AGENDA

BENTON COUNTY BOARD OF COMMISSIONERS
Tuesday, December 20, 2016
Sunset Building
Large Meeting Room (1st Floor)
4077 SW Research Way, Corvallis
(Chair May Alter the Agenda)

12:00 Noon, Board Meeting Room
Public Hearings are heard at 12:00 noon, time certain

Those wishing to speak should sign the “Public Comment” sign-in sheet – Thank you.

I. Opening:
   A. Introductions
   B. Pledge of Allegiance
   C. Announcements

II. Comments from the Public
   A period of no more than 20 minutes is reserved for public comment. Individual comment may be limited to three minutes.

III. Review and Approve Agenda

IV. Consent Calendar (The Consent Calendar is approved with one motion)

   4.1 Appointments to the following Road Districts:
      Mary’s River Estates........Rodger Kirk Schroeder
      Oakwood Heights ............Barbara Chermer
      Rosewood Estates ..........Greg Henderson
      Vineyard Mountain ..........Joseph Heaney
      Westwood Hills .............Mark Keppinger

   4.2 In the Matter of a Resolution Extending Workers’ Compensation Coverage to Volunteers of Benton County – Mary Otley, Finance

   4.3 In the Matter of Approving an Economic Development Resilience Grant (FEMA) – Anne Schuster, Commissioner

   4.4 Minutes of the July 21, 2015 Work Session

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.

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 to the Board of Commissioners Office, (541) 766-6800.
IV. Consent Calendar (Continued)

4.5 Minutes of the July 21, 2015 Meeting
4.6 Minutes of the August 18, 2015 Work Session
4.7 Minutes of the August 18, 2015 Meeting
4.8 Minutes of the September 15, 2015 Meeting
4.9 Minutes of the August 16, 2016 Work Session
4.10 Minutes of the August 16, 2016 Meeting
4.11 Minutes of the September 9, 2016 Work Session
4.12 Minutes of the September 9, 2016 Meeting
4.13 Minutes of the September 20, 2016 Work Session
4.14 Minutes of the September 20, 2016 Meeting

Public Hearings

(Hearings are heard at 12:00 noon, time certain or as soon thereafter as the matter may be heard)

Those wishing to speak should sign the “Public Comment” sign-in sheet – Thank you.

PH 1 In the Matter of a Public Hearing Petitioning for Formation of the Hidden Valley County Service District – Vance Croney, Counsel; Mary Otley, Finance; Chris Bielenberg, Public Works

PH 2 In the Matter of a Public Hearing for Supplemental Budgets (Building Projects; District Attorney VOCA Grant; Fund New Budget Position; Court Security Fund; Special Transportation Fund; Enterprise Operations Fund) – Pat Cochran, Budget

V. Old Business

5.1 In the Matter of Adopting the Written Declaration of Sanctuary – Annabelle Jaramillo, Commissioner

VI. Departmental Reports and Requests

6.1 Discuss and Consider the Proposed Community Development and Public Works Fees for Permits, Applications and Services for FY 2017 – Greg Verret, Community Development; Josh Wheepler, Public Works

6.2 Discuss and Consider the Proposed Natural Areas and Parks Fee Schedule for Large Scale Special Use, Firewood and Application and Permit to Perform Work in Rail Corridor Fees for FY2017 – Jeff Powers, Natural Areas & Parks
VI. Departmental Reports and Requests (Continued)

6.3 Discuss and Consider Approving an Order Proposing a $25.00 Fee to Waive the Three-Day Waiting Period for Marriage License – James Morales, Records

6.4 Discuss and Consider Adopting the Resolution Forgiving Balance of Principle and Interest Due on Inter-Fund Loans Related to Sunset Building Acquisition – Pat Cochran, Budget

6.5 Discuss and Consider Adopting the Resolution Amending the Purpose of the Building Development Reserve Fund – Pat Cochran, Budget

6.6 Discuss and Consider to Move Ahead with the Video Recruitment and Engagement Strategy – Lili'a Neville, Public Information Officer; Christine Hoffman, Human Resources

VII. 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.”

2016 BOC Meeting Changes:

Cancelled December 27, 2016
AGENDA CHECKLIST
BENTON COUNTY BOARD OF COMMISSIONERS
(Page 1 of 2)

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners at any meeting where a Board quorum is expected.

Suggested Placement for this Agenda Item:
☑ BOC Tuesday Meeting
☐ Other:

Suggested Agenda Date: **December 20, 2016**

Department Submitting: **Finance**

Short Title of Agenda Item: **Appointments to the Oakwood Heights, Mary's River Estates, Rosewood Estates, Westwood Hills, and Vineyard Mountain Road Districts**

Contact Person: **Rebecca Seymore**
Phone Extension: **6767**

Person Attending BOC Meeting (REQUIRED):

**Rebecca Seymore**

Person(s) Who Should Receive Signed Documents After Meeting: **Rebecca Seymore**

---

**This Item Involves:** (Check all that apply for this meeting.)

☑ Order/Resolution/Proclamation
☐ Ordinance/Public Hearing:
☐ 1st Reading ☐ 2nd Reading
☐ Public Comment Anticipated:
☐ Estimated Time
☐ Document Recording Required
☐ Contract/Agreement
☐ Appointments
☐ Update on Project/Committee
☐ Discussion Only
☐ Discussion & Action
☐ Special Report:
☐ Oral ☐ Written

If appropriate, have Boards/Committees been involved?
If yes, address under Salient Issues, page 2.

☐ Yes ☐ No ☐ Not Applicable

If appropriate, has this agenda/item been advertised?

Names of Publications **n/a**

Dates of Publication: ________________________________

Reviewed By: **(Signature and Date Required)**

**Margaret Kelley**

___ DATE ___ Department Head

___ DATE ___ Chief Operating Officer

___ DATE ___ County Counsel

___ DATE ___ Budget Office

___ DATE ___ Human Resources

___ DATE ___ BOC Administration

Required for all BOC meetings

Required for all BOC meetings

Required for all legal documents

If appropriate

Required for all personnel actions

Required for all BOC meetings

---

Provide one original or send electronically to Board Staff.

**DO NOT USE STAPLES!**
DATE OF MEETING:
December 20, 2016

TITLE OF AGENDA ITEM:
Road District Appointments

IDENTIFIED SALIENT ISSUES:
Benton County Board of Commissioners are responsible for appointing commissioners for Special Road Districts per ORS 371.338. Oakwood Heights, Mary’s River Estates, Rosewood Estates, Westwood Hills, and Vineyard Mountain Road Districts have submitted names for a term to their respective Road Districts. Special Road District Administration (ORS 371.305 through 371.385)

OPTIONS:
1) Approval.
2) Contact the respective road district for submittal of a new nominee for the commissioner appointment.

FISCAL IMPACT:
None

STAFF RECOMMENDATIONS:
Approval

SUGGESTED MOTION(S):
I move to approve appointing individuals to serve on the following Road Districts: Oakwood Heights, Mary’s River Estates, Rosewood Estates, Vineyard Mountain and Westwood Hills listed in the attached Orders.
BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Appointment to the
Mary’s River Estates Road District

) ) ORDER #D2016-091

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on this Road District:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Term &amp; Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodger Kirk Schroeder</td>
<td>34287 Iris Circle</td>
<td>1/1/17 – 12/31/19</td>
</tr>
<tr>
<td></td>
<td>Philomath, OR 97370</td>
<td>President</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the Mary’s River Estates Road District.

Adopted this 20th day of December, 2016.

Signed this 20th day of December, 2016.

BENTON COUNTY BOARD OF COMMISSIONERS

Annabelle Jaramillo, Chair

Anne Schuster, Commissioner

Jay Dixon, Commissioner
BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Appointment to the
Oakwood Heights Road District
ORDER #D2016-092

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on this Road District:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Term &amp; Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Cherner</td>
<td>8165 NW Oxbow Dr</td>
<td>1/1/17 – 12/31/19</td>
</tr>
<tr>
<td></td>
<td>Corvallis, OR 97330</td>
<td>Treasurer</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the Oakwood Heights Road District.

Adopted this 20th day of December, 2016.

Signed this 20th day of December, 2016.

BENTON COUNTY BOARD OF COMMISSIONERS

Annabelle Jaramillo, Chair

Anne Schuster, Commissioner

Jay Dixon, Commissioner
BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Appointment to the Rosewood Estates Road District ) ORDER #D2016-093

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a willingness to serve on this Road District:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Term &amp; Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Henderson</td>
<td>2392 Newgate Dr</td>
<td>1/1/17 – 12/31/19</td>
</tr>
<tr>
<td></td>
<td>Philomath, OR 97370</td>
<td>President</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby appointed for a term on the Rosewood Estates Road District.

Adopted this 20th day of December, 2016.

Signed this 20th day of December, 2016.

BENTON COUNTY BOARD OF COMMISSIONERS

Annabelle Jaramillo, Chair

Anne Schuster, Commissioner

Jay Dixon, Commissioner
BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Appointment to the
Vineyard Mountain Road District ) ) ORDER #D2016-094

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a willingness to serve on this Road District:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Term &amp; Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Heaney</td>
<td>6940 NW Cardinal Drive</td>
<td>1/1/17 – 12/31/19</td>
</tr>
<tr>
<td></td>
<td>Corvallis, OR 97330</td>
<td>President</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby appointed for a term on the Vineyard Mountain Road District.

Adopted this 20th day of December, 2016.

Signed this 20th day of December, 2016.

BENTON COUNTY BOARD OF COMMISSIONERS

________________________________________
Annabelle Jaramillo, Chair

________________________________________
Anne Schuster, Commissioner

________________________________________
Jay Dixon, Commissioner
BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Appointment to the
Westwood Hills Road District

ORDER #D2016-095

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

IT APPEARING TO THE BOARD

THAT the following is a qualified and knowledgeable individual who has indicated a
willingness to serve on this Road District:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Term &amp; Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Keppinger</td>
<td>7680 NW McDonald Circle</td>
<td>1/1/17 – 12/31/19</td>
</tr>
<tr>
<td></td>
<td>Corvallis, OR 97330</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, IT IS HEREBY ORDERED that the above person is hereby
appointed for a term on the Westwood Hills Road District.

Adopted this 20\textsuperscript{th} day of December, 2016.

Signed this 20\textsuperscript{th} day of December, 2016.

BENTON COUNTY BOARD OF COMMISSIONERS

Annabelle Jaramillo, Chair

Anne Schuster, Commissioner

Jay Dixon, Commissioner
This document must be completed for each agenda item submitted for consideration by the Board of Commissioners at any meeting where a Board quorum is expected.

Suggested Placement for this Agenda Item:

- [x] BOC Tuesday Meeting
- [ ] Other: ____________

Suggested Agenda Date: **December 20, 2016**

Department Submitting: **Finance**

Short Title of Agenda Item: Resolution authorizing Workers’ Compensation coverage for certain volunteers.

Contact Person: **Mary Otley**

Phone Extension: 6767

Person Attending BOC Meeting (REQUIRED):

**Mary Otley**

Person(s) Who Should Receive Signed Documents After Meeting: **Mary Otley**

**This Item Involves:** (Check all that apply for this meeting.)

- [x] Ordinance/Resolution/Proclamation
- [ ] Appointments
- [ ] Ordinance/Public Hearing:
- [ ] Update on Project/Committee
- [ ] 1st Reading  [ ] 2nd Reading
- [ ] Discussion Only
- [ ] Public Comment Anticipated:
- [x] Discussion & Action
- [ ] Estimated Time
- [ ] Special Report:
- [ ] Estimated Time
- [ ] Oral
- [ ] Written

If appropriate, have Boards/Committees been involved?

- [ ] Yes  [ ] No  [ ] Not Applicable

If yes, address under Salient Issues, page 2.

If appropriate, has this agenda/item been advertised?

- [ ] Yes  [ ] No  [ ] Not Applicable

Names of Publications

Dates of Publication:

Reviewed By: (Signature and Date Required)

- [ ] Mary Otley
  - [ ] DATE
  - [ ] Department Head
  - [ ] Required for all BOC meetings

- [ ] Chief Operating Officer
  - [ ] DATE
  - [ ] Required for all BOC meetings

- [ ] County Counsel
  - [ ] DATE
  - [ ] Required for all legal documents

- [ ] Budget Office
  - [ ] DATE
  - [ ] If appropriate

- [ ] Human Resources
  - [ ] DATE
  - [ ] Required for all personnel actions

- [ ] BOC Administration
  - [ ] DATE
  - [ ] Required for all BOC meetings

Provide one original or send electronically to Board Staff.

**DO NOT USE STAPLES!**
DATE OF MEETING:
December 20, 2016

TITLE OF AGENDA ITEM:
Resolution regarding authorization of Workers’ Compensation coverage for certain volunteers.

IDENTIFIED SALIENT ISSUES:
This item was discussed at the December 6, 2016 work session and it was recommended to bring it forward for adoption on that date.

Below is a recap of the purpose of the resolution:

This is an update on Resolution R2005-266, adopted August 2, 2005.

The County’s workers’ compensation provider, City County Insurance Services (CIS) requires entities to identify which volunteers are go be covered by CIS. Other volunteers are covered through another carrier.

Benton County has chosen to cover the public safety volunteers (Search & Rescue) and the court-mandated community service workers/inmates through CIS.

This resolution affirms the coverage election and the assumed rate of pay used to calculate costs.

OPTIONS:
1) Adopt the resolution
2) Don’t adopt the resolution

FISCAL IMPACT:
This has no immediate fiscal impact, it is just affirming current practice.

STAFF RECOMMENDATIONS:
Adopt the resolution.

SUGGESTED MOTION(S):
I move to adopt the Workers’ Compensation coverage for Volunteers resolution.
BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Extending Workers’ Compensation Coverage to Volunteers of Benton County

RESOLUTION R2016 - 020

WHEREAS pursuant to applicable Oregon Revised Statutes (ORS), workers’ compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on City County Insurance Services (CIS) payroll schedule, and verified by audit:

1. ORS 656.031 - Search and Rescue Volunteers – an assumed monthly wage of $1,500 will be used;

2. ORS 656.041 - Court mandated community service workers/inmates on work release who are sentenced by Circuit Court will keep track of their hours and have their assumed payroll reported in Class Code 7720V using the Oregon minimum wage;

3. Volunteer exposures not addressed here will have workers’ compensation coverage if, prior to the onset of the work provided that Benton County:
   a. Provides at least two weeks’ advance written notice to CIS underwriting requesting the coverage.
   b. CIS approves the coverage and date of coverage.
   c. CIS provides written confirmation of coverage.

Benton County agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service, and hours of service and make them available at the time of a claim or audit to verify coverage.

BE IT HEREBY RESOLVED that Benton County will provide workers’ compensation coverage to volunteers as indicated above.

Adopted this 20th day of December, 2016.

Signed this 20th day of December, 2016.

BENTON COUNTY BOARD OF COMMISSIONERS

__________________________________________
Annabelle Jaramillo, Chair

__________________________________________
Anne Schuster, Commissioner

__________________________________________
Jay Dixon, Commissioner
This document must be completed for each agenda item submitted for consideration by the Board of Commissioners at any meeting where a Board quorum is expected.

Suggested Placement for this Agenda Item:  
- BOC Tuesday Meeting  
- Other:  

Suggested Agenda Date: **December 20, 2016**  

Department Submitting: **BOC**  

Short Title of Agenda Item: **CWEDD Economic Resiliency Planning Project**

<table>
<thead>
<tr>
<th>This Item Involves:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Order/Resolution/Proclamation</td>
<td></td>
</tr>
<tr>
<td>Ordinance/Public Hearing</td>
<td></td>
</tr>
<tr>
<td>1st Reading</td>
<td>2nd Reading</td>
</tr>
<tr>
<td>Public Comment Anticipated:</td>
<td>Estimated Time</td>
</tr>
<tr>
<td>Document Recording Required</td>
<td></td>
</tr>
<tr>
<td>Contract/Agreement</td>
<td></td>
</tr>
</tbody>
</table>

Appointments  
Update on Project/Committee  
Discussion Only  
Discussion & Action  

**10-15 mins.** Estimated Time  

If appropriate, has this agenda/item been advertised?  
- [ ] Yes  
- [ ] No  
- [x] Not Applicable

Names of Publications

Dates of Publication:

Reviewed By:  
- (Signature and Date Required)
  - Department Head  
  - Chief Operating Officer  
  - County Counsel  
  - Budget Office  
  - Human Resources  
  - BOC Administration

Provide one original or send electronically to Board Staff.  

**DO NOT USE STAPLES!**
DATE OF MEETING: DECEMBER 20, 2016

TITLE OF AGENDA ITEM: CWEDD ECONOMIC RESILIENCY PLANNING PROJECT

IDENTIFIED SALIENT ISSUES:

OPTIONS:
1) FISCAL IMPACT: $5,000 GRANT MATCH FOR $200K GRANT

STAFF RECOMMENDATIONS: STAFF RECOMMENDS APPROVAL OF GRANT MATCH

SUGGESTED MOTION(S):
I move to authorize a $5,000 grant match payment to Cascades West Council of Governments for the CWEDD Economic Resiliency Planning Project.
Background and Purpose

The Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA) program encourages communities to become more resilient. The HMA Guidance is visionary in its promotion of integrated planning efforts under the Hazard Mitigation Grant Program (HMGP). HMA Grant Guidance Section E.1.3.1 specifically permits planning-related hazard mitigation activities. These include:

- Enhancing economic risk and vulnerability studies, including economic analysis
- Integrating information from mitigation plans with disaster recovery strategies (pre- or post-)
- Integrating information from mitigation plans with comprehensive plans
- Integrating information from mitigation plans with economic development plans
- Integrating information from mitigation plans with capital improvement plans
- Building capacity through delivery of technical assistance and training
- Evaluating adoption or implementation of ordinances that reduce risk or increase resilience

Importantly, under the Hazard Mitigation Grant Program, activities that do not result in the development or full updated of a Natural Hazard Mitigation Plan are permitted. This presents a unique opportunity to enhance local mitigation planning efforts through innovative and targeted planning efforts.

In 2015, the Cascades West Economic Development District (CWEDD) updated its regional (four county) Community Economic Development Strategy. Part of the CEDS update included development of an economic resilience appendix in accordance with new Economic Development Administration requirements. Concurrent with that regional effort, Lane, Linn, Benton and Lincoln Counties have been at various stages of updating their respective FEMA compliant Natural Hazard Mitigation Plans. Notably, the CEDS resilience appendix sought to incorporate high-level risk and vulnerability information from the mitigation plans into the economic planning context.

