



Board of Commissioners

Office: (541) 766-6800

Fax: (541) 766-6893

4500 SW Research Way
Corvallis, Oregon 97333

bentoncountyor.gov

AGENDA

BOARD OF COMMISSIONERS GOAL-SETTING MEETING

Tuesday, January 14, 2025, 9 AM

How to Attend the Goal-setting Meeting

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

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

1. Call to Order and Introductions

2. Review and Approve Agenda

Chair may alter the agenda

3. Announcements

4. New Business

- 4.1 10 minutes – Consideration of Letter of Support for Funding for City of Adair Village Wastewater Infrastructure Capacity Expansion – Rick Crager, Assistant County Administrator
- 4.2 10 minutes – 2025 Proclamations and Events Schedule – Maura Kwiatkowski, Board of Commissioners Office

5. Discussion Topics

- 5.1 30 minutes – 2040 Initiative and 2025-27 Biennium Budget Priorities – Greg Munn, Chief Financial Officer
- 5.2 30 minutes – Leadership Policies and Practices Updates and Review – Rachel McEneny, County Administrator
- 5.3 10 minutes – Discussion of Procedure for Board of Commissioners Response to Community Members – Board of Commissioners
- 5.4 30 minutes – Commissioners' 2025 Committee Assignments, Discussion 2 – Board of Commissioners

- 5.5 15 minutes – Discussion Regarding Board of Commissioners Meetings Protocols – Commissioner Gabe Shepherd

6. County Updates

- 6.1 10 minutes – County Administrator Updates – Rachel McEneny, County Administrator
- 6.2 30 minutes – Commissioner Updates – Benton County Commissioners

7. Other

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

The 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.

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 01/14/25

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Rick Crager

Phone Extension * 5417666246

Meeting Attendee Name * Rick Crager

Agenda Item Details

Item Title * Letter of Support - Infrastructure Funding Support for the City of Adair Village

- 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 *

The City of Adair is seeking \$12 million in funding for the construction of the new wastewater treatment plant. This funding will help address the community's immediate infrastructure needs and lay the foundation for future growth. Given the limited population of Adair Village (approximately 1,500 residents), financing this project without external support is not feasible. The city has already maxed out its capacity for loans; and additional funding from state, federal, and private sources is essential.

By securing this funding, project, Adair Village will be able to:

- * Support the development of much-needed housing units, helping to alleviate Benton County's housing crisis.
- * Promote sustainable growth, allowing the community to expand without compromising environmental quality.
- * Improve infrastructure that benefits current residents and future generations.

The City of Adair Village is seeking letters of support from key stakeholders, including state representatives and local officials, to enhance its efforts in securing necessary funding. These letters will be submitted with the League of Oregon Cities (LOC) Water Infrastructure Needs Survey to advocate Adair Village's wastewater infrastructure needs.

Options *

Option 1 - Direct staff to prepare a letter of support for Board of Commissioners review and approval

Option 2 - Decline to provide a letter of support

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* Funding would support increased housing and infrastructure and promote sustainable growth without compromising environmental quality.

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* This project will have a positive impact on addressing the needs of housing and providing economic opportunities and growth.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Staff recommend the Board of Commissioners approve providing a letter of support to the City of Adair Village in its effort to secure \$12 million of funding for the construction of a new wastewater treatment facility.

Meeting Motions* I move to ...
...approve providing a letter of support for the City of Adair Village and its effort to secure \$12 million of funding for the construction of a new wastewater treatment facility.

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.

Wastwater Funding Needs Handout.docx 54.59KB

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

Department Approver RICK CRAGER



6030 William R. Carr Ave.
Adair Village, OR 97330
Voice: 541-745-5507
Fax: 541-230-5219

Adair Village Wastewater Infrastructure Improvement Project

Overview:

Adair Village, a growing community in Benton County, Oregon, is in urgent need of wastewater infrastructure upgrades to support future development and address existing capacity constraints. The city's current wastewater treatment plant, which was originally designed for a much larger military base, is outdated and nearing the end of its functional life. As a result, the system is unable to accommodate new housing developments, which are crucial to alleviating the region's severe housing shortage.

Project Background:

- **Current System Capacity Issues:**

Adair Village's wastewater system is at or near capacity, limiting the city's ability to support new housing developments. A proposed 800-unit housing project is currently stalled due to infrastructure constraints, further exacerbating the housing shortage in Benton County.

