for such fees.

THEREFORE, IT IS HEREBY ORDERED that Benton County Health Department proposed fees (Attachment A) are adopted effective January 1, 2025.

Adopted this 15th day of October, 2024.

Signed this 15th 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

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
New Site Evaluation									\$259.00	\$269.00
Single Family Dwelling										
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		
Commercial Facility System										
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						
Construction-Installation Permit										
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

BENTON COUNTY HEALTH DEPARTMENT
 ENVIRONMENTAL HEALTH PROGRAM
 2025 FEE SCHEDULE
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									\$228.00	\$239.00
	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Alternative System										
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

BENTON COUNTY HEALTH DEPARTMENT
 ENVIRONMENTAL HEALTH PROGRAM
 2025 FEE SCHEDULE
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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
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
 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
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.						
Reinspection Fee - 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

BENTON COUNTY HEALTH DEPARTMENT
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	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Permit Transfer, Reinstatement, or Renewal										
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		
Alteration Permit										
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

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							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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	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

BENTON COUNTY HEALTH DEPARTMENT
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	Current	Proposed							Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Authorization Notice										
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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	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. Note: Primarily but not limited to land partitions.	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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	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. 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.		\$ -	\$ -	\$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
Sewage Disposal Service										
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		
Plan Review										
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				

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
Plan Review Commercial Facility System										
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

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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
Record Search										
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. Note: potential ne revenue source if we begin charging for all record searchers.	419	\$ 8,011.28	\$ 1,005.60	\$9,017		
DEQ Remittance - 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		
Total						\$ 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

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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
WATER SYSTEM FEES										
System Evaluation/Sanitary Survey on Domestic Water Supply (samples not included)	\$285	\$299	5%	Estimated 1.25 hrs.	0	\$ -	\$ -	\$0		
Water Supply System Plan Review										
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		
					Total	\$ -	\$ -	\$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

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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
LICENSED FACILITIES ² (See footnote 2 below.)									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Food Service Operations										
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

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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
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			

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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
Required Follow-up Inspections Subsequent to Routine Inspections										
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

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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
Temporary Restaurant										
Benevolent Single-event, per event (Administrative Fee) ³ (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) ^{3&4} (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) ^{3&4} (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

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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
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

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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
Single-event 2 or more days, 30-day intermittent, and 90-day seasonal (License Fee) ^{3&4} (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) ^{3&4} (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

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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
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

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	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Commissary License, per year										
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		
Food Warehouse, per year	\$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

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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
Mobile Unit, per year										
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		
Food Vending Machines, per units, per year										

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

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									\$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)						
Reinstatement Fee and Penalties for Later Renewal										
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

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 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
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
	Current	Proposed							\$228.00	\$239.00
									Last Year Full Cost Hourly Rate	Proposed Full Cost Hourly Rate
Food Service Plan Review										
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
Tourist Accommodation/Recreational Park/Bed & Breakfast License Fee										
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	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
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
Plan Review Fee										
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.						
Reinstatement Fee and Penalties for Later Renewal										
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)						
Total						\$ 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
Organization Camp										
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		
Total						\$ 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.		\$ -				
					Total	\$ 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
Follow-up inspections										
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
Plan Review Fee										
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.						
					Total	\$ 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
Reinstatement Fee and Penalties for Later Renewal										
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)						
Adjustments to License Fees										
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
SCHOOL FOOD SERVICE INSPECTIONS										
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.						
					Total	\$ -	\$ -	\$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
CARE FACILITY INSPECTIONS										
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		
Plan Review										
Plan Review, Minimum (up to two hours)	\$456	\$478	5%	Plan Review required under OAR 414-300-0010(8). 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.						
Total						\$ 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	

2025 JUSTIFICATION FOR ENVIRONMENTAL HEALTH FEES

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

	FY 2024-2025	FY 2023-2024	% Change
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](#)

2025 JUSTIFICATION FOR ENVIRONMENTAL HEALTH FEES

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 ¹
Average Vacation Time	-138 ²
Professional Training	- 40 ³
Meetings	- 100 ⁴
Annual Work Hours (AHW)	1,661 (Note: OAR 333-012-0053(4) sets 1640 hrs as the standard)
Administrative Time	-410 ⁵ (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

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

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

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

⁴ 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

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

2025 JUSTIFICATION FOR ENVIRONMENTAL HEALTH FEES

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

2025 JUSTIFICATION FOR ENVIRONMENTAL HEALTH FEES

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

2025 JUSTIFICATION FOR ENVIRONMENTAL HEALTH FEES

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](#)

NEW BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/15/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Health Services

Contact Name * Damien Sands

Phone Extension * 6620

Meeting Attendee Name * April Holland, Damien Sands

Agenda Item Details



Item Title * Permanent Position Reclassification

- 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 *

Benton County Behavioral Health requests that the Current Position be reclassified from a Health Care Professional I (HCP1, C41) to a Health Care Professional II (HCP2, C42).