On completion of the CEDS Resilience Appendix, the CWEDD Board expressed interest, for the first time, in addressing regional economic resilience in a meaningful way. Specifically, the board directed CWEDD staff to investigate opportunities to leverage existing public-private economic development partnerships

---

1 The CWEDD region includes Lane, Linn, Lincoln and Benton Counties
to (1) reduce the vulnerability of businesses in the region with an emphasis on the Cascadia earthquake hazard, (2) align local economic development strategies with pre-event economic recovery planning, and (3) enhance regional collaboration related to economic resilience. This project, when implemented, will result in the following tangible outcomes:

- An enhanced, regional economic risk and vulnerability assessment
- Increased capacity and engagement across the CWEDD region
- A priority set of achievable, regionally relevant, economic risk-reduction and pre-disaster recovery planning projects
- A project implementation strategy grounded in the pioneering Strategic Doing model, developed at Purdue University.2
- A project evaluation report

This project is unique in that it explicitly seeks to engage private sector actors and assets in new and meaningful ways. Given current resource constraints and uncertainties at local, state and federal levels, private sector involvement in mitigation planning is more important than ever.

This Scope of Work (SOW) describes in detail how the CWEDD will partner and collaborate with the Cascades West Council of Governments, Community Service Center (CSC) at the University of Oregon, and other local and regional partners to enhance, integrate and leverage local hazard mitigation and economic development planning activities. This SOW will be implemented through a regional FEMA Hazard Mitigation Grant Program tied to Oregon Presidential Disaster Declaration #4258. This project falls under the HMGP 7% planning set aside. The grant will be administered by the Oregon Military Department’s Office of Emergency Management (OEM).

**Proposed Work Program**

The work will be directed by CSC faculty Bob Parker and Josh Bruce in collaboration with CWEDD staff Phil Warnock and Seth Sherry. The CSC team will include graduate students from the Planning, Public Policy and Management Department at the University of Oregon. The CWEDD team will include staff from the Cascades West Council of Governments.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Year 1 – October 2017 start (~60%)</th>
<th>Year 2 – October 2018 start (~40%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Evaluation Plan</td>
<td>Fall – Develop project evaluation plan and metrics (GTF Fall term)</td>
<td></td>
</tr>
<tr>
<td>II. Research BMPs</td>
<td>Winter/Spring (GTF + CPW Team), summer wrap up as needed (interns)</td>
<td></td>
</tr>
<tr>
<td>III. Economic Risk</td>
<td>Winter/Spring (GTF + CPW Team), summer wrap up (interns)</td>
<td></td>
</tr>
<tr>
<td>Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV. Strategic Doing -</td>
<td>Start summer 2018</td>
<td>Bulk of the work will occur fall – spring 2018 (Faculty + interns)</td>
</tr>
<tr>
<td>Implementation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

2 Strategic Doing is, “a new strategy discipline specifically designed for open, loosely-connected networks. Unlike strategic planning that was designed primarily to guide strategic activity in hierarchical organizations, Strategic Doing is designed for situations in which nobody can tell anybody else what to do. Collaboration is the only way to move forward.”
OPDR will assist CWEDD with administering the five-phase work program. The scope of work below includes a list of parties involved and their specific roles, descriptions of each task, a list of associated work products, a timeline, and documents explaining how the task relates to the six phase planning process described above.

Roles and Responsibilities

**Cascades West Economic Development District:**

- Convene, coordinate and staff the CWEDD Board.
- Coordinate and liaise with participating jurisdictions, organizations, businesses and entities.
- Coordinate and implement public outreach and stakeholder engagement.
- Contribute data and research capacity to complete the Economic Risk Assessment.
- Actively participate in the Strategic Doing process.
- Assist with the evaluation and measurement of project success.
- Present findings and recommendations to the CWEDD board as needed.
- Document $15,000 to $20,000 in direct local match support (e.g. locally funded staff time).

**University of Oregon CSC team:**

- Develop a project evaluation plan.
- Serve as technical resource and subject matter experts in economic resilience.
- Serve as technical resource and subject matter experts in strategic doing.
- Contribute data and research capacity to complete the Economic Risk Assessment.
- Coordinate and facilitate Strategic Doing.
- Assist with the evaluation and measurement of project success.
- Administer and manage the grant funds, including ongoing communication with OEM, preparing and submitting quarterly grant reports, etc.
- Ensure completion and delivery of all project products.
- Document $30,000 in direct local match support (e.g. University funded Graduate Employee and student research time).

**Participating Counties**

- Contribute data as applicable and participate in the Economic Risk Assessment process.
- Ensure county elected official, economic development staff and emergency management participation in the strategic doing workshops.
- Encourage local businesses and economic development stakeholders to participate in strategic doing workshops.
- Contribute up to $5,000 in cash or direct local match.
Phase 1: Evaluation Framework

**Task 1.1**: CCS will begin working on this project in June 2017 with a kick-off meeting to initiate implementation of our work program. At that kick-off meeting, CWEDD will appoint a single staff person as the point of contact for CSC for the duration of the project. We propose having ongoing monthly meetings with the CWEDD staff to coordinate implementation of the CSC work program.

*Task 1.1 Timeline*: Ongoing

*Task 1.1 Product(s)*: Project Management

**Task 1.2**: Consistent with accepted program evaluation practice, CSC will develop an evaluation framework including a logic model. A logic model is a graphic representation of the linkages between programmatic inputs, outputs, and outcomes. The evaluation framework will also articulate the specific metrics CSC will use in the evaluation, as well as the methods we will use to measure the metrics. CSC will develop the program evaluation framework in collaboration with CWEDD staff. The purpose of this task is develop an evaluation framework for assessing plan integration, network collaboration, outcomes, and implementation potential.

CPW proposes to develop the evaluation framework using the following process:

- Hold initial framework meeting with project stakeholders to brainstorm potential dimensions of measurement and methodology for plan review.

- Develop draft framework based on: (1) feedback gathered at the initial framework meeting, (2) through consultation with FEMA and EDA regional representatives, and (3) through interviews with selected CWEDD Board members. At this point, we anticipate that the draft evaluation will be general in nature.

- Hold 1-2 meetings with project stakeholders to discuss the draft framework and plan review methodology as it relates to the following topic areas: hazard mitigation, economic resilience, regional post-disaster recovery. We will discuss specific ideas related to the evaluation framework (both the methodology and the criteria used for the sustainability assessment) to identify which approaches will be most effective and most manageable.

- Present the revised framework at a CWEDD Board meeting for review.

**Participating Higher Education Institutions (University of Oregon, Oregon State University, Community Colleges, etc.)**

- Contribute data as applicable and participate in the Economic Risk Assessment process.
- Ensure university government affairs, finance, and emergency management representatives participation in the strategic doing workshops.
- Contribute up to $10,000 in cash or direct local match.

**Oregon Emergency Management (OEM):**

- Provide administrative oversight on grant.

**Scope of Work**

The following scope of work is organized by phase.

**Phase 1: Evaluation Framework**
**Task 1.2 Timeline:** Fall 2017

**Task 1.2 Product(s):** Plan evaluation framework (criteria for sustainability assessment and methodology for plan review)

### Phase 2: Best Practices and Case Studies

**Task 2.1:** CSC will review existing resources related to regional economic resilience and pre-disaster recovery. The state of the discipline is changing rapidly due to increasing interest, attention and research related post-disaster economic mitigation, recovery, and resilience. To better understand the state of the discipline and to identify best practices, CSC will review existing EDA and National Association of Development Organization studies and reports related to economic resilience. In addition, CSC will also conduct three to five case studies of regional efforts focused on economic resilience. The purpose of the case studies is to (1) understand the range of operational models that exist, (2) identify what factors lead to success (or failure) of regional economic resilience efforts, and (3) document the pre- and post-event economic characteristics of regions engaged in economic resilience efforts.

**Task 2.1 Timeline:** Winter 2017 through Spring 2018

**Task 2.1 Product(s):** Best Practice and Case Study Report

### Phase 3: Complete Economic Risk and Opportunities Assessment

**Task 3.1:** The focus of this phase will be to conduct an enhanced economic resilience assessment. TO BE COMPLETED

**Task 3.1 Timeline:**

**Task 3.1 Product(s):** Enhanced regional economic risk and opportunity assessment

### Phase 4: Administer Strategic Doing Process

**Task 4.1:** TO BE COMPLETED

**Task 4.1 Timeline:**

**Task 4.1 Product(s):**

### Phase 5: Project Evaluation, Metrics and Measurement

**Task 5.1:** TO BE COMPLETED

**Task 5.1 Timeline:**

**Task 5.1 Product(s):** County Commissioner Briefing

### Deliverables

To be completed

### Schedule

To be completed

### Budget

To be completed
Chair Dixon called the meeting to order at 9:04 a.m.

I. Opening:
   A. Introductions
   B. Announcements

There were no announcements.

II. Comments from the Public

No comments were offered.

III. Review and Approve Agenda

The following items were added to the agenda:
   5.1 Designating staff for Property and Bargaining Unit negotiations – Vance Croney, County Counsel

IV. Work Session

4.1 9:00 a.m. – Discuss a Request to Change the Purpose of Previously Allocated Funds for Habitat for Humanity – Karen Rockwell, Jen Costa and Joe Whinnery, Habitat for Humanity

Whinnery stated that unfortunately Karen Rockwell, the Executive Director, is ill, so he and Baker will be making the presentation on her behalf. In the big picture, Habitat for Humanity (Habitat) has been reshaping its mission somewhat by adding home repair to their mission along.

Baker stated that the mission of Benton Habitat is to help create habitable housing in the community. In their existence they have completed 34 builds with the 35th home breaking ground in Philomath this year. The ReStore, which opened in 2004, also supports the mission by
providing revenue, volunteer opportunities, and by recycling building materials. The home repair program has been in place for four years and assists homeowners with repairs by providing labor and low or no-interest loans.

Whinnery stated that the number of requests for the repair program’s services is growing as word has spread; the labor is volunteer based to provide repairs that would otherwise be unaffordable for their service population. The Habitat repair program has completed roofing repairs and received a call for assistance with plumbing repair for a family living in a travel trailer; Habitat was able to find and rehabilitate a single-wide manufactured home that could be placed on the existing property for the family in the travel trailer. Whinnery stated that one of the things he likes is that the repair program has provided opportunities for more work out in the rural areas of the county rather than concentrating on Corvallis like the building program. The last few repair projects have been located south of Monroe, near to Bellfountain Road, and in Alsea. Currently, Habitat is receiving a substantial number of requests from residents who live in manufactured homes, in part because there are no other programs that will work on manufactured homes. In response to a question from Dixon, Whinnery stated that Habitat has been working with other community groups such as Community Services Consortium (CSC) and other governments, though CSC’s program has recently ended; those partnerships and changes have spurred their current request of the County.

Baker added that their work and request to the County ties in very closely to the County’s overall goals in the Comprehensive Plan relating to housing. According to the Census, 79% of the housing stock in the County was built before 1979 which shows that there will be an increased need for repairs as the homes continue to age. In response to a question from Jaramillo, Baker stated they have also received an increase number of requests from Alsea, Monroe, and Philomath.

Whinnery stated that much of the need has been coming from trailer parks, where there is typically a concentration of low-income residents. While there are not many trailer parks in the County, there are a large number of manufactured homes in rural areas. Some repair requests have been for as little as $400 to help seal a roof that the 94-year old owner could not do himself.

Baker said that with the increased need, Habitat is asking the County to join in partnering in the program effort; they have recently received grants from Meyer Memorial Trust that have allowed the purchase of a vehicle and have had an AmeriCorps staff member placed in their organization to build their capacity. The OSU Folk Club Thrift Store has also made a donation to the program.

Whinnery added that one other major source of requests is from residents who have increased needs for access, such ramps, to their homes as they age.

Whinnery and Baker discussed the volunteer programs, compliance with building regulations, and the qualifications for the programs. Once a project has been completed, the licensed general contractor who supervises all of the work will sign off on the project. Any work required to be completed by licensed and bonded plumbers or electricians must be included in the cost of loan. In response to a question from Dixon, Whinnery stated that Habitat is trying to stabilize the program by seeking more grants. The Hilltop project will not be going forward at present due to the costs to improve the area for utilities and access; the intent was to create a mixed community but they have not been able to find a way to fund the project. The property owners continue to support the idea of a mixed residential project with affordable housing included with market-rate
housing. Habitat did not have a strong response to their most recent request for proposals for partners on the project.

Jaramillo stated that the Oregon Solutions group is currently working with a mobile home park in the Springfield area, which shows the interest in the region about addressing the needs of such communities. It is possible that some of the communities in the county could be considered for this type of work.

Whinnery discussed the challenges involved in managing construction projects that rely on volunteers with special skills and the tools to get the work done. Repeatedly depending on that small group creates a long-term dilemma.

Aloia discussed the differences in the intents of the request that may be made for the use of the County’s funds previously dedicated to the Hilltop project; for instance if the intent is to use the County funds to pay for staff or vehicles that request may be looked at differently than if the funding was to be used for providing loans that are to be repaid in a self-sustaining cycle.

Whinnery stated that the Habitat’s treasurer, who is also the County’s Budget Officer, and the Executive Director could provide more information on how the funding may be used. The board of directors is very diverse and has a strong interest in the repair program.

In response to a question from Schuster, Aloia stated that the $100,000 set aside for the Hilltop project was from old Community Development Block Grant (CDBG) funding and remains in the County’s pool.

Dixon stated that in general, the County does not fund non-profit agencies; some exceptions are made based on the County’s needs.

In response to a question from Dixon, Whinnery stated that if the County funding is not provided then the organization would need to go through more internal reviews to see how the program could go continue. He added that they have partnered with each of the cities and fill a niche that has not been addressed any other way.

Dixon stated that the Board will need to discuss the request and the long-term impact of the decision for the County.

4.2 9:30 a.m. – Discuss Proposed Expansion of Resilience & Sustainability Program – Greg Verret, Community Development

Verret stated that this discussion was initiated at a Goal Setting meeting several months ago; a team of staff from several departments have worked to create a program concept and he wanted to be sure that their proposal matches the Board’s vision.

Aloia commented that the inclusion of Health Department staff working on Smart Growth was a positive inclusion because the Smart Growth group is working on sustainability issues as well.

Verret said that staff will create a new program title after the new coordinator is brought on board.

Jaramillo stated that using the term “sustainability” may be placing the program in too simplistic a light, the program may be able to build community resiliency and provide long-term planning for the needs of the communities.
Dixon commented that the National Association of Counties is developing a movement towards resiliency; “sustainability” seems to have steered itself more towards resource management.

In response to a question from Aloia, Verret stated that one concern with using the term “resiliency” is that historically, in this area, there has been a lot of work done on climate change resiliency, so that may be assumed to be focused too narrowly based on local historical usage.

Jaramillo stated that she read the draft program and approves of the direction staff has been taking in the proposal. Past Sustainability Committee efforts have tended to focus solely on one leg of the sustainability effort, the natural resources leg; however, many of the activities in the Health Department also contribute to the sustainability of the community.

Aloia concurred, and clarified that the wider County efforts have moved forward on all three legs, such as the Health Departments Community Health Improvement Plan work to improve the overall health of the community.

Schuster stated that staff captured the previous discussions very well, one item that should be added is the stormwater treatment demonstration program at Avery.

Diewechter added that transportation and housing are also concerns that Health staff are working on; staff will be reviewing the Healthy Active Community Engagement (HACE) program and see where they would like the program to go and the needs it can address.

Verret continued the discussion by saying that one of the goals of the project is to incorporate the sustainability philosophy into all of the decisions made in the County, similar to the “health in all policies” efforts. The other goal is to reach out to the communities that lack the capacity to conduct many of these efforts on their own. He has presented the plan to the Environmental Issues Advisory Committee (EIAC) for their input and has incorporated their suggestions.

Aloia stated that one of the efforts he would like the coordinator work on is to create an inventory of sustainability efforts that includes the social and economic projects conducted by the departments. Such an inventory could be reviewed at budget time to see how resource allocation could positively impact movement in those efforts. With the new staff person coming on board he wants to be sure that the transition and expansion plan is well documented and coordinated.

Jaramillo commented that the coordinator will not necessarily be conducting projects, specific activities could be assigned out to the departments.

Wheeler cautioned the board about adding projects to department staff’s existing work plans.

Aloia replied that one thing this program will do is provide him with information so that he can make resource allocations to complete the work the Board would like to see performed.

Jaramillo clarified that she does not want to see this position being assigned projects on their own.

Aloia added that the original thought was a 1.5 FTE program and staff compromised on a 1.0 FTE; the plan and program will be reviewed on an ongoing basis with an evaluation of the program’s needs and accomplishments.
Verret added that there may be opportunities to bring in interns and volunteers to help where appropriate.

Aloia concurred and stated that this program would also allow the County to be a role model for others in the community. In the next biennium the Board will want to see how effective the program is compared to the funding provided.

Schuster suggested finding a project management system that could inventory and provide baseline data for the program.

Aloia replied that the work that the Board is expecting of the new position is very different from the work that has been done by the program in the past, which may lead to some initial frustration.

Dierwechter commented that this kind of plan may also be addressed in the strategic plan update and review.

Aloia said that it may be a good idea to establish a higher-level strategic committee to guide the resiliency work in addition to the work of the current Sustainability Committee.

Verret stated that the recruitment has just started and, ideally, they will have someone on board in October; the current 0.5 FTE position expires in December 2015, which provides time for some helpful overlap.

Aloia cautioned the Board that the operational budget may have been created a little lower than will be necessary and may need some supplemental funding. Once hired, it would be good for the new person to come to a Goal Setting meeting to discuss the direction of the program with the Board. The staffing portion of the budget is solid, but the related cost areas may need some adjusting.

4.3 10:00 a.m. – Discuss Mural on Board of Commissioners Building – Anne Schuster, Commissioner; Kevin Perkins, BOC Staff

The Board discussed the mural proposals that may be selected for the Jackson Street wall of the Board of Commissioners.

MOTION: Jaramillo moved to negotiate with Mr. Camacho to create the mural. Schuster seconded the motion, which carried (3-0).

ACTION: Perkins will work with Camacho to schedule a meeting with the Board for July 28, 2015.
V. Other

5.1 Designating staff for Property and Bargaining Unit negotiations – Vance Croney

The Board and staff discussed the need to designate negotiators for property acquisitions and another group for bargaining unit negotiations.

MOTION: Jaramillo moved to designate Aloia and Bielenberg as the County’s negotiators for property purchases. Schuster seconded the motion, which carried (3-0).

MOTION: Jaramillo moved to approve designating Martineau and Aloia to negotiate with the Oregon Nursing Association (ONA) and the American Federation of State, County, and Municipal Employees (AFSCME). Schuster seconded the motion, which carried (3-0).