- **Recent Efforts:**

The city has been working with engineers for over four years to develop a comprehensive wastewater infrastructure improvement plan. This included the completion of a \$2.7 million headworks project, which represents an essential first step in modernizing the wastewater facility.

- **Phase Two - Wastewater Treatment Plant:**

The next phase of the project involves building a new, \$12 million wastewater treatment plant designed to meet the needs of Adair Village for decades to come. This new facility will provide the necessary capacity to accommodate growth, particularly the proposed 800 new housing units, and support ongoing development in the area.

Project Objectives:

- **Increase Capacity:** The new wastewater treatment plant will increase capacity to support growth, including a significant housing development that is critical to addressing the local housing shortage.
- **Modernize Infrastructure:** The replacement of the outdated system will ensure that the community has a modern, environmentally responsible wastewater facility capable of handling the demands of current and future residents.
- **Support Sustainable Growth:** The new facility will provide the infrastructure necessary to ensure the long-term sustainability of the city's development while preserving environmental quality.

Funding Needs:

The city is seeking \$12 million in funding for the construction of the new wastewater treatment plant. This funding will help address the community's immediate infrastructure needs and lay the foundation for future growth. Given the limited population of Adair Village (approximately 1,500 residents), financing this project without external support is not feasible. The city has

already maxed out its capacity for loans, and additional funding from state, federal, and private sources is essential.

Barriers to Funding:

- Debt Capacity: The city has already utilized state and federal loans for other infrastructure projects, creating significant debt burden.
- Limited Financial Capacity: Adair Village’s small population and customer base make it difficult to sustain a \$12 million infrastructure project without significant external funding.
- Staffing Constraints: With limited staff, the city faces challenges in identifying, applying for, and managing multiple funding sources to support this project.

Path Forward:

To address these barriers, the city is seeking letters of support from key stakeholders, including state representatives and local officials, to enhance its efforts in securing necessary funding. These letters will be submitted with the League of Oregon Cities (LOC) Water Infrastructure Needs Survey to advocate Adair Village’s wastewater infrastructure needs.

Community and Economic Impact:

By securing the necessary funding for this project, Adair Village will be able to:

- Support the development of much-needed housing units, helping to alleviate Benton County’s housing crisis.
- Promote sustainable growth, allowing the community to expand without compromising environmental quality.
- Improve infrastructure that benefits current residents and future generations.

Call to Action:

The City of Adair Village is committed to addressing its wastewater infrastructure challenges, but the support of county, state and federal funding programs is essential to completing the project. We urge lawmakers, community leaders, and stakeholders to advocate for increased funding to support small cities like Adair Village that face unique challenges in financing critical infrastructure projects.

For more information, please contact:

Pat Hare
City Administrator
City of Adair Village
Pat.hare@adairvillage.org



Board of Commissioners

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4500 SW Research Way
Corvallis, OR 97333

bentoncountyor.gov

January 9, 2025

RE: Infrastructure Funding Support for Adair Village to Address Housing Needs and Failing Infrastructure

To Whom it May Concern:

On behalf of Benton County, we urge your support for Adair Village's funding request for its Wastewater Infrastructure Improvement Project. This project aligns with the County's 2040 Thriving Community Initiative, particularly the core value of creating vibrant, safe, and livable communities that promote creativity, forward-thinking, a sense of place, and high quality of life.

Adair Village is a growing community in Benton County that is in urgent need of wastewater infrastructure upgrades to support future development and address existing capacity constraints. The city's current wastewater treatment facility is outdated and nearing the end of its functional life. As a result, the system is unable to accommodate new housing developments, which are crucial to alleviating the region's severe housing shortage. Adair Village is seeking \$12 million in funding for the construction of the new wastewater treatment facility.

By securing funding for this project, both Adair Village and Benton County will be in position to create positive community and economic outcomes that include:

- Developing critical housing units that begin to address Benton County's growing housing crisis and effectively help advance the Governor's statewide housing goals.
- Promoting sustainable growth by allowing the community to expand without compromising environmental quality.
- Supporting modernization of aging infrastructure that will more effectively support current residents and future generations.