The duties and responsibilities of this role have expanded, making the HCP2 classification more appropriate.

Options *

Approve the reclassification of the position as outlined

OR

Reject the reclassification of the position and maintain the current position

OR

Provide further guidance to staff

Fiscal Impact *

- Yes
- No

Fiscal Impact Description *

\$4,952

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.
Community Mental Health Programs (CMHPs) in Oregon are required to provide a variety of services for people with mental or emotional needs, including services related to substance use disorders (SUDs).

Values and Focus Areas

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

- Core Values *** Select all that apply.
- Vibrant, Livable Communities
 - Supportive People Resources
 - High Quality Environment and Access
 - Diverse Economy that Fits
 - Community Resilience
 - Equity for Everyone
 - Health in All Actions
 - NA

Explain Core Values Selections * Hiring a Certified Alcohol and Drug Counselor (CADC) will support Vibrant, Livable Communities by promoting healthier lifestyles and reducing substance abuse, which enhances community well-being.

In terms of Community Resilience, a CADC can help individuals recover from addiction, building stronger, more resilient populations.

By offering targeted support, they contribute to Supportive People Resources, ensuring that individuals have access to the help they need.

Additionally, by providing culturally competent care and addressing disparities in access to treatment, a CADC promotes Equity for Everyone, ensuring all community members have equal opportunities for recovery and well-being.

Focus Areas and Vision *

Select all that apply.

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

Explain Focus Areas and Vision Selection *

By supporting the above core values, we will have a direct impact on the safety and wellbeing of our community.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Benton County Health Department recommends the Board approve the reclassification of the requested position from Health Care Professional I to Health Care Professional II.

Meeting Motions * I move to ...
... approve the reclassification of the requested position from Health Care Professional I to Health Care Professional II.

Meeting Motion

I move to approve the reclassification of the requested position from Health Care Professional I to Health Care Professional II.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments







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

Comments (optional)

If you have any questions, please call ext.6800

**Department
Approver**

APRIL HOLLAND

<p>1. Dept Approval</p> <hr/> <p>Department Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	<p>5.</p> <hr/> <p>County Administrator Approval</p> <hr/> <p>Comments</p> <p>Signature </p>
<p>2. Teresa Larson on behalf of County Counsel</p> <hr/> <p>Counsel Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	<p>BOC Final Approval</p> <hr/> <p>Comments</p> <p>Signature </p>
<p>3.</p> <hr/> <p>HR Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	
<p>4.</p> <hr/> <p>Finance Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 10/15/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Sean McGuire

Phone Extension * 0152

Meeting Attendee Name * Sean McGuire

Agenda Item Details



Item Title * Proposed Revisions to Policy A109 - Resource Naming

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*

Per Commissioners' request, a revised Resource Naming Policy was developed and discussed in the County's Policy Oversight Committee. The draft policy was distributed to staff for comment and received only one comment that was supportive of the policy in principle. The Policy Oversight Committee supports the proposed revised Resource Naming Policy.

Options*

Approve revised Policy A109 - Resource Naming, or

Decline to approve revised Policy A109 - Resource Naming, or

Direct staff to make additional revisions to Policy A109 - Resource Naming and return to the Board for future consideration.

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 *

Words matter, and the naming of County government facilities showcases our recognition of key members and groups of our various and treasured communities.

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 *

Words matter, and the naming of County government facilities showcases our recognition of key members and groups of our various and treasured communities.

Recommendations and Motions

Item Recommendations and Motions

Staff Approve revised Policy A109 - Resource Naming

Recommendations*

Meeting Motions* I move to ...

...approve revised Policy A109 - Resource Naming

Meeting Motion

I move to approve revised Policy A109 - Resource Naming.

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.

A109 ResourceNaming-FinalDraft-10-09-24.pdf 306.88KB

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

Department Approver AMANDA MAKEPEACE

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



Benton County

Policy Title	Resource Naming				
Policy Number	A109	Version		Effective Date	

Policy

Board of Commissioners

DRAFT

Approved By _____

Date Adopted _____

Overview

Purpose/Rationale

To provide a systematic process for naming public facilities and lands.