Dixon adjourned the meeting at 11:16 a.m.

Jay Dixon, Chair

Kevin Perkins, Recorder

*NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.
MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS
Tuesday, July 21, 2015
Board of Commissioner’s Building
205 NW 5th Street, Corvallis, Oregon
12:00 a.m., Board Room

Present: Jay Dixon, Chair; Annabelle Jaramillo, Commissioner; Anne Schuster, Commissioner; Dennis Aloia, Chief Operating Officer; Vance Croney, County Counsel

Staff: Kristin Anderson, Community Development; Laurel Byer, Public Works; Dawn Dale, Mary Otley, Finance; Tracy Martineau, Human Resources; Rick Osborn, Public Information Officer; Kevin Perkins, BOC Recorder; Greg Ridler, Sheriff’s Office; Barb Schatz, Juvenile; Rebecca Taylor, Board of Commissioners Office

Guests: Nathan Brunell, Jeff Precourt, Gazette-Times; Derek Godwin, Maggie Livesay, OSU Extension

I. Opening

Chair Dixon reconvened the meeting at 12:04 a.m.

A. Introductions
B. Pledge of Allegiance
C. Announcements

There were no announcements.

II. Comments from the Public

No comments were offered.

III. Review and Approve Agenda

No amendments were made to the agenda.

IV. Consent Calendar

4.1 In the Matter of Approving the Renewal of Intergovernmental Agreement with Linn County Department of Health Services for Mental Health Services – Barbara Schatz, Juvenile

4.2 In the Matter of Approving the Renewal of Intergovernmental Agreement with Oregon Department of Transportation for the Youth Litter Patrol Program – Barbara Schatz, Juvenile
4.3 In the Matter of Approving the Intergovernmental Agreement for Veteran's Services with Oregon Cascades West Council of Governments for 2015-17 Biennium - Pat Cochran, Budget

4.4 In the Matter of a Notice of Intent to Submit for Grant Funds from the Local Bridge Program for Hubbard Road Bridge – Laurel Byer, Public Works

4.5 In the Matter of a Notice of Intent to Submit for Grant Funds from the Local Bridge Program for Alpine Road Bridge – Laurel Byer, Public Works

4.6 In the Matter of Submitting a Grant Application to State of Oregon, Department of Human Services for Outreach, Enrollment and Navigation Services – Kelly Volkmann, Health Department

4.7 Minutes of the May 19, 2015 Meeting

MOTION: Schuster moved to approve the Consent Calendar of July 21, 2015. Jaramillo seconded the motion, which carried 3-0.

PH 1 In the Matter of a Continued Public Hearing and Potential First Reading Amending Chapter 51 of the Development Code, Ordinance No. 2015-0267 – Greg Verret and Kristin Anderson, Community Development

Dixon resumed the public hearing at 12:05 p.m.

Verret stated that this hearing was continued from June 2, 2015; it was separated out from a larger set of code amendments that were adopted at the prior meeting. The remaining item revolves around a recommendation to change publication requirements. At this point, the Board could adopt the amendments as proposed, or adopt a modified portion of the amendment. Verret reviewed the proposed changes to the notification procedures, one of the most significant changes involves moving the timing of one publication requirement to be the time of application rather than at the time of decision, which would give residents more time for comment rather than simply leaving them with an appeal as their only recourse. The other recommendation would reduce the number of application types that are required to publish notices in the newspaper.

Dixon commented that changing the timing of the notices makes sense, providing information before an action occurs would be much more effective.

Jaramillo added that moving the timing of notices earlier in the application process is acceptable; the other recommendation to eliminate notice requirements on some applications is more problematic.

Verret concurred and stated that the version of the amendments previously included in the meeting materials would have reduced the number and type of application notices to be published, in addition to the timing piece; the second version that staff distributed during the meeting contained only changes to the timing of publications.

Schuster confirmed with staff that one of the goals of reducing the types of applications requiring publication was to decrease application costs. Removing a publication requirement could save applicants about $200 each.
Dixon commented that publication is especially important these days with the public clamoring for more information rather than less.

In response to a question from Schuster, Verret confirmed that at this time the applications are not posted on the website, but that is an item to change.

Public Testimony

The public testimony and public record portion of the public hearing was closed. The Board deliberated.

The public hearing was closed at 12:22 p.m.

**MOTION:** Jaramillo moved to conduct the first reading of Ordinance 2015-0269 approving the Development Code amendment requested in File LU-15-018, based on the Findings and Conclusions contained in the ordinance, and staff report and as modified by Exhibit 1 of the Board meeting of this date. Schuster seconded the motion, which **carried 3-0**.

Dixon conducted the first reading of the Ordinance; the second reading will be held on August 4, 2015.

V. New Business

5.1 Discussion and Decision to Adopt a Resolution to Explore Extension Service District Formation – Derek Godwin and Maggie Livesay, OSU Benton County Extension Service

Godwin stated that the resolution provides a brief background about the need of the service district and states the County’s support for the next step which is approaching the cities to ask for their agreement to be a part of a service district. The Extension Office is looking to submit the issue to the voters in either May or November of 2016.

Aloia clarified that the resolution allows the formation effort to proceed and authorizes the Extension Office to seek support from each of the cities.

Croney stated that, by statute, a county service district cannot include an incorporated city without that city passing a resolution expressing their desire to be included in the district.

**MOTION:** Jaramillo moved to adopt Resolution No. R2015-023 To explore OSU Extension Service District formation. Schuster seconded the motion, which **carried 3-0**.

5.2 Discussion and Decision to Approve a Bond Expense Resolution – Dennis Aloia, Chief Operating Officer; Vance Croney, County Counsel

Aloia stated that this resolution is in anticipation of the Board putting forward a ballot measure for a jail construction bond in November 2015. The resolution makes costs eligible for reimbursement from the bond proceeds; this is a technical legal issue to capture costs from a bond if it is approved by the voters.
Croney clarified that if the resolution is not adopted then only costs after the bond is approved would be eligible for reimbursement from bond proceeds.

Aloia added that if the bond is not approved by voters then the County will bear the costs.

**MOTION:** Schuster moved to approve the Resolution authorizing reimbursement for pre-ballot measure expenses. Jaramillo seconded the motion, which **carried 3-0.**

**VI. Departmental Reports and Requests**

**6.1 Discussion and Decision to Approve 2015-16 Salary and Benefit Recommendations for Non Represented Employees – Tracy Martineau, Human Resources**

Martineau stated that the County has been using the Employment Cost Index to establish the market rate for the County’s position; for the current year the estimated change would be 2.5%. The second component of the agenda item would be to move non-represented employees from the step-based system to a percentage-based range. The third piece is the division of health care costs between the employer and staff. The American Federation of State, County, and Municipal Employees (AFSCME) contract states that any cost increase over 5% will be evenly split between the county and staff. Her recommendation is to move the employee insurance ratio to go to the employees paying 11.9% of the premium.

Jaramillo stated that staff worked with Lifewise prior to the budget process to manage costs and added that the increases are included in the next biennial budget.

**MOTION:** Jaramillo moved to approve implementing the percentage based salary ranges and progression for non-represented employees; the 2.5% ECI adjustment to the non-represented salary schedule for fiscal year 2015-2016; and the Employee/County premium share to 11.9%/88.1%. Schuster seconded the motion, which **carried (3-0).**

**6.2 Discussion and Decision to Approve 2015-16 Salary and Benefits Recommendation for the Sheriff – Tracy Martineau, Human Resources**

Martineau stated that this action will establish the compensation for the Sheriff; traditionally the Board has treated the Sheriff in the same manner as the non-elected department heads, which would result in a 2.5% increase.

**MOTION:** Schuster moved to approve a 2.5% increase to the Sheriff’s salary for fiscal year 2015-16 to be effective July 1, 2015. Jaramillo seconded the motion, which **carried (3-0).**

**6.3 Discussion and Decision to Approve 2015-16 Stipend Recommendation for the District Attorney – Tracy Martineau, Human Resources**

Martineau stated that the District Attorney’s (DA) compensation is more complex because the salary is shared between the State and County; the State provides the majority of the salary with Benton County providing an additional stipend. Typically, the Board has increased the DA’s salary by the same rate as non-elected department directors; the 2.5% would be calculated based on the entire salary, not only the County portion. In response to a question from Aloia,
Martineau stated that her latest information from the state indicates that there will not be an across the board increase for DA’s or, at best, it is still under discussion.

Aloia stated that in years that the State does not increase the DA’s salary the 2.5% increase should be calculated based on his entire salary, including the state portion, and that amount would then be applied to the County stipend.

MOTION: Jaramillo moved to approve the District Attorney’s $30,157 annual stipend paid by the County for 2015-16, effective July 1, 2015. Schuster seconded the motion, which **carried (3-0)**.

Jaramillo added that the Board has discussed the compensation philosophy with the DA and will continue to have those conversations in the future.

**VII. Executive Session, ORS 192.660(2)(d) Labor Negotiations**

7.1 Tracy Martineau, Human Resources

Dixon recessed the regular session of the Board of Commissioners at 12:40 p.m. to convene an Executive Session under ORS 192.660(2)(d) **Labor Negotiations**.

Executive Session was adjourned at 12:51 p.m. and the regular session immediately reconvened.

MOTION: Jaramillo moved to approve the proposed salary ranges and allocate the nurses to the ranges, to be effective FY15-16 contingent upon approval by the Oregon Nurses Association (ONA). Schuster seconded the motion, which **carried (3-0)**.

**VIII. Other**

No other items were discussed.

**IX. Adjournment**

Dixon adjourned the meeting at 12:52 p.m.

______________________________  ______________________________
Jay Dixon, Chair  Kevin Perkins, Recorder

*NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.*
MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS
Tuesday, August 18, 2015
Board of Commissioner’s Building
205 NW 5th Street, Corvallis, Oregon
9:00 a.m., Board Room

Present: Jay Dixon, Chair; Annabelle Jaramillo, Commissioner; Anne Schuster, Commissioner; Dennis Aloia, Chief Operating Officer; Vance Croney, County Counsel

Staff: Mitch Anderson, Gordon Brown, Bill Emminger, Health; Justin Carley, Abe Griswold, Tanner Sparks, Sheriff’s Office; Kevin Perkins, BOC Recorder; Adam Steele, Public Works; Rebecca Taylor, Board of Commissioners’ Office

Guests: Brian May, Julie Jackson, Rachel Snyder, Aaron Vance, Owen McNabb, Randy Halcom, Republic Waste

Chair Dixon called the meeting to order at 9:04 a.m.

I. Opening:
   A. Introductions
   B. Announcements

There were no announcements.

II. Comments from the Public

No comments were offered.

III. Review and Approve Agenda

The following items were added to the agenda:
   5.1 Jail Discussion – Jay Dixon, Commissioner

IV. Work Session

   4.1 9:00 a.m. - Presentation of Republic Services Annual Report and Discussion and Decision of the Refuse Rate Index Adjustments – Bill Emminger and Gordon Brown, Environmental Health

Brown clarified that this item is only to address the annual landfill report, not the Refuse Rate Index Adjustment. He reviewed the contents of the report, which was included in the meeting materials. He would also like to discuss alternative methods to capture and recycle more of the construction waste in the near future. The franchise agreement is set for renewal in 2020 so he feels it is a good time to begin discussing options. The County and Republic have discussed adding a Materials Recovery Facility to the franchise agreement for Coffin Butte.

Jackson reviewed discussions that are being held around the state about materials recovery efforts; the Oregon Department of Environmental Quality (DEQ) has been looking to set their
The Board and Republic staff discussed community options and partnerships to work on waste concerns and projects within the community.

**MOTION:** Jaramillo moved to forward the report to the Consent Calendar of September 1, 2015 for approval. Schuster seconded the motion, which **carried (3-0).**

### 4.2 9:30 a.m. – In the Matter of Increased Medical, Dental and Mental Health Fees in the Community Health Clinics – Morry McClintock, Health Department

McClintock reviewed the proposed fees as detailed in the meeting materials. The process to adjust the fees was a bit different than prior years’ methods. This year it is based on an increased amount of information about medical fees on a national and state basis, rather than only local or regional information, and a review of rates from private medical providers. He reviewed the philosophy behind the sliding scales and fee setting methodology.

**MOTION:** Jaramillo moved to the Consent Calendar of September 1, 2015. Schuster seconded the motion, which **carried (3-0).**

### 4.3 10:00 a.m. – Discussion of the Community Corrections Plan for 2015-17 – Justin Carley, Probation and Parole

Carley reviewed the Oregon Department of Corrections’ (DOC) requirements for the plan and provided an overview of Benton County’s plan. The State requires the Board to approve the plan and enter into an intergovernmental agreement (IGA) with the DOC. Benton County’s share of the overall state budget will be just over $2.7 million for the biennium, which is an increase of about $100,000. Carley reviewed the programs provided by the parole and probation office which includes work crew, sex offender treatment, and transition programs.

The Board and staff discussed the programs conducted by the parole and probation department in the community.

**MOTION:** Schuster moved to send this item to the consent calendar of September 1, 2015. Jaramillo seconded the motion, which **carried (3-0).**

### 4.4 10:30 a.m. – Discussion of the Proposed Benton County Policy for Public Use of Meeting Rooms – Kevin Perkins, Board Staff

Perkins reviewed the proposed policy that would govern the use of the County’s meeting rooms by the public. The eligible groups would continue to be restricted to non-profit groups, County contractors; and other governmental agencies, which has been an informal rule for many years. The policy has been reviewed by the Policy Oversight Commission and has been posted for review by the County staff.

**MOTION:** Jaramillo moved to forward the proposed policy to the Consent Calendar of September 1, 2015. Schuster seconded the motion, which **carried (3-0).**
V. Other

5.1 Jail Discussion -- Jay Dixon, Commissioner

Dixon reviewed some of the inaccuracies in the recent newspaper articles and editorials in the Gazette-Times.

Aloia stated that there is some information requested in the editorials that does not exist, but the County does have the financial projections created by staff. The operating estimates do not include the costs of construction. It would be possible to have a conference with the media to show them the internal schematic and allow the Sheriff or former sheriff to describe the staffing based on the design and the associated projected budgets. The other concern is that the option levy will still be needed to operate the jail, which is an issue that needs to be aired as well.

The Board and staff discussed how to best present the information that the public requested.

Croney commented that the Board needs to be very careful what they ask Osborn to do, even in his off hours, to avoid violating public ethics laws. The Court of Appeals decisions have shown that there is little distinction between an appointed public official’s time, even outside of work, particularly for Public Information and Press Officers.

Dixon adjourned the meeting at 11:08 a.m.

Jay Dixon, Chair
Kevin Perkins, Recorder

*NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.*
MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS
Tuesday, August 18, 2015
Board of Commissioner’s Building
205 NW 5th Street, Corvallis, Oregon
12:00 a.m., Board Room

Present: Jay Dixon, Chair; Annabelle Jaramillo, Commissioner; Anne Schuster, Commissioner; Dennis Aloia, Chief Operating Officer; Vance Croney, County Counsel

Staff: Chris Bielenberg, Josh Wheeler, Public Works; Lisa DeGraff, Jeff Powers, Natural Areas and Parks; Jeff Doty, Elections; Leroy Fenn, Sheriff’s Office; Morrie McClintock, Health; Kevin Perkins, BOC Recorder; Rebecca Taylor, Board of Commissioners Office; Greg Verret, Community Development

Guests: Bennet Hall, Gazette-Times

I. Opening

Chair Dixon reconvened the meeting at 12:01 p.m.

   A. Introductions
   B. Pledge of Allegiance
   C. Announcements

There were no announcements.

II. Comments from the Public

No comments were offered.

III. Review and Approve Agenda

The following changes were made to the agenda:

   6.1 Health Facilities – Jay Dixon, Commissioner

IV. Consent Calendar

   4.1 In the Matter of an Appointment to County Road District:
       Brownly-Marshall ...............Kellie Neet
   4.2 In the Matter of Appointments to Advisory Boards/Committees/Commissions:
       Norah Stormiol.....................Library
       Christine Hauser.............Planning
       Becky Mutschler ..............Special Transportation
   4.3 In the Matter of Approving Funding for Phase I of the Capital Improvement Project for the Courthouse Seismic Upgrade – Josh Wheeler, Chris Bielenberg; Public Works
4.4 In the Matter of Adopting a Resolution to Participate in the “Stepping Up” Initiative – Mitch Anderson, Health Department

4.5 In the Matter of Renewing an Intergovernmental Agreement Between Benton County and the Linn-Benton-Lincoln Educational Service District to Provide the Service of Truancy Citations for the 2015-2017 Biennium – Scott Jackson, Sheriff

4.6 In the Matter of Producing a Benton County Voters’ Pamphlet for the November 3, 2015 Special Election – James Morales, Records and Elections

4.7 Minutes of the February 24, 2015 Meeting

4.8 Minutes of the March 24, 2015 Meeting

4.9 Minutes of the July 27, 2015 Meeting

MOTION: Jaramillo moved to approve the Consent Calendar of August 18, 2015. Schuster seconded the motion, which carried 3-0.

PH 1 In the Matter of a Continued Public Hearing of the Shrewsbury Social Gathering Permit and Letter of Request for Approval of a Five-Year Social Gathering Permit – Jeff Powers, Natural Areas and Parks

Dixon continued the public hearing at 12:04 p.m.

Staff Report
Powers stated that this is a continuation of the hearing begun on August 4, 2015; he followed up on matters that were deemed incomplete at the prior hearing. He apologized for the errors in the prior hearing and has sent out an additional 48 notices to landowners in Polk County and re-advertised the hearing as well. Four other conditions were deemed incomplete, subsequently three of the four items have been completed, but there are some questions remaining about the contract with the portable toilet provider. The Oregon Department of Transportation (ODOT) has signed the permits within its jurisdiction necessary for the event. In response to a question from Schuster, Powers stated that there have been some questions over the nature of signs, advertising versus directional, and which signs were in the public right of way, but he is working to ensure that at a minimum, none create a traffic hazard and he will be following up with ODOT on the question over the nature of the signage. The question of the temporary structure will be addressed by Community Development staff. The one remaining issue is the Oregon Liquor Control Commission (OLCC) license to serve alcohol at the event; the Sheriff’s Office has received the application and it has been forwarded to OLCC for decision.

In response to a question from Jaramillo, Verret stated that the temporary structure in question is a portable structure used for the storage of kegs. The structure is on wheels and in the off-season it is not used at all or if it is then it is used for farm-related purposes, which renders it allowable year round. If it were permanent or occupied by persons then it would need to be properly permitted; staff are satisfied that the structure is temporary or for farm use.