**RE: Infrastructure Funding Support for Adair Village to Address Housing Needs
and Failing Infrastructure**

January 14, 2025

Page 2

As it relates to the growing housing crisis, Adair Village has already made a significant contribution to this issue by expanding its Urban Growth Boundary to help facilitate the addition of 200 housing units. By successfully securing funding for this project, the city has the potential to move forward on up to 800 additional housing units and make significant progress in supporting the countywide effort of increasing safe, livable, and affordable housing for its community.

Adair Village has the full support of the Benton County Board of Commissioners in completing the work of this essential project.

Sincerely,

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Vice Chair

Gabe Shepherd, Commissioner

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 01/14/25

View [Agenda Tracker](#)

Suggested Placement * Work Session

Department * Board of Commissioners

Contact Name * Maura J Kwiatkowski

Phone Extension * 5417663531

Meeting Attendee Name * Maura Kwiatkowski

Agenda Item Details



Item Title * 2025 Board of Commissioners Proclamation and Events Schedule

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

Estimated Time * 15 minutes

Board/Committee Involvement * Yes No

Advertisement * Yes No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues*

The Board of Commissioners annually identifies proclamations to be included on a meeting Consent Calendar, proclamations to be read during Board meetings, and proclamation-associated events desired by the Commissioners.

Options*

Identify proclamations to be included on a meeting Consent Calendar, proclamations to be read during Board meetings, and proclamation-associated events desired by the Commissioners.

Fiscal Impact*

- Yes
- No

Fiscal Impact Description*

Proclamation-associated events desired by the Board generally include a cost for light refreshments for guests, as well as the cost of any mementos desired by the Board.

2040 Thriving Communities Initiative

Mandated Service?* Yes
 No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values* Select all that apply.

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

Explain Core Values Selections* N/A

Focus Areas and Vision* Select all that apply.

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

Explain Focus Areas and Vision Selection* N/A

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff requests the Board of Commissioners identify proclamations to be included on a meeting Consent Calendar, proclamations to be read during Board meetings, and proclamation-associated events desired by the Commissioners.

Work Session Motions * I move to ...
...approve the proclamations to be included on a meeting Consent Calendar, proclamations to be read during Board meetings, and proclamation-associated events desired by the Commissioners as discussed.

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.

Proclamation Schedule Worksheet.pdf 46.17KB

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

Department Approver RACHEL MCENENY

2025 PROCLAMATION SCHEDULE AND BOARD-SPONSORED EVENTS

Month	Subject Matter	2025	Event?	2024	Event?	2023	Event?
February	February 2024 as Black History Month			✓			
	02/19 Day of Remembrance of Japanese Americans Incarcerated WWII			✓			
March	March 2024 as Women's History Month			✓			
April	April as National Child Abuse and Neglect Prevention Month					✓	
	April 7 - 14 Library Week			✓			
	Public Health Week			✓	✓		
	Proclaiming April 14-20 As Public Safety Telecommunicators Week			✓		✓	
	Crime Victims' Rights Week			✓		✓	
	April 30 as National Therapy Animal Day					✓	
May	Wildfire Awareness Month			✓		✓	
	Historic Preservation Month			✓		✓	
	Community Action Month					✓	
	Asian Pacific Islanders			✓		✓	
	Older Americans Month					✓	
	Mental Health Awareness Month			✓		✓	
	May 19 to 25 Public Works Week			✓			
June	June 19, 2024 as Juneteenth			✓		✓	
	June as 2SLGBTQI+ Pride Month in Benton County			✓	✓	✓	
July	July 26, 2024 as Americans with Disabilities Act Awareness Day			✓			
August	Health Center Week, between August 4 and August 10			✓			
September	September 2024 as Suicide Prevention Month			✓		✓	
	National Preparedness Month					✓	
	Constitution Day - September 5					✓	
October	Hispanic Heritage Month			✓		✓	✓
	Great Shakeout Month			✓		✓	
November	Veterans Day			✓		✓	
	Native American Heritage Month			✓		✓	
	National Rural Health Day/Month			✓		✓	

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 01/14/25

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Sean McGuire

Phone Extension * 0152

Meeting Attendee Name * Sean McGuire, Sustainability Coordinator;
Greg Munn, Chief Financial Officer

Agenda Item Details



Item Title * Commissioners' Priorities for the 2040 Initiative and FY2025-27 Budget

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

Estimated Time * 30 minutes

Board/Committee Involvement * Yes No

Advertisement * Yes No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues * The intent of the discussion is for Commissioners to review and confirm their Priorities for the 2025-27 biennium and 2040 Initiative. The provided Priorities are the same that were approved for the FY2023-25 budget and the basis for current Departmental Goals. Staff will present how the Priorities direct goals and budgets, and the CFO will address any questions on how the 2040 Initiative will once again be embedded in the budget process.