Scope

This policy applies to all County-owned facilities and lands and includes improvements such as buildings and bridges. The policy excludes streets and roadways. Exceptions to this policy are:

- A. Previously named facilities or lands transferred from another agency to Benton County. Such names will be reviewed on a case-by-case basis to determine whether a name change is warranted or desired by the County.
- B. Future facilities or lands where a name is a condition of a purchase/sale agreement or other contractual agreement approved by the Board of Commissioners. Prior to accepting such a condition, the County will conduct a review to determine whether the conditional name is appropriate for County-owned facilities or lands.
- C. Facilities for which naming rights are conveyed to an individual or organization in return for financial remuneration to the County as specified in a contractual agreement approved by the Board of Commissioners, including various halls and arenas at the Benton County Fairgrounds. The County will conduct a process to determine whether the requested naming is appropriate for County-owned facilities or lands.

Policy Owner

Board of Commissioners Office

Policy

1. Authority

The Board of Commissioners shall have the sole authority to name any County facility or land, except as provided in 3.C. to the County Administrator.

2. Naming Sources

- A. Names shall be drawn from at least one of the following:
 - i. Public figures or groups who have made significant contributions to Benton County or the State of Oregon;
 - ii. Culturally or historically significant persons or groups to Benton County;
 - iii. A person, group, place, or feature significantly identified with the facility or land being named; and,
 - iv. Other sources as determined by the Board of Commissioners.

3. Naming Process

- A. The Board of Commissioners shall initiate the naming of a facility or land by directing the County Administrator to execute the process and providing general direction or perspectives on potential names. The County will provide opportunities for community and employee input.
- B. In exercising their authority, the Board of Commissioners shall consider names that:
 - i. Honor Benton County and regional history and cultures;
 - ii. Are easily understood and appreciated by local communities;
 - iii. Allow for the efficient use of the resource for County business;
 - iv. Do not duplicate existing names of facilities or lands; and,
 - v. Do not create a potential for copyright infringement issues.
- C. The County Administrator is delegated authority to make determinations regarding naming of nonpublic portions of County buildings; smaller, unenclosed areas within larger public facilities, such as parks; and, placement of temporary memorials or objects.

Definition(s)

Word(s)	Definition
County Lands	Any lands under the ownership or control of the County.

County Facilities	Facilities under the ownership or control of the County. The term “County facilities” includes improvements to real property, such as buildings and bridges, but does not include streets and roadways.
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Keywords

Landmarks, roads, facility, resource, name, land

Category

Administrative

Contact

Board of Commissioners Office: 541.766.6800

Policy History

- **Version 3.0**
[Date]
Various edits to XX and define XX
- **Version 2.0**
[Date]
Revise requirement to include applicable advisory committees and boards.
- **Version 1.0**
04/16/2013: Original format, fourth condition added to 2.2 to conform to current practice; text edited for grammar and consistency.



Benton County

Procedure				
Procedure Title	Resource Naming			
Procedure Number	A109	Version		Effective Date DRAFT

Procedure

- A. **Naming Process:** The Board of Commissioners shall initiate the naming of a facility or land by directing the County Administrator to execute the process and providing general direction or perspectives on potential names. The County Administrator will then identify a Facilitator to guide the naming process.
- B. The Facilitator will review the Commissioners’ direction and perspectives and reach out for feedback from relevant County individuals, programs, and committees, including, but not limited to, the County’s Equity Committee, Historical Resources Commission, and the Parks Advisory Board.
- C. The Facilitator will reach out to relevant community individuals and groups to capture potential names and/or reaction to submitted names.
- D. The Facilitator will also consider names that had previously been considered and received positive reaction but were not selected for a facility or land.
- E. With input from the above and direction from the County Administrator, the Facilitator shall provide the Board of Commissioners with three (3) to five (5) naming recommendations.
- F. **Community Outreach:** Once final recommendations are identified and reviewed by the Board of Commissioners, the Benton County Public Information Officer may conduct an awareness and outreach campaign. The campaign would provide an opportunity for County communities to comment and/or vote on the final recommendations.
- G. **Public Input:** The Board of Commissioners will consider community input in their decision-making process.
- D. **Selection:** The Board of Commissioners may:
 - 1. Select a recommended name;
 - 2. Select another name; or,
 - 3. Request additional alternatives.
- E. **Decision:** The decision of the Board of Commissioners shall be final.