Dixon reopened the public testimony, but asked that testimony not repeat what was offered at the prior hearing.
Public Testimony
Bertie Stringer, Blodget
Stringer read her testimony into the record (Exhibit 1). In response to a question from Schuster, Stringer stated that she is unaware of a small fire in prior years.

Marshan Dunham, Blodgett
Dunham read his statement into the record (Exhibit 2). In addition to his written statement, he added that as a professional EMT he keeps his radio with him during the event and stays in contact with area dispatch and other safety resources; he also ensures that the event staff is aware he can make contact if an emergency occurs. He also discussed the fire prevention measures, which includes a roadway that acts as a firebreak, the requirement for every booth to have a fire extinguisher and the presence of a water truck that is kept on-site specifically for response to fire.

Brienna Sounheim, Tracy Landeau, Monmouth
Landeau reiterated her position that the Faire belongs in Philomath rather than in King’s Valley. She asked County staff to clarify some of the dates contained in the application; Dixon directed her to speak to staff after the hearing. She added concerns about another building on the property, about communications in the area, and concerns about the timing of the receipt of documentation.

Sounheim reiterated her concerns about fire dangers and about the insurance coverage. She has an email from the Oregon Department of Forestry (ODF) stating that they will not stage a tanker at the festival; additionally, she stated that if the environmental conditions persist ODF may not grant a permit for a fire of any kind. She quoted from an email from a staff person at ODOT stating that they do not differentiate between directional and advertising signs. She also stated concerns about temporary fencing in certain areas. She asked that the Board deny the permit, but if approved she asks that it be approved for only one year and hold another hearing next year. She feels that the application and information are incomplete.

Jaramillo stated that she has spoken to other residents in the area who enjoy having the event so that there is a mixed opinion in the area. She also recognizes that there can be discrepancies in the email timeframes and that can happen without malice.

Applicant Testimony
Jackie Hughes, Philomath
Hughes stated that they are working with new service vendors and had sent off the contract and not received a response, it is the vendor’s busy season and it had taken weeks to get the actual contract returned. She cannot force vendors or government agencies to work faster than they are able. She stated that the vendor had signed the contract in July but did not return it to Hughes until today.

The public testimony and public record portion of the public hearing was closed. The Board deliberated.
Jaramillo stated that the Board has been through this issue many times and is still comfortable that a 5-year permit is appropriate.

The public hearing was closed at 12:44 p.m.

**MOTION:** Jaramillo moved to approve the 5-year Social Gathering Permit, Application #15-001, subject to the established conditions and requirements. Schuster seconded the motion, which **carried 3-0**.

Croney clarified that the permit will be for the years 2015, 16, 17, 18, and 19.

**V. Departmental Reports and Requests**

5.1 **Discussion and Possible Initiation of Development Code Amendment Process Regarding Commercial Marijuana Production, Processing and Sale – Greg Verret, Community Development**

Verret stated that the State is in an ever changing regulatory environment for the use and production of marijuana. The OLCC will start issuing licenses to grow and process marijuana in 2016; however, there are few regulations from the state guiding where it can be done aside from restrictions in proximity to schools. He distributed and summarized a draft listing of zoning in the County and possible marijuana-related uses in each zone. The Code needs to be immediately amended regarding resource zones to allow the use as dictated by state law; other zones such as commercial, industrial or residential will need to be determined by the County. He recommends placing a one-year moratorium on marijuana production in zones other than resource zones to allow the County time to complete a public engagement process that could take several months. The one-year limited moratorium would give the County time to complete the review and work with the public while making sure that there is a clear ending time frame.

Croney commented that imposing a moratorium now would allow the County to begin work and then ease back off the moratorium as necessary. Production in would be allowed the areas that are preliminarily determined to be appropriate for this use; staff can then work with the community to ensure that their assumptions are correct and then the County could slowly lift the moratorium in zones that are determined to be appropriate for growing and/or processing marijuana.

Verret reviewed the specific zones, such as a rural residential, and the rationale for staff’s recommendations for each zone. Some of the zones are already limited by the development code, such as the Philomath Industrial zoning prohibiting farm uses. He asked the Board to provide guidance on whether there should be a definite ending time period for the moratorium. On the one hand, it is more difficult to impose the moratorium again if it expires before work is completed; however, it may reassure some residents that the moratorium is not permanent and is intended to expire.

Jaramillo agrees with the concept of a moratorium to explore the issue and develop the framework.

In response to a question from Jaramillo, Verret stated that the current permit process is for an interested party to submit an application OLCC and then the person would need to obtain a compatibility ruling from the County, which would be the County’s opportunity to approve or deny a permit depending on the zoning of the intended location.
Croney added that depending on the nature of a violation the OLCC or the Sheriff’s Office could be called in to conduct enforcement actions. In response to a question from Dixon, Croney stated that if a moratorium was re-imposed on previously allowed uses, then notice must be sent to all owners of affected properties. Right now, the uses being discussed are not allowed in the subject zones, therefore a moratorium could be imposed now and be in place when state statute allows the use.

Verret added that imposing a moratorium after the statute takes effect could also run into Measure 49 takings issues. If the Board would like to impose a moratorium staff would then proceed through the public process and take the issue to the Planning Commission. He asked the Board to direct staff to initiate the process of imposing a moratorium.

Aloia recommended keeping the end date open rather than the proposed 1-year limit.

**MOTION:** Schuster moved to direct staff to proceed with the public hearing process for Development Code Amendments to establish a moratorium on commercial Growing processing and sale of marijuana in zones other than EFU and FC. Jaramillo seconded the motion, which carried (3-0).

VI. Other

6.1 Health Facilities – *Jay Dixon, Commissioner*

Aloia described the staff’s work to identify more appropriate space for the Developmental Diversity (DD) program that would provide more appropriate space for the program as well as ease the stress on the Health Department’s existing space.

Anderson discussed the specific space proposed in the submitted materials (Exhibit 4); facilities staff has reviewed the proposal and agree that it is a good option for the County. The state has provided a grant opportunity to fund facilities for DD programs.

Aloia stated that this is a temporary fix to alleviate space crunches in the short term; staff will be working to find a more permanent solution for the entire Health Department. He believes that the opportunity is reasonable and it makes financial and operational sense to enter into the agreement. The agreement would be for a five-year lease; even if a global solution were found for the entire department any action would be several years down the road.

Anderson discussed the changes that will be made to the space if the lease is approved; he added that the capital request for funding assistance to offset the costs of the move will include IT work and furniture for the waiting room.

Aloia stated that this was an informational presentation, he is not asking the Board to take any action at present.
VII. Adjournment

Dixon adjourned the meeting at 1:13 p.m.

Jay Dixon, Chair

Kevin Perkins, Recorder

*NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.*
MINUTES OF THE MEETING  
BENTON COUNTY BOARD OF COMMISSIONERS  
Tuesday, September 15, 2015  
Board of Commissioner’s Building  
205 NW 5th Street, Corvallis, Oregon  
12:00 p.m., Board Room

Present:  Jay Dixon, Chair; Annabelle Jaramillo, Commissioner; Anne Schuster, Commissioner; Dennis Aloia, Chief Operating Officer; Vance Croney, County Counsel

Staff:  Kevin Perkins, BOC Recorder; Charlie Fautin, Sara Hartstein, Bruce Thompson, Health

Guests:  Chuck Kratch

Chair Dixon called the meeting to order at 12:02 p.m.

I. Opening:
   A. Introductions
   B. Announcements

There were no announcements.

II. Comments from the Public

Chuck Kratch, North Albany
Kratch discussed the roundabout at the intersection of Springhill and Quarry Roads. He commended the Board for meeting jointly with the Albany City Council to discuss the item, however, in the article in the newspaper it seemed that the public opinion on the roundabout was mostly positive but he has had an increase in gear shifting noise and other noises since its installation. He believes that it is time for the roundabout to be removed and has organized a petition drive to remove the temporary roundabout. He read the petition into the record; the petition has been signed by 162 residents in the immediate neighborhood of the intersection (Exhibit 1). In response to a question from Jaramillo, Kratch stated that they are not opposed to roundabouts, each of the people he spoke to like the new roundabout at 53rd and West Hills in Corvallis and the one at North Albany Road, but they did not feel that this particular intersection has the level of traffic to warrant a permanent roundabout. The sounds of the trucks breaking and the honking when people do not use the intersection correctly is a burden to the local residents. The construction on North Albany Road had shifted approximately 8000 trips a day to the intersection of Springhill and Quarry; with the construction completed, almost all of those trips have reverted to North Albany.

Aloia stated that County staff were surprised by the City Council vote at the joint meeting; County staff felt that more information needed to be gathered before bringing a decision to the Board and Council. County staff has engaged a consultant to study the issue, including alternative traffic calming methods and the potential costs of going forward with a permanent roundabout. Staff expected Mr. Kratch’s petition and, following the Board’s direction, have been working to have greater engagement from the public during Public Works’ projects. Staff
will be looking at creating more opportunities for the public to weigh in and examine all of the options, including returning the intersection to its prior state.

III. Review and Approve Agenda

The following items were added to the Agenda:

7.1 Letter of Agreement with American Federation of State, County, and Municipal Employees (AFSCME) – Dennis Aloia, COO; Tracy Martineau, HR

7.2 Discussion of Fair Operations -- Jay Dixon, Commissioner

IV. Work Session

4.1 9:00 a.m. - Update on Use of E-Cigarettes by Minors – Sara Hartstein, Health Department

Hartstein provided an update to the Board on usage levels and potentials for taxing electronic smoking/vaping devices via a PowerPoint (Exhibit 2). Currently, the Food and Drug Administration (FDA) does not regulate the product contents or quality control. Staff discussed changing the tobacco licensing costs to cover the full cost of enforcement and requires retailers to prohibit sales of e-cigarettes to minors. Currently, law enforcement does not do youth decoy purchasing checks for tobacco as they do for alcohol.

Thompson stated that Multnomah County has a compliance officer that performs spot checks in bars but focuses on working cooperatively with the owners to correct the deficiency rather than citations. If a business has too many failed checks then it becomes an enforcement issue.

Fautin added that Benton County has a similar process that is complaint driven to enforce the state no-smoking laws. Current City of Corvallis and County ordinances prohibit the use of e-cigarettes in the same manner that traditional cigarettes are prohibited.

Hartstein said that local jurisdictions are not allowed to directly tax tobacco due to state and federal preemption. She discussed the various e-cigarette taxing systems used in a variety of states, some tax only the liquid while other counties or states tax each individual component except the battery.

Aloia stated that one of the challenges of taxing these devices is creating a mechanism for staff to monitor and collect the taxes. Also, similar to the discussion about taxing car rentals, the question of whether a tax could apply within a city’s boundaries would be resolved in court. Therefore, the amount in question would need to be substantial enough to be worth fighting the cities in court. A city would likely see that kind of action as setting a bad precedent if it allowed the County to impose a tax within its boundaries.

Fautin stated that the Corvallis City Council has been supportive of past efforts and recommended working with the City in a cooperative manner.

Dixon suggested an outright ban; the County has been spending a lot of time discussing how to discourage use, why not ban it outright.

Fautin replied that while he is supportive of a ban, that seems like it would be a much greater leap than imposing a tax within a city. Then comes the question of whether the County would be banning possession or just sales.
In response to a question from Aloia, Hartstein stated that she has not worked with Counsel on this issue; she has had short discussions about a universal tobacco licensing in the County.

Dixon stated that he would like to know whether the County has the authority to ban the products entirely.

In response to a question from Schuster, Thompson stated that in the past restricting tobacco was best accomplished jurisdiction by jurisdiction rather than statewide.

**ACTION:** Staff will examine whether an outright ban can occur; whether a tax will apply within cities and the issue of taxing at the wholesale or distributor level.

Jaramillo stated that Albany has a special problem where it straddles two counties; if Benton County were to take action it would need to cover the entire city which could invite opposition from Linn County.

### 4.2 9:30 a.m. – Status Update for the Communicable Disease Program – *Mitch Anderson and Charlie Fautin, Health Department*

Fautin reviewed the report as contained in the meeting materials. He discussed the daily tasks of a communicable disease nurse, which is a specialized field that works with many of the local health providers. The nurses verify diagnoses and attempt to locate the origin of an infection to track its path and prevent a spread. The communicable disease program is one of the few public health programs that receives state funding, most non-County funding comes from the federal government. In response to a question from Dixon, Fautin stated that the coordinated care organization (CCO) does not contribute any funding; in part, it is because the tracking portion of the work is not billable, though the treatment of an individual would be billed to a person’s insurance.

Aloia stated that when an unusual circumstance arises, such as the bubonic plague case in Michigan, Health staff should develop a plan and then present it the Board.

Fautin stated that it is very difficult to ramp up with specialized staff during those circumstances. The case load has risen to the point of prioritizing infections; sexually transmitted infections (STI) are on the rise but the national organizations are not talking about STI’s because of the nature of transmission. The only option he sees for expanding the communicable disease program is shutting down some other operation in Public Health to free up more funding.

Aloia stated that he wanted to have this discussion outside of the budget preparation process so that the Board would have the time to discuss the issues in a more organized and timely manner.

Thompson added that in the past year there has been a 400% increase in tuberculosis (TB) cases; since January that amounts to four cases and he expects more about every four to six weeks.

Fautin stated that TB cases are very time intensive cases; they receive about $9,000 per year from the state and 50% of that funding will be used before the patient is even treated. TB treatment requires staff to directly observe the patient taking their medication. He expects to be coming back to the Board to request an increase in staffing for the program. In response to a question from Schuster, Fautin stated that all counties are stretched thin but he has been having discussions about finding ways to regionalize the efforts.


4.3 10:00 a.m. - Discussion of a Proposal to Introduce a Referral Fee for Recruitment in the Health Department – Sherlyn Dahl, Community Health Centers

Dahl stated that the Community Health Centers (CHC) has had an opening for a registered nurse (RN) since January and two other positions open for several months due to a poor pool of applicants. They have tried a variety of ways to get the word out and reach professionals that may not necessarily be actively looking for a new job. Now, the CHC would like to provide an incentive payment to existing staff for help recruiting applicants for the hard to fill jobs. The hiring and recruitment process would remain the same but this would provide an additional outreach avenue. Once a position is filled and the new employee has passed the six-month probation period, a staff person who referred the new employee to the County would receive a $2,500 bonus.

Jaramillo stated that she is concerned by the public’s perception if a relative of an employee is selected, it may appear that someone got a relative a job at the County.

Dahl stated that the referral forms would not be reviewed until the full selection process is completed. As another alternative, the CHC has been speaking to recruiting firms, which can cost $10,000-15,000 per recruitment.

Aloia stated that he agrees with the concept and it has been vetted through County Counsel and HR. The new incentive may reach people who are not actively seeking a new job; regardless, it is worth trying despite the potential negatives.

Schuster suggested working with OSU to see if it would be possible to identify spouses of new hires at the university who may be interested in positions with the County.

ACTION: Aloia will speak with HR to see if they cooperate with OSU.

In response to a question from Dixon, Dahl stated that Samaritan and Corvallis Clinic do not provide referral fees but do offer sign-on bonuses. She has not considered adopting a bonus, she is more focused on marketing the value of community service.

Aloia stated that the neighboring counties are in similar situations in nursing recruitments.

MOTION: Jaramillo moved to direct staff to develop a referral fee policy. Schuster seconded the motion, which carried (3-0).

Aloia stated that Dahl should develop the plan as a departmental policy for approval by the Board.

4.4 10:30 a.m. – Review and Discussion of the Countywide Goals – Dennis Aloia and Kevin Perkins, Board’s Office

Aloia described the process that the team used to create a set of Countywide Goals as a bridge between the Strategic Intents and the departmental goals. The drafts have been reviewed Management Team twice and their input was incorporated. The document is intended to be reviewed and modified over the next several years; departments will be instructed to review their departmental goals compared to the County goals to identify the areas where their programs achieve the County goals. If there are areas that are missing in the goals they may be added or others may be deleted. He acknowledged that the process was somewhat backwards in
development, normally the process begins with community engagement and then a greater level of department director involvement in the beginning. Aloia reviewed the document and the future intent of the process.

**MOTION:** Jaramillo moved to forward this item to the Consent Calendar. Schuster seconded the motion, which **carried (3-0).**

V. **Proclamations**

5.1 **In the Matter of Proclaiming September 15 – October 15 Hispanic Heritage Month in Benton County – Jay Dixon, Chair**

Dixon stated that the County has recognized Hispanic Heritage Month since 2001.

**MOTION:** Schuster moved to approve proclaiming September 15 through October 15 as Hispanic Heritage Month in Benton County. Jaramillo seconded the motion, which **carried (3-0).**

Jaramillo commented that the translation of the proclamation was provided by District Attorney John Haroldson.

5.2 **In the Matter of Proclaiming September 19-21, 2015 International Day of Peace Weekend in Benton County – Valerie White and LoErna Simpson, Active for Peace and Justice**

White discussed the activities that the Active for Peace and Justice group will be conducting, including placing pinwheels on the Courthouse lawn as they have for the past ten years. This year’s theme is partnerships for peace, dignity for all.

**MOTION:** Jaramillo moved to approve proclaiming September 19-21 as International Day of Peace Weekend in Benton County. Schuster seconded the motion, which **carried (3-0).**

Jaramillo read the proclamation into the record.

VI. **New Business**

6.1 **Discussion and Decision In the Matter of Approving the Hull-Oakes Quitclaim Deed – Jeff Powers, Natural Areas & Parks**

Powers stated that one part of the Bailey Branch management strategy is to address the portion of the east-west line that lies within the Hull-Oakes Mill property. The recommendation that staff developed is to allow the mill owners to purchase the area within the mill property itself; that piece of the line is on the national historic register and the quitclaim deed for that portion does not jeopardize the rail-banking status of the rest of the line. The value, as agreed with Hull-Oakes, was determined based on the County’s per acre purchase price; the County has also retained an existing road easement in the corridor.

**MOTION:** Jaramillo moved to approve the sale of the Hull-Oakes portion of the Bailey Branch at 6106.38. Schuster seconded the motion, which **carried (3-0).**

Aloia stated that the Board would like to know more about the maintenance on the rail right of way when the plan is further developed.
Powers stated that staff are waiting for the fire danger to lessen before they begin operating equipment on the right of way.

VII. Other

7.1 Letter of Agreement with American Federation of State, County, and Municipal Employees (AFSCME) – Dennis Aloia, COO; Tracy Martineau, HR

Aloia stated that this is the agreement he has previously discussed with the Board to address the sun setting of the Retiree Health Savings (RHS) benefit; the additional pay that is included is intended to acknowledge the lag between the market and County wages and the delay in implementing the pay for performance system. The RHS benefit was for those employees who opted for the coverage between the time they retire and when they are eligible for Medicaid. The savings from the expiration of the RHS is greater than the cost of the raise which results in a net savings to the County. He believes that both sides should be satisfied with the results.