Options * Confirm Commissioners' Priorities

Fiscal Impact * Yes
 No

2040 Thriving Communities Initiative

Mandated Service?* Yes
 No

2040 Thriving Communities Initiative

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Values and Focus Areas

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- 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 discussion addresses all Core Values.

Focus Areas and Vision* Select all that apply.

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

Explain Focus Areas and Vision Selection* The discussion will prioritize the Focus Areas

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Confirm the Commissioners' Priorities. Note: Confirmation does not require, nor does staff recommend, a formal motion.

Meeting Motions* I move to ...
N/A.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

CommissionersPriorities-ReferenceGuide.pdf 219.27KB

Comments (optional)

If you have any questions, please call ext.6800

Department

RACHEL MCENENY

Approver



Commissioners' Priorities of the 2040 Initiative

The following are the five Board of Commissioners' Priorities that address the County's 2040 Thriving Communities Initiative. The Commissioners' Priorities will guide County Departments to identify biennial goals and provide prioritization for the FY2025-27 Budget process. Context and specific examples per Priority were captured by Commissioners to help guide Directors to develop goals and budget proposals.

COMMUNITY RESILIENCY

Climate Crisis – Mitigation: Reducing Greenhouse Gas (GHG) Emissions

- Telework Opportunities and Reducing Travel & Commute Miles
- Virtual/Online Options to Reduce Travel by Public for County Services
- Resource Efficient Construction and Building Standards & Techniques
- Reducing Purchases of Goods & Services

Climate Crisis – Adaptation: Long-Term, Proactive Actions to Prepare for Uncertain Future

- Prepare for Extreme Weather Events (not short-term emergency response)
- Prepare for Changing Habitat, Ecosystems, Non-native Flora & Fauna, etc.
- Adaptation Infrastructure: Bridges, Roads, & Other Structural Design

Social/Community Resiliency

- Supportive Systems & Programs
- Supporting Local Economies & Opportunities

COMMUNITY SAFETY & JUSTICE SYSTEMS IMPROVEMENT

Overarching Principles

- Advance Systemic Approaches
- Increase All Our Communities' Well-Being

Specific Topics & Issues

- Behavioral Health
- Mental Health
- Restorative Justice
- Social Determinants of Health / Public Health

HEALTH & EQUITY IN ALL ACTIONS

Training

- Include & Employ an Equity Lens in Decision-Making
- General & Specific Trainings and Staff Engagement
- Leadership Training: How to Supervise More Appropriately & Meaningfully
- Accommodations & Inclusion

Match Workforce to Communities in Recruitment, Hiring, & Retention

- Broaden Inclusive Recruitment Opportunities
- Review Process to Allow Additional Application Accessibility (not only computer)

HOMELESSNESS & HOUSING INSECURITY

Internal Collaboration & Integration

- Pursue Opportunities to Work with Other Departments & Programs
- Improve Outreach & Engagement to Connect Those in Need with Available Services
- Train & Educate Staff to be Ambassadors to Public with Respect to Specific Resources

Explore & Secure Capacity Resources and Recognize Impacts

- Pursue Innovative Grant Funding or Other Capacity Resources
- Be Creative to Support Initiatives by Landowners, Land Trusts, and/or Non-Profits Interested in Housing Security
- Acknowledge Needs & Provide Support to Cities, Unincorporated Towns, and Rural Areas

RESPONSIBLE GOVERNANCE

- Integrity, Responsibility, Efficiency, & Transparency
- Innovative Community Engagement Tools, Messaging, & Accessibility
- Improving Services Online & In-Person
- Support Inclusive Employee Engagement – Workplace of Choice
- Improve Decision Archives – Board & Ministerial with Searchable Records
- Fiscal Sustainability & Responsibility