MOTION: Jaramillo moved to approve the letter of agreement between AFCSME and the County and authorize the Chair to sign the letter. Schuster seconded the motion, which carried (3-0).

7.2 Fair Operations* – Jay Dixon, Chair

Dixon stated that there are staffing concerns at the Fairgrounds that the Board may need to discuss.

Jaramillo replied that she feels the County needs to discuss the operational agreement/contract between the County and Fair Board and the extent of the Fair Board’s authority.

Dixon added that the agreement requires the Fairgrounds to abide by County personnel and financial policies. The next Fair Board meeting is on Monday, September 21, 2015.

The Board briefly discussed possibilities at the Fairgrounds in broad strokes.

VIII. Adjournment

Dixon adjourned the meeting at 12:07 p.m.

______________________________  ________________________________
Jay Dixon, Chair                 Kevin Perkins, Recorder

*NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.
Present: Annabelle Jaramillo, Chair; Anne Schuster, Commissioner; Jay Dixon, Commissioner; Dennis Aloia, Chief Operating Officer; Vance Croney, County Counsel

Staff: Gordon Brown, Bill Emminger, Health; Lindsey Godwin, Community Development; Mary Otley, Finance; Kevin Perkins, BOC Recorder

Guests: Ian McNaab, Republic Waste

Chair Jaramillo called the meeting to order at 9:04 a.m.

I. Opening:
   A. Introductions
   B. Announcements

There were no announcements.

II. Comments from the Public

No comments were offered.

III. Review and Approve Agenda

The following items were added to the agenda:
   5.1 Emergency Planning – Jay Dixon, Commissioner
   5.2 Announcements – Annabelle Jaramillo, Commissioner
   5.3 Boards and Committee Appointments – Annabelle Jaramillo, Commissioner
   5.4 Building Discussion – Dennis Aloia, Chief Operating Officer

IV. Work Session

   4.1 Discuss and Present 2015 Coffin Butte Landfill Operational and Capacity Annual Report – Bill Emminger, Gordon Brown; Environmental Health

Brown presented the annual report for the Landfill; in this report staff have focused more on the construction debris going into Coffin Butte than in past years. The overall landfill capacity estimate is that it can remain open for the next 38 years. Overall, the bulk of the waste comes from Linn County along with ashes from the incinerator in Marion County, which has beneficial uses at the landfill. The TCE contaminants levels continue to diminish along with a reduction in odor notices from the public at the landfill over the past year. In the same period the Process and Recovery Center (PRC) received about 60 complaints.
McNaab stated that the PRC has changed its operational structure over the summer which has significantly reduced the odor complaints to only two in the last several months. It is difficult for staff to determine the source or cause of the odor when they only receive “it smelled the past two days;” are a number of agricultural operations near the PRC that can cause similar odors.

Brown added that the environmental trust fund has just over $9 million and construction materials make up about 11% of the total waste materials at Coffin Butte. In response to a question from Schuster, Brown stated that the use of the trust fund for a materials recovery facility (MRF) would need to be agreed upon by the County and Republic. Under the current agreement the fund can be disbursed thirty years after the closure of the facility to create other solid waste facilities.

McNabb stated that Republic staff are seeking permission from their corporate leadership to scope costs of such a facility; they should have an answer in early fall. In response to a question from Schuster, McNabb stated that a seismic review by a specialist in 2013 found that the facilities are stable up to a 9.3 magnitude quake.

MOTION: Dixon moved to approve the annual operating capacity report for Coffin Butte. Schuster seconded the motion, which carried (3-0).

4.2 Discuss Auction of County Owned Property – Rebecca Seymore, Finance

Otley stated that there are three pieces of property under consideration: a gas station in Monroe, a house in Alsea, and the house on the corner of the 53rd St. roundabout. She has met with Croney, Wheeler, and Bielenberg to discuss how best to dispose of the properties. The 53rd St. house was assessed at $186,000 and after much discussion the group decided to increase the asking price at auction.

Croney commented that a County staff member who had just purchased a house gave the group an insight into current market costs; the asking price of $240,000 is still a very reasonable price in the Corvallis real estate market.

Otley stated that the gas station in Monroe is being cleaned up; all the derelict vehicles removed with some minor chemical cleanup remaining. An inquiry from a buyer has been received but, as with the other property, the lot must first be put up for auction before the County can negotiate directly with a specific buyer. The gas station still has tanks in the ground, but she believes they are in good shape and should not require extensive decontamination.

MOTION: Schuster moved to approve placing this item on the September 6, 2016 board meeting agenda for decision. Jaramillo seconded the motion, which carried (3-0).

4.3 Discuss the Matter of Initiating Proceedings to Amend the Development Code in the Rural Residential Zone Relating to Marijuana – Greg Verret, Lindsey Godwin; Community Development

Godwin distributed a timeline for the work to update the Development Code for marijuana growing and processing. In response to a question from Jaramillo, Godwin stated that the topic has been amazingly quiet in the public. During her stint at the farmer’s market the comments were very low-key, no one really opposed the draft amendments and some were in favor of the
proposals. At the Benton County Fair she received very few comments, most seemed to not consider it a big issue.

Aloia stated that the Community Development Director has only heard from people in favor of the changes, but felt that they may be missing those who are opposed to it, which is why the timeline was requested.

Godwin stated that the two big changes will be the modification of the definition of “farm use” based on the legislative changes and to allow dispensaries in Village Commercial, which was a request from residents of Alpine. For Alsea, however, the issue was far more divisive even sinking to death threats between the “for” and “opposed” factions. Godwin discussed the licensing process between the County and the Oregon Liquor Control Commission (OLCC).

Croney cautioned the Board that under this timeline the second reading would be held in January which will be a different commission. To avoid that, the process would have to be accelerated by two weeks, but the timelines get complicated because the proposal must be run through the Planning Commission with notice to the Department of Land Conservation and Development.

Godwin added that there is no real consistency in how the counties are approaching this issue, some have opted out, some are actively inspecting, and some are doing nothing. The Community Development Department is seeking direction on whether the County would like to seek to regulate growing operations under 2500 square feet, which is exempt from state permitting regulation, or if it is not worth the effort; most of the small grows are the medical grows.

Croney cautioned the Board about waiting too long to make a regulation because the regulation could create Measure 49 issues where established operations may be affected by new regulations.

Godwin discussed the state regulation process, including the difference between medical and recreational growers.

**ACTION:** Godwin agreed the process can be completed by December 31, 2016.

**MOTION:** Dixon moved to direct staff to proceed with the public engagement and public hearing process for Development Code amendments to allow commercial growing of marijuana in the Rural Residential zone. Schuster seconded the motion, which **carried (3-0).**

**V. Other**

5.1 **Emergency Planning – Jay Dixon, Commissioner**

Dixon distributed information about a local emergency planning committee, which consists of a number of local agencies, including City of Albany, Linn County, and Samaritan Health Services.

5.2 **Announcements – Annabelle Jaramillo, Commissioner**

Jaramillo stated that an update of the Tobacco Use ordinance addressing vapor devices will be coming soon; on October 1 grand opening tours of the Pioneer mountain stretch of Highway 20
will be offered; On September 15 the Oregon Transportation Committee will be meeting in Eddyville in conjunction with local Area Commissions on Transportation

### 5.3 Boards and Committee Appointments – Annabelle Jaramillo, Commissioner

The Board decided on appointees for vacancies on various advisory boards and committees.

Dixon added that after his term has ended there will need to be one commissioner on the Willamette Criminal Justice Commission; additionally, Penny York has resigned as the Benton County citizen representative, which is a position he would like to be considered for when his term ends.

### 5.4 Building Discussion – Dennis Aloia, Chief Operating Officer

Aloia updated the Board on the progress of the work to address building concerns at the Public Service Building and the current plans to address those concerns. Staff will be evaluating the costs and will present a plan to the Board for decision in the near future.

Jaramillo adjourned the meeting at 11:28 a.m.

---

Annabelle Jaramillo, Chair  
Kevin Perkins, Recorder

*NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.*
MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS
Tuesday, August 16, 2016
Board of Commissioner’s Building
205 NW 5th Street, Corvallis, Oregon
12:00 a.m., Board Room

Present: Annabelle Jaramillo, Chair; Jay Dixon, Commissioner; Anne Schuster, Commissioner; Dennis Aloia, Chief Operating Officer; Vance Croney, County Counsel

Staff: Luis Maciel, Juvenile; David Malone, Josh Wheeler, Public Works; Kevin Perkins, BOC Recorder

Guests: Jeff Picton, Chintimini Wildlife Center

I. Opening

Chair Dixon reconvened the meeting at 12:00 p.m.

A. Introductions
B. Pledge of Allegiance
C. Announcements

Schuster acknowledged the contribution from Samaritan Health Services of $20,000 for the Housing Action Council planning effort. The City and County have also contributed to the effort.

ACTION: The Board will create a letter of thanks to Samaritan Health Services.

II. Comments from the Public

No comments were offered.

III. Review and Approve Agenda

MOTION: Dixon moved to approve the agenda. Schuster seconded the motion, which carried (3-0).

IV. Consent Calendar

4.1 In the Matter of Approving an Intergovernmental Agreement with Linn County Health Department for Mental Health Services for Benton County Youth – Terry Thompson, Juvenile

4.2 In the Matter of Approving the Acceptance of Right-of-Way for Public Road and Utility Purposes for Bellfountain Road, County Road No. 25100 (Fanger) – Dave Malone, Public Works
4.3 In the Matter of Approving the Acceptance of Right-of-Way for Public Road and Utility Purposes for Bellfountain Road, County Road No. 25100 (Goracke Brothers) – Dave Malone, Public Works

4.4 In the Matter of Approving Amended Bylaws for the following Advisory Boards, Commissions and Committees – Vance Croney, Counsel

<table>
<thead>
<tr>
<th>Bicycle</th>
<th>Fort Hoskins Technical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizen Advisory</td>
<td>Historic Resources</td>
</tr>
<tr>
<td>Committees</td>
<td>Jackson-Frazier Wetland</td>
</tr>
<tr>
<td>Courthouse Preservation</td>
<td>Natural Areas &amp; Parks</td>
</tr>
<tr>
<td>Committee</td>
<td>Planning</td>
</tr>
<tr>
<td>Environmental Issues</td>
<td>Special Transportation</td>
</tr>
</tbody>
</table>

MOTION: Schuster moved to approve the Consent Calendar of August 16, 2016. Dixon seconded the motion, which carried 3-0.

V. Departmental Reports and Requests

5.1 Discussion and Consideration of Forming a Road Assessment District for Improvement of Evergreen Road – David Malone, Public Works

Malone stated that this item was discussed at work session on August 9, 2016 and asked the Board to approve the resolution that will initiate the process to form the district. Public Works will send out a notice to affected landowners who will then have 20 days to object to the formation of the district.

Wheeler reiterated that this is not a Road District but an assessment district.

Croney added that an assessment district is different from a Road District in that it will be used for a limited purpose and then terminate.

MOTION: Dixon moved to approve the Resolution in the matter of forming a Road Assessment District under ORS 371.605 to 371.660 for improvement of Evergreen Road, County Road No. 26290, and accepting the Engineer’s Report. Schuster seconded the motion, which carried 3-0.

Staff intends to return this item to the Board on September 20, 2016 for final decision. Malone stated that he does not expect any objections since all but two of the affected landowners had signed the petition.

VI. Other

No other items were discussed.
VII. Adjournment

Jaramillo adjourned the meeting at 12:28 p.m.

Annabelle Jaramillo, Chair

Kevin Perkins, Recorder

*NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.
Jaramillo called the meeting to order at 9:00 a.m.

I. Opening:
   1.1 Introductions
   1.2 Announcements

There will be no meeting on November 15, 2016. The annual employee picnic is on Thursday, September 8, 2016.

II. Comments from the Public

There were no comments from the public.

III. Review and Approve Agenda

There were no changes made to the agenda.

IV. Work Session

   4.1 Discuss Animal Rescue Entity License Fees – James Morales, Records; Vance Croney, Counsel

   The Benton County Animal Control chapter of the Benton County Code (BCC) was updated to reflect recent changes in state law. Specifically, ORS 609.405 – 609.420 were created requiring that animal rescue entities obtain a license from the county dog licensing authority, which in this case, is Benton County. The Records and Elections Department recommends the following license fees (see Exhibit #1):

   - 1 year - $50.00
   - 2 year - $90.00
   - 3 year - $125.00

   4.2 Discuss the Dedication and Acceptance of Right-of-Way by Benton County at West Hills Road & 53rd Street – David Malone, Public Works

   Benton County owns a parcel of land at the southeast corner of the intersection of SW West Hills Road and SW 53rd Street (exhibit #2). A portion of this property was utilized for the construction of the roundabout at that intersection, and an additional portion is required for future design considerations (i.e.,
the City of Corvallis has specified that at full design width the right of way of SW West Hills Road will need to be 68 feet wide). The right of way dedication from the Benton County property is needed to meet the construction and design requirements. Benton County will also need to accept the right of way dedication.

**MOTION:** Schuster moved that the right of way dedication, and acceptance of the right of way dedication, for public road and utility purposes at the southeast corner of the intersection of SW West Hills Road and SW 53rd Street be forwarded to the September 20, 2016, Board of Commissioners meeting. Dixon seconded the motion, **which carried 3-0.**

### 4.3 Discuss the Dedication of Right-of-Way and Initiation of the Vacation of a Portion of the Right-of-Way for the Country Estates Road District – Joe Mardis, Public Works

A right of way dedication for road and utility purposes was given to the county at no cost, by the Country Estates Road District so Benton County could vacate a portion of the dedicated right of way, except the connection to NW Hoodview Circle. The reason for the dedication was to connect both sides of NW Hoodview Circle that is separated by a strip. By vacating the remainder of the strip, the owners in the Road District abutting the strip would each get a portion of the strip by extending their property lines to the northerly line of the dedicated strip.

**MOTION:** Dixon moved that this item for right of way dedication from Country Estates Road District for NW Hoodview Circle be forwarded to the September 20, 2016 Board meeting. Schuster seconded the motion, **which carried 3-0.**

### 4.4 Discuss Notice of Intent to Apply for Transportation Enhancement Discretionary Grant - Irish Bend Covered Bridge (Co., Bridge #3042) – Laurel Byer, Public Works

In 2007, Public Works applied for and received a grant in the amount of $58,300 for rehabilitation of the Irish Bend (Campus Way) Bridge from the National Historic Covered Bridge Preservation Program administered by the Oregon Department of Transportation (ODOT). At the time of application, it was intended that County forces would design and construct the proposed improvements necessary to protect the covered bridge from disrepair; however, the grant source was a Federal grant and the grant funds received only covered the design and environmental assessment of the proposed improvements. Improvements include painting, fumigating, new roof, a fire sprinkler suppression system, paving, and miscellaneous structure repairs.

Benton County has three covered bridges and all are considered to have historical significance. The Irish Bend Covered Bridge was relisted to the National Register of Historic Places in 2013 (it was originally listed in 1979, but removed from the list when it was moved). It is essential to pursue funding to maintain the County’s covered bridges. The proposed funding source is the Transportation Enhancement Discretionary Program which was established by the Oregon Transportation Commission as a competitive grant program for hard to fund projects. Particularly problematic with the Irish Bend covered bridge is that it is located off-system, or outside the public road right-of-way, and as such, gas tax funding cannot be spent on the maintenance of this bridge. Therefore, in order to protect this valuable asset, general fund monies would need to be dedicated for the match. The estimate for construction is $314,753: which includes $282,428 from state funding and $32,325 (10.27%) match from the County.
A future 10.27% match of approximately $32,325 will need to be provided for this project by Benton County through the General Fund. If the County receives the grant, the matching funds will need to be available during FY 2018-21. The total grant request is approximately $282,428 for a total project cost of $314,753.

**MOTION:** Schuster moved to forward consideration of the Notice of Intent to Apply for Transportation Enhancement – Irish Bend Covered Bridge Improvements to the regular Board of Commissioners’ meeting of September 20, 2016. Dixon seconded the motion, **which carried 3-0.**

**V. Other**

There was no other business.

Jaramillo adjourned the meeting at 10:06 a.m.

Annabelle Jaramillo, Chair

Lisa Grisham, Recorder
MINUTES
BENTON COUNTY BOARD OF COMMISSIONERS
Tuesday, September 6, 2016
Board of Commissioners Office
12:00 Noon, Board Meeting Room
205 NW 5th Street, Corvallis, Oregon

Present: Annabelle Jaramillo, Chair; Anne Schuster, Commissioner; Jay Dixon, Commissioner; Dennis Aloia, Chief Operating Officer; Vance Croney, County Counsel

Staff: Lisa Grisham, BOC Recorder; Greg Verret, Community Development; Kristin Anderson, Community Development; Laurel Byer, Community Development; Lili’a Neville, Public Information Officer; James Morales, County Clerk; Rebecca Seymore, Finance; Debbie Bower, Finance

Guests: Bennett Hall, Gazette-Times; Xan Augerot, commissioner-candidate

Jaramillo called the meeting to order at 12:04 p.m.

I. Opening:
   1.1 Introductions
   1.2 Pledge of Allegiance
   1.3 Announcements

There will be no meeting on November 15, 2016. The annual employee picnic is on Thursday, September 8, 2016.

II. Comments from the Public

There were no comments from the public.

III. Review and Approve Agenda

No changes were made to the agenda.

IV. Consent Calendar (The Consent Calendar is Approved with One Motion)

   4.1 Appointments to Advisory Boards and Committees:
      Budget          Curtis Wright
      Environmental Issues Max Ahmad
      Natural Areas & Parks Dan Rosenberg
      Public Health Planning Karen Elliott, Paul Hochfeld
      Special Transportation Tom Wogaman

   4.2 In the Matter of Approving a Re-Posting for a Weight Limit on Hayden Bridge – Laurel Byer, Public Works

   4.3 Minutes of the January 19, 2016 Work Session

   4.4 Minutes of the January 19, 2016 Meeting
4.5 Minutes of the February 16, 2016 Work Session
4.6 Minutes of the February 16, 2016 Meeting
4.7 Minutes of the June 7, 2016 Meeting
4.8 Minutes of the July 5, 2016 Work Session
4.9 Minutes of the July 5, 2016 Meeting

MOTION: Dixon moved to approve the Consent Calendar of September 6, 2016. Schuster seconded the motion, **which carried 3-0**.

V. Proclamations

5.1 In the Matter of Proclaiming the Month of September as Hispanic Heritage Month – **Annabelle Jaramillo, Chair**

MOTION: Schuster moved to proclaim that September 15 to October 15 is Hispanic Heritage Month in Benton County and to encourage all staff and residents to join in this observance. Dixon seconded the motion, **which carried 3-0**. Jaramillo read the proclamation in to the record.

5.2 In the Matter of Proclaiming September 17, 2016 as Constitution Day – **Annabelle Jaramillo, Chair**

MOTION: Schuster moved to proclaim that September 17, 2016 is Constitution in Benton County and encourage all staff and residents to join in this observance. Dixon seconded the motion, **which carried 3-0**.

---

**Public Hearings**
(Hearings are heard at 12:00 noon, time certain or as soon thereafter as the matter may be heard)

*Those wishing to speak should sign the “Public Comment” sign-in sheet – Thank you.*

PH 1 In the Matter of a Public Hearing and Potential First Reading Amending the Benton County Zoning Map from Urban Residential 10 to Urban Commercial, Ordinance No. 2016-0275 - 5800 and 5820 Hwy. 99W (Harrison & VP Real Estate Investment Services) – **Greg Verret, Kristin Anderson; Community Development**

Anderson presented. On August 9, 2016, the Board conducted a public hearing and directed staff to prepare an ordinance for approval of the zone change. Prior to the second reading of the ordinance, the applicant will need to demonstrate access acceptable to Oregon Department of Transportation (ODOT) and Benton County Public Works.

In summary:
- 5800 and 5820 NW Highway 99W, immediately north of Lewisburg Avenue, are together approximately 0.8 acres.
- Both properties are currently zoned Urban Residential (UR), but have historically been used for Commercial purposes, including a gas station/convenience store.
• The property owners have requested a zone change from UR-10 to Urban Commercial. The two properties are designated "Mixed Use Commercial" on the City of Corvallis Comprehensive Plan Map, and the City of Corvallis is in favor of the zone change.

• Staff notified 12 surrounding tax-lot owners of the proposed zone change, and only one submitted a comment or testified at the public hearing. This adjacent property owner was in favor of the zone change.

• ODOT is concerned about traffic safety due to the location of the expected increase in vehicles accessing 5820 NW Highway 99W. ODOT has requested, and the property owner has agreed to, either a covenant limiting vehicle trips or an access easement in a new location.

• On July 19, 2016, the Planning Commission conducted a public hearing and recommended approval, subject to the applicant addressing ODOT's concerns.

The southern property has had a gas station and convenience store on it for many years, including when the two properties' zoning was changed from Urban Residential to Commercial in 1971. After the properties' zoning was changed back to Residential in 1980, commercial uses became non-conforming. The change back to Commercial zoning would reduce the owners' financial and time expenditures in pursuing commercial uses.

No significant fiscal impacts have been identified for the County, taxpayers, nor the general public.

There was no testimony in favor.
There was no testimony against.

MOTION: Schuster moved to conduct the first reading of Ordinance 2016-0275, approving the Zoning Map amendment as requested in File LU-16-016, based on the Findings and Conclusions contained in the ordinance. Dixon seconded the motion, which carried 3-0.

VI. Departmental Reports and Requests

6.1 In the Matter of an Order Authorizing the Sale of Real Property Owned by Benton County Under the Authority of ORS 275.110 – Mary Otley, Finance

Seymore presented. The Finance Director has compiled a list of County owned properties (see Exhibit A). The list has been reviewed by the Property Management Team. The Team could find no purpose for the County to maintain ownership in the parcels. One property is a gas station located in Monroe, the other property is located in Alsea. The auction will be held towards the end of October 2016.

Proceeds from properties acquired through foreclosure will be deposited in the Tax Title Land Fund and distributed to all taxing districts. Proceeds from sale of property purchased by Road Fund will be deposited back in the Road Fund.

MOTION: Dixon moved to approve the order authorizing the sale of surplus properties listed in Exhibit A of the Order. Schuster seconded the order, which carried 3-0.
6.2 In the Matter of a Second Reading of the Amendment to Benton County Code Chapter 9 Animal Control – James Morales, Records; Vance Croney, Counsel

Morales presented. The Benton County Animal control chapter of the Benton County Code (BCC) needs to be updated to reflect recent changes in state law. Specifically, ORS 609.405-609.420 have been created requiring animal rescue entities to obtain a license from the county dog licensing authority which in this case, is Benton County. Accordingly, Benton County has drafted an addition to Chapter 9 to require animal rescue entities to obtain a license from the Records and Elections Department.

Currently, the Records and Elections Department handles dog licensing and it is logical to add this task to that department. Accordingly, section 9.475 has been added to the code to bring Benton County into compliance with state law.

In addition, other minor housekeeping changes have been made to update BCC Chapter 9. After consulting with animal control officers in the Sheriff’s Office, a further addition is being presented through BCC 9.209, livestock at large. It appears as if Benton County’s code does not have a provision for code enforcement officers to address situations where, for whatever reason, livestock is roaming off of an owner’s property creating a nuisance or safety threat to others in the area. Accordingly, the Sheriff’s Office has requested a provision allowing animal control officers to cite livestock owners when livestock are roaming at large and presenting a hazard. Again, the provision included at BCC 9.209, mirrors state statute.

There will be no adverse fiscal impact to the county. If the board chooses to amend Chapter 9, the proposed ordinance will be accompanied by an Order establishing fees for animal rescue entity licenses. A second Order would establish fines for owners who allow livestock to roam at large. After a second reading, the ordinance will become effective October 6, 2016.

**MOTION:** Schuster moved to enact Ordinance No. 2016-0724 amending Benton County Code Chapter 9 and to conduct second reading. Dixon seconded the motion, which carried 3-0. Jaramillo read the ordinance into the record.

6.3 In the Matter of Approving an Order Establishing Animal Rescue Entity License Fees – James Morales, Records; Vance Croney, Counsel

Morales presented. The Benton County Animal Control chapter of the Benton County Code (BCC) was updated to reflect recent changes in state law. Specifically, ORS 609.405–609.420 were created requiring that animal rescue entities obtain a license from the county dog licensing authority, which in this case, is Benton County. The Records and Elections Department recommends the following license fees:

- 1 year - $50.00
- 2 year - $90.00
- 3 year - $125.00

In response to Dixon’s question, Morales said entities requiring a license are those that keep 10 or more animals, and the license is per agency, not site or facilities. Fees will be effective January 1, 2017.

**MOTION:** Dixon moved to adopt the order establishing license fees for animal rescue entities. Schuster seconded the motion, which carried 3-0.
6.4 In the Matter of Approving an Order Establishing Fines for Livestock at Large Under Benton County Code Chapter 9 – James Morales, Records; Vance Croney, Counsel

Croney presented. The Sheriff’s Office has requested a provision allowing animal control officers to cite livestock owners when livestock are roaming at large and presenting a hazard. That provision was included at Benton County Chapter (BCC) 9.209. The Benton County Sheriff’s Office (BCSO) requests fines in the amount of $150 for a first offense, $250 for a second offense and $350 for a third offense. These fines are identical to those imposed on owners whose dogs are cited for running at large. Fees will become effective January 1, 2017.

**MOTION:** Schuster moved to adopt the Order establishing fines for livestock at large. Dixon seconded the motion, **which carried 3-0.**

VII. 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.”

Jaramillo adjourned the meeting at 12:41 p.m.

Annabelle Jaramillo, Chair

Lisa Grisham, Recorder
Chair Jaramillo called the meeting to order at 9:00 a.m.

I. Opening:
   A. Introductions
   B. Announcements

There were no announcements.

II. Comments from the Public

No comments were offered.

III. Review and Approve Agenda

No amendments were made to the agenda.

IV. Work Session

   4.1 Update on Community Wildfire Protection Plan – Chris Bentley, Community Development; Mike Totey and Pat MacMeekin, Oregon Dept. of Forestry

The Community Wildfire Protection Plan (CWPP) was originally developed in 2008-2009 and was a new concept to the County at that time. The proposed update will bring the plan into line with changes that have been made as a result of the plan and other community factors. The primary success of the CWPP’s efforts has been in fuels reduction and increased safety for homeowners; the plan has also resulted in a more complete bridge inventory and increased connectivity of roads. Bentley then reviewed the proposed update with the assistance of a PowerPoint presentation (Exhibit 1).

MacMeekin discussed the steps that need to be taken to achieve a certification as a “Firewise Community,” which include ongoing fuels reduction efforts and improvements to infrastructure. Some home insurance companies will offer discounts for homes in designated Firewise Communities.
One of the primary concerns that came out of the plan was limited access routes in residential areas; it is dangerous to only have one way in and out of an area when emergency vehicles trying to enter an area while residents evacuate. Coordination of evacuation awareness and larger scale fuels reduction projects are also emergent areas of need. It is important that each of the small communities’ evacuation plans are coordinated and that the plans are completed with the critical agencies such as the Sheriff’s Office and rural fire departments.

MacMeekin stated that the Oregon Department of Forestry is working within their forests to coordinate with the federal forestry agencies as much as possible, but given the size of the national forests their projects do not often intersect.

In response to a question from Aloia, Bentley confirmed that the development code contains a requirement that any subdivision of more than 20 homes must have a secondary access road. However, that requirement does not come into play often because there is not a large amount of developable residential land in the County.

Verret added that one of the challenges is determining who would bear the cost of the secondary access road when someone in of the larger existing developments wants to further divide land .

Schuster commented that the Philomath Fire Chief is working to make the mutual aid agreements statewide to avoid any geographic gaps in coverage.

Kevin Young, the new senior planner, will be taking up this project after Bentley fully retires.

**ACTION:** This item will be placed on the Board’s agenda on October 4, 2016 for adoption.

**4.2 Discussion to Initiate the Process to Amend the Zoning Map and Development Code Regarding Flood Hazard Areas and Floodplain Regulations – Toby Lewis, Community Development**

Verret commented that this action is to initiate the process to accept the updated flood panels; several public hearings have been scheduled for the final decision whether to adopt the amended flood panels.

Lewis stated that there was an error in the checklist, it should state that there are five panels to be adopted rather than three. The amendment process was initiated by the City of Albany who felt that the maps did not accurately show the flow of floodwaters or normal waterways. Lewis discussed the requested changes to the flood panels; including the re-designation of several hundred acres to or from flood plain areas. Public hearings with the Planning Commission will be on Oct. 4 and with the Board on Oct. 18.

The Board and staff discussed the requirements and costs to obtain a flood elevation certificate from the Federal Emergency Management Agency to develop in a flood plain.

**MOTION:** Schuster moved to direct staff to proceed with the public hearing process for Zoning Map and Development Code amendments to reflect changes to the mapped flood hazard areas and clarification of floodplain requirements. Dixon seconded the motion, which **carried (3-0).**

**4.3 Discuss Order to Set Environmental Fee Schedule, Oregon Health Authority Licensed Facilities, Oregon Department of Environmental Quality Waste Water Program, Contract Inspections, and Other Incidental – Bill Emminger, Environmental Health**

Emminger reviewed the fee request as detailed in the meeting materials. If the fees are approved staff will send out notices to the affected residents and business owners. In response to a question from Schuster, Emminger confirmed that the County fees are higher than some other
counties and suggested that the cause could be a good research project to identify the factors that influence each county’s fee-setting methodology.

Fautin added that Benton County has a better handle on the actual costs for inspections and other activities than most counties; other counties’ subsidize health department inspections from their general funds, some intentionally and some unaware, which can result in lower fees.

Aloia commented that the proposed fees are comparable to counties of the same size, and Benton County provides much better service than many other counties. He has received very few complaints and the strategy of small, incremental changes eases the burden on businesses.

**MOTION:** Dixon moved to forward this item to the October 4, 2016 Board meeting agenda. Schuster seconded the motion, which carried (3-0).

**4.4 Discuss Hidden Valley Water Services** – Mary Otley, Finance; Chris Bielenberg, Public Works, Vance Croney, Counsel

Croney stated that staff have been working with the residents in the area who are served by a water system that the County took possession of through foreclosure in 1988. The system has deteriorated to the point that it needs significant repairs but does not have the financial reserves to make the repairs. He and other staff have met with the residents and provided several options to remedy the situation including forming a county service district (CSD), a special district, or a private corporation. The original vote by the residents was split between a CSD and a special district; after discussion with County staff the vote changed to overwhelming support for a CSD to avoid having to deal with contractors and the maintenance concerns themselves. To create a CSD the County has always required residents to sign a petition, which would demonstrate the level of interest of the residents in the proposed service area. The advantage of a CSD is the establishment of a permanent tax rate, which would allow the district to save money to offset the repair costs over time. However, there are two difficult steps to overcome: 1) finding a resident who will step forward and coordinate the petition process, Otley may be best situated to talk to the residents to identify a coordinator; and 2) when a petition is submitted the CSD’s proposed boundary must also be created. The boundary is one of the problems with this district because it is not a neatly platted subdivision; when the area was platted it was approved just before the law that gave the County jurisdiction over subdivisions; at that time the state handled subdivision permitting and did not have any requirements about water and sewer services. At present, there are about 36 lots in the area, but the state records list the specific lots that were to be provided with water service. Those lots form the baseline for the service, and while more could be added, he does not believe that the County can remove the specified lots from the district. Another complication is the number of hookups to the system; once a system reaches 15 connections it moves into another class of regulation with increased testing and supervision requirements which also increases the operation costs.

Bielenberg stated that with only 15 connections to a system the costs are proportionately very high due to the required planning, testing, and staffing. Staff have spoken to the residents about their hope to keep the number under 15; however, with the research that Croney has found there is the potential for more than 15 connections. To manage the number of connections under the new CSD staff plan to exclude people who have their own wells and do not want to be included in the CSD. An owner could later petition for inclusion but at that point there would be a vote of the customers and a clear listing of the increased costs. Currently, there are 15 meters in the ground but one is not active, which is what is keeping the system under 15. One lot has two separate meters, one at the residence at the top of the hill and a separate at the barn at the bottom of the hill. However, it is still considered a separate connection by the state.
Croney stated that the County will create the boundary description for the residents, but then one of the residents will need to pick up the project and take it forward. Croney distributed a timeline of the project (Exhibit 2).

4.5 Discussion Regarding an Order Imposing Reduced Weight Limits on Harris Covered Bridge, on Harris Road, County Bridge No. 16520-25 – Fred Gomez, Public Works

Gomez stated that this item is a follow-up to the earlier discussion of weight limits on Harris Covered Bridge. The Oregon Department of Transportation updated the load rating recommendation for the bridge to a tiered restriction of 18, 29, and 36 tons based on the number of axels of a vehicle; currently it is posted as a strict 27 ton limit. More axels on a vehicle more evenly distributes the load across the bridge, which is the rationale behind the tiered restrictions. Additionally, there are other access points to the area which would prevent the need for large logging vehicles to use the bridge. The covered nature of the bridge also acts as a limiter on the size of vehicles that could cross the bridge. In response to a question from Schuster, Gomes stated that the change in weight limit is due more to a change in the calculation method than a further deterioration of the bridge. However, they will continue to monitor the bridge to be certain it is not continuing to deteriorate and take necessary maintenance actions.

MOTION: Schuster moved to forward this item to the September 20, 2016, noon meeting agenda. Dixon seconded the motion, which carried (3-0).

V. Other

No other items were discussed.

Jaramillo adjourned the meeting at 11:13 a.m.

Annabelle Jaramillo, Chair

Kevin Perkins, Recorder

* NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.
MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS
Tuesday, September 20, 2016
Board of Commissioner’s Building
205 NW 5th Street, Corvallis, Oregon
12:00 a.m., Board Room

Present: Annabelle Jaramillo, Chair; Anne Schuster, Commissioner; Jay Dixon, Commissioner; Dennis Aloia, Chief Operating Officer; Vance Croney, County Counsel

Staff: Laurel Byer, Fred Gomes, David Malone, Joe Mardis, Jim Stouder, Josh Wheeler, Public Works; Charlie Fautin, Alicia Griggs, Sara Hartstien, Health; Lili’a Neville, Public Information Officer; Kevin Perkins, BOC Recorder

Guests: Rita Adams; Cathy Clark; Kelvin Coon; Derek Godwin, Maggie Livesay, OSU Extension; LoErna Simpson; Tammy Skubina; Valerie White

I. Opening

Chair Jaramillo reconvened the meeting at 12:03 p.m.

A. Introductions
B. Pledge of Allegiance
C. Announcements

There were no announcements.

II. Comments from the Public

No comments were offered.

III. Review and Approve Agenda

No amendments were made to the agenda.

IV. Consent Calendar

4.1 In the Matter of Approving Amended Bylaws for Budget Advisory Committee – Vance Croney, County Counsel

4.2 In the Matter of Approving Amended Bylaws for Emergency Medical Advisory Committee – Vance Croney, County Counsel

4.3 In the Matter of Approving Amended Bylaws for Fair Board – Vance Croney, County Counsel

4.4 In the Matter of Approving Amended Bylaws for Food Service Advisory Committee – Vance Croney, County Counsel
In the Matter of Approving Amended Bylaws for Mental Health, Addictions and Developmental Disabilities Advisory Committee – Vance Croney, County Counsel

In the Matter of Approving Amended Bylaws for Public Health Planning Advisory Committee – Vance Croney, County Counsel

In the Matter of a Dedication of Right-of-Way and Initiation of the Vacation of a Portion of the Right-of-Way for the Country Estates Road District – Joe Mardis, Public Works

In the Matter of Notice of Intent to Apply for Transportation Enhancement Discretionary Grant, Irish Bend Covered Bridge (Co., Bridge #3042) – Laurel Byer, Public Works

In the Matter of Approving the Weight Limit Posting on Harris Covered Bridge – Laurel Byer, Public Works

In the Matter of Approving the Formation Evergreen Road District under ORS 371.605 to 371.660, County Road No. 26290 – David Malone, Public Works

In the Matter of Dedication and Acceptance of Right-of-Way by Benton County at Intersection of SW West Hills Road and SW 53rd Street – David Malone, Public Works

MOTION: Schuster moved to approve the amended committee bylaws. Dixon seconded the motion, which carried (3-0).

MOTION: Dixon moved to approve the remaining Consent Calendar of September 20, 2016. Schuster seconded the motion, which carried 3-0.

V. Proclamations

In the Matter of Proclaiming September 21, 2016 International Day of Peace Weekend in Benton County – Valerie White and LoErna Simpson, Active for Peace and Justice; Marge Stevens, Sustainability Coalition Member

White stated that this is the 11th year of the Pinwheels on the Courthouse and they have secured all of the necessary permits for this year’s event. The event is sponsored by the local Methodist Church and this year the Sustainability Coalition is also supportive. She is pleased that the United Nations has chosen the sustainability for this year’s theme.

Simpson presented the Board with examples of the pinwheels and a flyer for the Peace Day events.

MOTION: Schuster moved to proclaim September 23-25, 2016 as the International Day of Peace weekend in Benton County and encourage all residents to join in the observance. Dixon seconded the motion, which carried (3-0).

Jaramillo read the proclamation into the record
VI. Presentations

6.1 In the Matter of a Resolution Supporting the Establishment of a Benton County OSU Extension and 4-H Service District – Friends of Benton County OSU Extension Services

Clark read a statement into the record on behalf of the Master Gardeners in support of the resolution (Exhibit 3).

Skubina, a former OSU Extension employee in the 4-H program, stated that the Extension Office is a resource for all parts of the community, from individuals to businesses and agencies. Extension was the first agency to specifically reach out to Latino youth in Benton County and aided the Boys and Girls Club in developing their outreach programs. She related the personal stories of several people who have participated in the programs.

Adams read her statement into the record detailing her personal involvement with the Extension service (Exhibit 4).

Dixon stated that he is concerned by possible confusion over the statewide ballot measure about Outdoor School and the Extension’s campaign; he asked how the Friends group intends to differentiate themselves from the statewide ballot measure.

Clark stated that there are so many programs under Extension that are not related to the outdoor school that she does not feel there will be confusion.

Skubina added that the Extension has been the “glue” organization for several natural resource education efforts in the county.

Coon stated that he served as a statewide extension leader and stated that the issue has several different questions. First, whether the Outdoor School measure will even pass; second, who would administer the outdoor education program is undecided and the program will take years to develop; and finally the Extension District is only a local measure.

Supporters and staff discussed the complications of the ballot measure and the changes to the programs at the Farm Home.

MOTION: Schuster moved to approve the Order in the matter of setting the time and location of a public hearing on the matter of formation of the Benton County OSU Extension Services County Service District. Dixon seconded the motion, which carried (3-0).

Croney commented that the order just approved was required by state statute; it is the first of many steps towards forming the CSD with the next step being the Public Hearing on October 25, 2016 to consider the boundaries. The second public hearing would be to address the permanent tax rate and approval for placing it on the ballot.
VII. Departmental Reports and Requests

7.1 Discussion and Decision to Apply for a Healthcare System Improvement Pilot Project Grant with IHNCCO – Christine Mosbaugh, Health

Mosbaugh described the proposed grant for the pilot project as described in the meeting materials. It is focused on discovering the factors that determine the health and well-being of residents. Tools, workflows and evaluation techniques will be developed that could be shared with other health organizations in the area and in the state.

In response to a question from Dixon, Mosbaugh stated that the grant request will be increased by 15% to cover overhead charges and there is no match required.

7.2 Discussion and Decision on the City of Monroe’s Property Swap Offer – Dennis Aloia, Chief Operating Officer

Croney reviewed the land swap proposal from the Monroe City Manager; the swap would be for a city-owned parcel that has historically been used as a dump, and is currently a transfer station, for a County-owned parcel in downtown Monroe. The offer was vague in what the City requested and what it offered. County staff presumed that the parcel Monroe is asking for is the wider portion of the Bailey Branch right of way. Staff researching the parcel offered by the City found that in 1969 it was the location of an open dump that was converted to a construction materials dump in 1970 and then closed by the Oregon Department of Environmental Quality in 1981 due to health and safety concerns. As far as staff is aware there has been no investigation of whether there are any lingering environmental concerns; staff knows little about the parcel other than its history and that it is the location of a transfer station. The transfer station does not likely pose a concern, however, its history as an open dump does cause some concern. The property is 0.88 acres and the requested parcel is 1.2 acres without the right of way.

Aloia added that the parcel offered by the City Manager is outside of the city limits.

In response to a question from Schuster, Croney stated that he is unclear what relation the larger adjacent parcel in the documents has to the offer. The location of the transfer station is the only section referenced in the offer letter.

Aloia stated that the bottom line of this offer is that the property was an open dump and an undesirable piece of property. He recommended that the Board decline their offer. He added that one of the County’s plans has been to transfer the County’s property within the city limits to the City when a trail is developed.

Dixon stated that the County has no need for the property offered but feels that the Board should encourage the City to continue to suggest ways the County could help them.

MOTION: Dixon moved to decline the City of Monroe’s offer to swap the Monroe Transfer Station property for the Bailey Branch property within the city. Schuster seconded the motion, which carried (3-0).

The Board will send the City of Monroe a letter explaining their decision.

VIII. Other

No other items were discussed.
IX. Adjournment

Jaramillo adjourned the meeting at 1:09 p.m.

___________________________________  ____________________________________
Annabelle Jaramillo, Chair             Kevin Perkins, Recorder

*NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.
AGENDA CHECKLIST
BENTON COUNTY BOARD OF COMMISSIONERS
(Page 1 of 2)

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners at any meeting where a Board quorum is expected.

Suggested Placement for this Agenda Item:
- BOC Tuesday Work Session
- Other: ____________________________

Suggested Agenda Date: December 20, 2016

Department Submitting: ____________________________

Short Title of Agenda Item: Public Hearing on the Formation and Boundary of the Hidden Valley Water Supply County Service District

Contact Person: Mary Otley, Chris Bielenberg, Vance Croney

Phone Extension: ____________________________

Person Attending BOC Meeting (REQUIRED):
Mary, Chris, Vance

Person(s) Who Should Receive Signed Documents After Meeting:

This Item Involves: (Check all that apply for this meeting.)
- Order/Resolution/Proclamation
- Ordinance/Public Hearing:
  - 1st Reading
  - 2nd Reading
- Public Comment Anticipated:
  - 30 mins. Estimated Time
- Document Recording Required
- Contract/Agreement
- Appointments
- Update on Project/Committee
- Discussion Only
- Discussion & Action
- Special Report:
  - Oral
  - Written

If appropriate, have Boards/Committees been involved? □ Yes □ No □ Not Applicable

If appropriate, has this agenda/item been advertised? □ Yes □ No □ Not Applicable

Names of Publications

Posted Notices in 3 locations in Board of Commissioners Office / Benton County Courthouse / Monroe City Library

Dates of Publication: GT December 6 and 13

Reviewed By: (Signature and Date Required)

Department Head  Required for all BOC meetings
Chief Operating Officer  Required for all BOC meetings
County Counsel  Required for all legal documents
Budget Office  If appropriate
Human Resources  Required for all personnel actions
BOC Administration  Required for all BOC meetings

Provide one original or send electronically to Board Staff. DO NOT USE STAPLES!
DATE OF MEETING: December 20, 2016

TITLE OF AGENDA ITEM: Public Hearing on the Formation and Boundary of the Hidden Valley Water Supply County Service District

IDENTIFIED SALIENT ISSUES:
Proponents have gathered sufficient signatures through initiative petition filed with the County Elections Office to request creation of a county service district in the Hidden Valley Road, Pleasant View Drive area to support a water supply district.

The next stage of the process is for the Board of Commissioners to conduct a public hearing.

There are three purposes for this public hearing:

1) Determine whether the proposed service area would benefit by creating the district;
2) The BOC may amend the petition proposal only to meet the needs of the area to be served by the district; and
3) The BOC may amend the proposed boundaries, but it may not exclude properties from the proposed boundaries if those properties would, in fact, benefit from the human services district.

The petition seeks to create the district and establish a maximum permanent property tax rate. The request for a permanent rate requires a second hearing. The second hearing is proposed for January 17, 2017 in Corvallis. That hearing date and time will be confirmed at the close of the December 20, 2016 meeting, but it must be held no less than 20 days, nor more than 50 days after the date of an order approving the petition for formation of the district.

No tax levy may be established without approval of the district’s voters. Following the January hearing the Board of Commissioners can order the question of district formation and establishment of a maximum tax rate as a single question to the voters. It is proposed the vote on the question will be placed on the May 2017 primary election ballot.

Should the Board find sufficient reason supporting the petition of formation and proposed boundary, an Order has been prepared to call a second hearing and accept the boundary of the district.

Attachments: Order; Certification of District Formation Petition Review & Economic Feasibility Statement; Map and legal description of the proposed district.

OPTIONS:
1) Adopt the Order as proposed.
2) Modify the boundary and revise Order.
3) Hold for further consideration.

FISCAL IMPACT: No fiscal impact.

STAFF RECOMMENDATIONS: None.

SUGGESTED MOTION(S):
I move to adopt the Order approving the Petition for the Formation of the Hidden Valley Water Supply County Service District.
BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of an Order Approving the Petition for the Formation of the Hidden Valley Water Supply County Service District Pursuant to ORS 198.810 Order No. D2016-084

WHEREAS the Benton County Board of Commissioners held a public hearing on December 20, 2016 at noon in the Benton County Board of Commissioners Office, Board Meeting Room, 205 NW 5th Street, Corvallis, Oregon, to consider the Petition for Formation of the Hidden Valley Water Supply County Service District Pursuant to ORS 198.800-.810; and

WHEREAS, it appears to the Board of Commissioners that the residents of the proposed district would benefit by receiving the services to be provided by the District, and the inclusion of the proposed area within the District boundary which is marked Exhibit A and Exhibit B and attached hereto; and

WHEREAS, it further appearing to the Board of Commissioners that the District shall be called Hidden Valley Water Supply County Service District, authorized to provide water supply services as specified in ORS 451.010(1)(f); and

WHEREAS, the Petition for Formation requests a permanent rate limit for operating taxes in an amount to be determined at the next public hearing; and

WHEREAS, ORS 198.810(2), requires a final hearing on the petition to establish a tax rate and place that question, as well as the formation question before the voters of the proposed district to be held not less than 20 nor more than 50 days after the date of this order.

NOW, THEREFORE, the Benton County Board of Commissioners hereby orders:

A final hearing pursuant to ORS 198.810(2), shall be held Tuesday, January 17, 2017, at 12 noon, at the Benton County Board of Commissioners Office, Board Meeting Room, 205 NW 5th Street, Corvallis, Oregon 97330. Notice of the final hearing shall be published one time.

Adopted this 20th day of December, 2016.

Signed this 20th day of December, 2016.

Approved as to Form:  

BENTON COUNTY
BOARD OF COMMISSIONERS

Vance M. Croney, County Counsel  Annabelle Jaramillo, Chair

Anne Schuster, Commissioner

Jay Dixon, Commissioner
EXHIBIT “B”

Beginning at the southeast corner of the Eli Summers Donation Land Claim No. 67 in Township 11 South, Range 6 West of the Willamette Meridian, Benton County, Oregon; thence along the south line of said Summers claim North 89°59’ West 317.29 feet to the southerly right-of-way line of Hidden Valley Road (Public Road No. P16512 – a 60 foot wide road); thence North 0°01’ East 60.00 feet to the northerly right-of-way line of Hidden Valley Road; thence along said northerly right-of-way line North 89°59’ West 45.04 feet, more or less, to the southeast corner of that property conveyed to Joann W. Sternadel as described in Benton County Deed Record 2006-410350; thence along the easterly lines of said Sternadel property North 23°37’ East 678.38 feet, North 47°26’ East 782.76 feet and North 10°07’ East 351.00 feet to a boundary corner of that property conveyed to James M. Wallace and Christine A. Wallace as described in Benton County Deed Record M-80232-86; thence along the lines of said Wallace property South 84°51’30” East 353.05 feet and North 39°38’ East 184.44 feet to a boundary corner of that property conveyed to Richard L. Knudson and Stacy B. Knudson as described in Benton County Deed Record 2015-533750; thence along the south line of said Knudson property South 70°10’30” East 624.09 feet to the westerly right-of-way line of the aforementioned Hidden Valley Road; thence along said westerly right-of-way line 26.21 feet along a 213.49 foot radius curve to the left (the long chord of which bears North 19°03’50” East 26.19 feet) and 299.97 feet along a 1838.16 foot radius curve to the right (the long chord of which bears North 20°13’30” East 299.63 feet) to the north line of the aforementioned Knudson property; thence along said north line North 53°21’55” West 524.29 feet to a 5/8 inch iron rod at a boundary corner of that property conveyed to James M. Wallace and Christine A. Wallace as described in Benton County Deed Record M-117457-89; thence along the easterly lines of said Wallace property North 52°20’50” East 124.07 feet to a 5/8 inch iron rod, North 40°04’14” East 347.93 feet to a 5/8 inch iron rod and North 43°33’58” East 53.92 feet to a 5/8 inch iron rod at a boundary corner of that property conveyed to James M. Wallace and Christine A. Wallace as described in Benton County Deed Record M-96243-87; thence along the easterly boundary of said Wallace property North 13°55’58” East 370.40 feet to the northeast corner of said Wallace property, also being a point on the north line of the southeast quarter of the southwest quarter of Section 14, Township 11 South, Range 6 West of the Willamette Meridian; thence South 89°30’30” East 917.58 feet to a 3/4 inch iron pipe at the northeast corner of the southeast quarter of the southwest quarter of Section 14; thence along the north line of the south half of the southeast quarter of Section 14, S89°18’35” East 680.14 feet to a 5/8 inch iron rod at the northwest corner of that property conveyed as Parcel 1 to Julie Skeen as described in Benton County Deed Record M-222867-96; thence along the lines of said Parcel 1, South 32°15’55” West 154.15 feet to a 5/8 inch iron rod, South 17°12’03” East 218.56 feet to a 5/8 inch iron rod and South 49°47’28” West 222.73 feet to a 5/8 inch iron rod on the northerly line of that property conveyed as Parcel 2 to Julie Skeen as described in Benton County Deed Record M-222867-96, also being the northerly line of Falcon Place (Private Road No. 3303 – a 60 foot wide road); thence along the northerly lines of said Parcel 2, 145.46 feet along a 180.00 foot radius curve to the left (the long chord of which bears South 69°53’06” West 141.54 feet), South 46°43’30” West 50.62 feet, South 46°43’30” West 77.02 feet, 103.43 feet along a 70.00 foot radius curve to the right (the long chord of which bears South 89°03’20” West 94.28 feet),
North 48°36′50″ West 26.05 feet, 134.60 feet along a 130.00 foot radius curve to the left (the long chord of which bears North 78°16′32″ West 128.67 feet), South 72°03′45″ West 19.47 feet, 47.47 feet along a 70.00 foot radius curve to the right (the long chord of which bears North 88°30′42″ West 46.56 feet), North 69°05′10″ West 146.69 feet, 95.82 feet along a 170.00 foot radius curve to the right (the long chord of which bears North 52°56′17″ West 94.56 feet) and North 36°47′25″ West 33.48 feet to a point on the southerly right-of-way line of the aforementioned Hidden Valley Road; thence along said southerly right-of-way line South 87°09′15″ West 72.33 feet to the southerly line of the aforementioned Parcel 2; thence along the southerly lines of said Parcel 2, South 36°47′25″ East 73.83 feet, 129.64 feet along a 230.00 foot radius curve to the left (the long chord of which bears South 52°56′17″ East 127.93 feet), South 69°05′10″ East 146.69 feet, 88.15 feet along a 130.00 foot radius curve to the left (the long chord of which bears South 88°30′42″ East 86.47 feet), North 72°03′45″ East 19.47 feet, 72.48 feet along a 70.00 foot radius curve to the right (the long chord of which bears South 78°16′32″ East 69.28 feet), South 48°36′50″ East 26.05 feet and 105.21 feet along a 130.00 foot radius curve to the left (the long chord of which bears South 71°47′56″ East 102.36 feet) to a 5/8 inch iron rod at the northwest corner of that property conveyed to Donna Winter as described in Benton County Deed Record 2004-375937; thence South 44°14′05″ West 538.00 feet to a 5/8 inch iron rod at the southwest corner of said Winter property, also being the most northerly corner of that property conveyed to Mary E. Ackermann and Walter Ackermann as described in Benton County Deed Record 2003-356546; thence along the lines of said Ackermann property South 46°22′40″ West 425.31 feet, South 46°12′40″ West 508.04 feet and South 52°10′20″ East 456.04 feet to a point on the northerly right-of-way line of Pleasant View Drive (Public Road No. P16513 – a 60 foot wide road); thence along the northerly right-of-way lines of said Pleasant View Drive South 23°09′25″ West 52.00 feet, 171.26 feet along a 170.00 foot radius curve to the right (the long chord of which bears South 52°01′00″ West 164.11 feet), South 80°52′35″ West 61.97 feet, 138.57 feet along a 180.00 foot radius curve to the left (the long chord of which bears South 58°49′23″ West 135.17 feet), South 36°46′10″ West 84.66 feet, 205.86 feet along a 145.00 foot radius curve to the right (the long chord of which bears South 77°26′30″ West 189.00 feet) and North 61°53′10″ West 234.01 feet; thence South 28°06′50″ West 60.00 feet to a point on the southerly right-of-way line of said Pleasant View Drive, also being the northwest corner of that property conveyed to James E. Dagata, Jr. and Katherine L. Lindburg as described in Benton County Deed Record 2010-463301; thence South 14°52′20″ West 531.39 feet to the southwestern corner of said Dagata property, also being a point on the north line of the John R. McCormick Donation Land Claim No. 66 in Township 11 South, Range 6 West of the Willamette Meridian; thence along the north line of said McCormick claim North 89°51′40″ West 1,267.96 feet to the point of beginning.
November 21, 2016

LEGAL ADVERTISING
Corvallis Gazette-Times
600 Lyon St. SW
Albany, OR 97321

Benton County Board of Commissioners
Teresa Farley
541-766-6800

PUBLIC HEARING The Benton County Board of Commissioners will hold a public hearing pursuant to ORS 198.800 through 198.810 on December 20, 2016 at 12:00 p.m. in the Board of Commissioners Office Board Meeting Room at 205 NW 5th St., Corvallis, OR 97330. The purpose of the hearing shall be to take public testimony and enter an order concerning the formation of Hidden Valley Water Supply County Service District pursuant to ORS 198.800-.810, which may include a permanent rate limit for operating taxes in an amount to be determined at the next public hearing. Formation of the Service District will provide water supply services to the proposed district.

The boundaries of the proposed district shall be those shown on the attached map.

All interested persons may attend the public hearing and be heard. Written testimony should be sent to the Benton County Board of Commissioners, PO Box 3020, Corvallis Oregon, 97339; or delivered 205 NW 5th St. Corvallis, Oregon 97330. To be considered at the hearing, written testimony must be received by the Benton County Board of Commissioners’ office by 5:00 p.m. Monday, December 19, 2016, or must be submitted at the hearing.

The hearing room is accessible to the disabled. Please notify the Benton County Board of Commissioners’ office at 541-766-6800 concerning any physical accommodations you may need as far in advance of the hearing as possible.

For further information, call the Benton County Board of Commissioners’ office at 541-766-6800.

PUBLISH LEGAL AD: Tuesday, December 6, 2016 and Tuesday, December 13, 2016
November 16, 2016

Brenda McComb, Robert Sonn & Scott Lesko
Chief Petitioners
c/o Vance Croney, Benton County Counsel
205 NW 5th Street
Corvallis, OR 97330

RE: BEN-2016-002 has met the Signature Requirement for a District Formation Measure

Greetings Chief Petitioners,

Following a thorough review and verification process on the petition signature sheets submitted, regarding “Formation of a Hidden Valley Water District”, the following has been determined:

The petitioners have met ORS 198.705 to 198.755 requirements for the submission of a district formation measure to qualified electors;

The successful petition must now follow the district formation process outlined in Chapter 198 of the Oregon Revised Statutes in order to qualify for placement on the May 16th, 2016, Special District Election ballot;

Please, contact me or Elections Supervisor, Jeff Doty, if you have additional election related questions.

Sincerely,

James Morales
Benton County Clerk
JVM
ECONOMIC FEASIBILITY STATEMENT
HIDDEN VALLEY COUNTY SERVICE DISTRICT

The purpose of the proposed Hidden Valley County Service District is the formation of an entity that will own and operate a public water system. The proposed system will initially service 13 residences located on Hidden Valley Drive and Pleasant Valley Drive in rural Benton County.

Benton County foreclosed on an existing water system in 1988. The County has been responsible for the operations and maintenance of the system over the last 28 years. The County is no longer interested in continuing this arrangement and has worked with the residents to determine that the formation of a County Service District is the most efficient to operate the water system in the future. There are no other governmental entities that provide water services in the area.

Below are the proposed budgets for Year 1 and Year 3 of the service district:

<table>
<thead>
<tr>
<th>Proposed Budgets Year 1 and Year 3</th>
<th>Year 1</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charges for services</td>
<td>$ 9,360</td>
<td>$ 9,547</td>
</tr>
<tr>
<td>Property tax receipts</td>
<td>3,300</td>
<td>3,399</td>
</tr>
<tr>
<td>Beginning balance</td>
<td>-</td>
<td>1,000</td>
</tr>
<tr>
<td>Total revenues</td>
<td>12,660</td>
<td>13,946</td>
</tr>
<tr>
<td>Expenses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>300</td>
<td>$ 306</td>
</tr>
<tr>
<td>Contractual services</td>
<td>800</td>
<td>816</td>
</tr>
<tr>
<td>Insurance</td>
<td>275</td>
<td>281</td>
</tr>
<tr>
<td>Utilities</td>
<td>720</td>
<td>734</td>
</tr>
<tr>
<td>Laboratory</td>
<td>400</td>
<td>408</td>
</tr>
<tr>
<td>Bank charges</td>
<td>50</td>
<td>51</td>
</tr>
<tr>
<td>Management fees</td>
<td>5,530</td>
<td>5,641</td>
</tr>
<tr>
<td>Repairs</td>
<td>3,500</td>
<td>3,570</td>
</tr>
<tr>
<td>Overhead</td>
<td>700</td>
<td>714</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>12,275</td>
<td>12,521</td>
</tr>
<tr>
<td>Net</td>
<td>$ 385</td>
<td>$ 1,426</td>
</tr>
</tbody>
</table>

It is proposed to levy a property tax rate of $1 per $1,000 of assessed value to finance the cost of the major capital projects over time. This rate could be reduced in the future once sufficient reserves are established. Other government services in the area are Benton County, Philomath Rural Fire, Benton County Library, and Benton County Soil & Water. The proposed service district rate will not result in property tax compression.
## Hidden Valley Water System

### Example of potential revenue from property taxes

*Tax is calculated by multiplying tax rate by $1,000 of value*

<table>
<thead>
<tr>
<th>Account numbers</th>
<th>2016-17 Taxable Values</th>
<th>3% Increase</th>
<th>Example tax rates</th>
<th>Monthly Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>2017-18</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>247050 303307</td>
<td>24669 Hidden Valley Road</td>
<td>$368,227 $19,591 $387,818</td>
<td>$399 $999 $1,997</td>
<td>$33 $83 $166</td>
</tr>
<tr>
<td>30310 247068</td>
<td>24718 Hidden Valley Road</td>
<td>302,905 25,866 328,771</td>
<td>338,634</td>
<td>206 514 1,029</td>
</tr>
<tr>
<td>303141 242366</td>
<td>24745 Hidden Valley Road</td>
<td>199,504 275 199,779</td>
<td>205,772</td>
<td>235 588 1,176</td>
</tr>
<tr>
<td>301741 24793 Hidden Valley Road</td>
<td>228,260 228,260 235,108</td>
<td>280,808</td>
<td>281 702 1,404</td>
<td>20 49 98</td>
</tr>
<tr>
<td>295022 130611</td>
<td>24799 Hidden Valley Rd</td>
<td>244,480 28,149 272,629</td>
<td>280,808</td>
<td>281 702 1,404</td>
</tr>
<tr>
<td>381754 130652</td>
<td>24812 Pleasant View Drive</td>
<td>242,824 1,598 244,422</td>
<td>251,755</td>
<td>252 629 1,259</td>
</tr>
<tr>
<td>281562 24833 Pleasant View Dr.</td>
<td>233,357 233,357 240,358</td>
<td>240 601 1,202</td>
<td>20 50 100</td>
<td></td>
</tr>
<tr>
<td>232714 24840 Hidden Valley Road</td>
<td>205,568 205,568 211,735</td>
<td>212 529 1,059</td>
<td>18 44 88</td>
<td></td>
</tr>
<tr>
<td>265672 24856 Hidden Valley Road</td>
<td>200,871 200,871 206,897</td>
<td>207 517 1,034</td>
<td>17 43 86</td>
<td></td>
</tr>
<tr>
<td>303521 254932</td>
<td>24867 Hidden Valley Road</td>
<td>201,830 183 202,013</td>
<td>208,073</td>
<td>208 520 1,040</td>
</tr>
<tr>
<td>208787 265714</td>
<td>24894 Hidden Valley Road</td>
<td>202,706 16,524 219,230</td>
<td>225,807</td>
<td>226 565 1,129</td>
</tr>
<tr>
<td>301949 217947</td>
<td>24901 Hidden Valley Rd</td>
<td>261,551 186 261,737</td>
<td>269,589</td>
<td>270 674 1,348</td>
</tr>
<tr>
<td>303703 265631</td>
<td>24978 Hidden Valley Road</td>
<td>252,506 1,474 253,980</td>
<td>261,599</td>
<td>262 654 1,308</td>
</tr>
</tbody>
</table>

**The above values were taken from the current assessment role, there is no guarantee that the above will be actual values on 2017-18 property tax rate.**
# Hidden Valley County Service District

## Projected Budgets

<table>
<thead>
<tr>
<th></th>
<th>2017-18</th>
<th>2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charges for services</td>
<td>$9,360</td>
<td>$9,547</td>
</tr>
<tr>
<td>Property tax receipts (based on $1 rate)</td>
<td>3,300</td>
<td>3,399</td>
</tr>
<tr>
<td>Beginning balance</td>
<td>-</td>
<td>385</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>12,660</td>
<td>13,331</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>300</td>
<td>$306</td>
</tr>
<tr>
<td>Contractual services</td>
<td>800</td>
<td>816</td>
</tr>
<tr>
<td>Insurance</td>
<td>275</td>
<td>281</td>
</tr>
<tr>
<td>Utilities</td>
<td>720</td>
<td>734</td>
</tr>
<tr>
<td>Laboratory</td>
<td>400</td>
<td>408</td>
</tr>
<tr>
<td>Bank charges</td>
<td>50</td>
<td>51</td>
</tr>
<tr>
<td>Management fees</td>
<td>5,530</td>
<td>5,641</td>
</tr>
<tr>
<td>Repairs</td>
<td>3,500</td>
<td>3,570</td>
</tr>
<tr>
<td>Overhead</td>
<td>700</td>
<td>714</td>
</tr>
<tr>
<td><strong>Total operating expenses</strong></td>
<td>12,275</td>
<td>12,521</td>
</tr>
<tr>
<td><strong>Net</strong></td>
<td>$385</td>
<td>$811</td>
</tr>
</tbody>
</table>
AGENDA CHECKLIST
BENTON COUNTY BOARD OF COMMISSIONERS
(Page 1 of 3)

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners at any meeting where a Board quorum is expected.

Suggested Placement for this Agenda Item:
☒ BOC Tuesday Meeting
☐ Other:

Suggested Agenda Date: 12/20/16

Department Submitting: Financial Services

Short Title of Agenda Item: Public Hearing: Proposed Budget Amendments for 2015-17
Biennium, Total $2,830,880

Contact Person: Pat Cochran
Phone Extension: 6257
Person Attending BOC Meeting (REQUIRED):
Cochran

Person(s) Who Should Receive Signed Documents After Meeting: Cochran

☐ Order/Resolution/Proclamation ☐ Appointments
☐ Ordinance/Public Hearing: ☐ Update on Project/Committee
☐ 1st Reading ☐ 2nd Reading ☐ Discussion Only
☐ Public Comment Anticipated: ☒ Discussion & Action
☒ Estimated Time 30 minutes Estimated Time
☒ Document Recording Required ☐ Special Report:
☐ Contract/Agreement ☐ Oral ☐ Written

If appropriate, have Boards/Committees been involved?
☐ Yes ☒ No ☐ Not Applicable
If yes, address under Salient Issues, page 2.

If appropriate, has this agenda/item been advertised?
☒ Yes ☐ No ☐ Not Applicable

Names of Publications Gazette-Times

Dates of Publication: December 15, 2016

Reviewed By: (Signature and Date Required)

_________________________________________ Department Head

DATE

_________________________________________ Chief Operating Officer

DATE

_________________________________________ County Counsel

DATE

_________________________________________ Budget Office

DATE

_________________________________________ Human Resources

DATE

_________________________________________ BOC Administration

DATE

Required for all BOC meetings
Required for all BOC meetings
Required for all legal documents
If appropriate
Required for all personnel actions
Required for all BOC meetings

Provide one original or send electronically to Board Staff.

DO NOT USE STAPLES!
DATE OF MEETING:
December 20, 2016

TITLE OF AGENDA ITEM:
Public Hearing: Proposed Budget Amendments for 2015-17 Biennium, Total $2,830,880

IDENTIFIED SALIENT ISSUES:
Requests for budget amendments have been put on hold since July 1 to accommodate the transition to the MUNIS financial system. The new process for submitting budget amendments was opened for use in November. This package of items includes a few updates to program services. More significantly, it includes initial budgeting for approved building renovations and additions at Avery, Sunset and Public Service Building.

Several of the actions trigger a requirement of Oregon Local Budget Law to advertise and conduct a Public Hearing. Some actions require only a publication, but no public hearing. Others require only notice on the Board agenda. To avoid confusion and save some publication cost all actions are published as part of the public hearing.

Summary of actions:

BUILDING PROJECTS: Establish initial budgets to cover costs for the remainder of the 2015-17 biennium for architect and engineering services related to Avery and Public Service Building and construction at Sunset. These actions position all internal resources dedicated to the projects.

1) Transfer all of the Contingency in the Building Development Reserve Fund ($1,234,000) to project budgets net of revenue adjustments noted in item #2. (The Board will also be asked in a separate action to adopt a resolution re-stating the purpose of the Building Development Reserve Fund).

2) Make reductions to revenue estimates in the Building Development Reserve Fund reflecting the recommendation to the Board that the remaining principle balance due of internal loans supporting Sunset Building acquisition be forgiven. This is part of the financing plan for the multi-building projects. (The Board will also have a separate resolution on the same agenda to forgiven the internal loans).

3) Transfer into the Building Development Reserve Fund $1.5 million from Health Department and Health Clinic Reserves to support improvements planned at the Public Service Building (PSB). In the Health Center Fund beginning balance in excess of estimate ($987,865) is appropriated for transfer to the Building Development Reserve Fund. In the Oregon Health Plan Fund $512,135 is move from contingency and appropriated for transfer to the Building Development Reserve Fund.

The three items above will provide $2.5 million of appropriation authority through the end of the biennium (June 30, 2017). This is much more than expected expenditures. Unexpended balances will be rolled forward to the 2017-19 budget and added to construction budgets for Avery and PSB. Actions affecting contingency trigger the Public Hearing requirement.

DISTRICT ATTORNEY VOCA GRANT: The Board previously authorized the additional FTE associated with this multi-year grant to support crime victim services. This action establishes appropriations ($47,965) for the balance of the biennium. This is a specific purpose grant and normally not subject to the public hearing requirement.

FUND NEW BUDGET POSITION: The Board authorized the recruitment of a new Senior Budget Analyst position. This position will be budgeted in the Management Services Fund. The proposed action will appropriate beginning balance larger than estimated to cover this cost and other unanticipated expenditures in...
the Budget Office ($45,000) through the end of the biennium. This is within an internal service fund and would not normally be subject to publication or hearing requirement.

COURT SECURITY FUND: Appropriate a state grant for security improvements to the Courthouse ($70,000). This action triggers a Public Hearing because the change in appropriation is more than 10% of the current fund appropriation.

SPECIAL TRANSPORTATION FUND: Appropriate grant received for capital expenditures including purchase of 4 vehicles/buses. This action triggers a Public Hearing requirement because the change in appropriation is more than 10% of the current fund appropriation.

ENTERPRISE OPERATIONS FUND: This fall the long term note supporting a property purchase was paid off early at the request of the note holders. This action transfers from fund contingency sufficient appropriations authority to support the payoff ($163,378), plus $42,772 to cover unanticipated operating costs for property maintenance. This action triggers a supplemental budget notice because the transfer from contingency is more than 15% of the fund appropriation.

OPTIONS:
1) Approve the resolution making changes as proposed.
2) Modify the resolution to approve only specific changes to appropriations.
3) Defer action for additional discussion or information.
4) Do not approve. This will deny new appropriation authority which will prevent capital projects from moving forward.

FISCAL IMPACT:
None of these actions affect discretionary resources in the General Fund. All actions utilize existing resources and follow up on direction previously given by the Board.

STAFF RECOMMENDATIONS:
The Budget Manager recommends approval based on previous Board decisions authorizing projects, FTE or grant submissions.

SUGGESTED MOTION(S):
I move to adopt the resolution making changes to fund and program appropriations as described in the resolution.
BECOME THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Supplemental Budget Amendments to the 2015-17 Biennium Budget ) RESOLUTION No. R2016-021 )

WHEREAS, the details of the supplemental budget actions summarized below have been examined by staff and the Benton County Board of Commissioners, and;

WHEREAS, these actions require amendments to the current biennium budget due to unforeseeable events and changes in operating conditions, and;

WHEREAS, notice concerning these actions was published and public hearing conducted by the Board of Commissioners as required by law.

THEREFORE, BE IT RESOLVED, that Fund and Program appropriations of the 2015-17 biennial budget are adjusted as listed below:

In the General Fund (001):
    Justice Services Program Operating is increased $47,965.

In the Oregon Health Plan Fund (118)
    Expendable Trust Program Transfer to other Funds is increased $512,135
    Expendable Trust Program Contingency is decreased $512,135

In the Court Security Fund (119)
    Justice Services Program Operating is increased $70,000

In the Special Transportation Fund (126)
    Community Services Program Operating is increased $383,700
    Community Services Program Contingency is decreased $23,650

In the Building Development Fund (303)
    Capital Improvement Operating is increased $2,554,400
    Capital Improvement Contingency is decreased $1,234,400

In the Management Services Fund (510)
    General Government Operating is increased $45,000

Enterprise Operations Fund (520):
    General Government Program Operating increased $13,000
    General Government Program Transfer to Other Funds is decreased $13,000
    General Government Program Loans/Loan P&I PYMTS is increased $188,515
    General Government Program Contingency is decreased $188,515
In the Benton Health Center Fund (521)

Health Program Transfer to Other Funds is increased $987,865

Total of all budget amendments is a net increased in total appropriations of $2,830,880.

Adopted this 20th day of December, 2017.

Signed this 20th day of December, 2017.

BENTON COUNTY BOARD OF COMMISSIONERS

_________________________________________
Annabelle Jaramillo Chair

_________________________________________
Ann Schuster, Commissioner

_________________________________________
Jay Dixon, Commissioner
This document must be completed for each agenda item submitted for consideration by the Board of Commissioners at any meeting where a Board quorum is expected.

Suggested Placement for this Agenda Item:  
☑ BOC Tuesday Meeting  
☐ Other:  

Suggested Agenda Date: December 20, 2016  
Department Submitting:  
Short Title of Agenda Item: Declaration of Sanctuary  

Contact Person: Annabelle Jaramillo  
Phone Extension: 6800  
Person Attending BOC Meeting (REQUIRED): Annabelle Jaramillo  
Person(s) Who Should Receive Signed Documents After Meeting: n/a

This Item Involves: (Check all that apply for this meeting.)
☐ Order/Resolution/Proclamation/Declaration  
☐ Ordinance/Public Hearing  
☐ 1st Reading ☐ 2nd Reading  
☐ Public Comment Anticipated: 
Estimated Time  
☐ Document Recording Required  
☐ Contract/Agreement  
☐ Appointments  
☐ Update on Project/Committee  
☐ Discussion Only  
☐ Discussion & Action  
☐ Special Report:  
☐ Oral ☐ Written

If appropriate, have Boards/Committees been involved? ☐ Yes ☐ No ☒ Not Applicable  
If appropriate, address under Salient Issues, page 2.  
If appropriate, has this agenda/item been advertised? ☐ Yes ☐ No ☒ Not Applicable  
Names of Publications  

Dates of Publication:  

Reviewed By: (Signature and Date Required)

Annabelle Jaramillo  
DATE  
Department Head  
Required for all BOC meetings

DATE  
Chief Operating Officer  
Required for all BOC meetings

DATE  
County Counsel  
Required for all legal documents

DATE  
Budget Office  
If appropriate

DATE  
Human Resources  
Required for all personnel actions

DATE  
BOC Administration  
Required for all BOC meetings

Provide one original or send electronically to Board Staff.  

DO NOT USE STAPLES!
DATE OF MEETING: December 6, 2016

TITLE OF AGENDA ITEM: Declaration of Sanctuary

IDENTIFIED SALIENT ISSUES:
Recent concerns over safety, privacy, constitutional and statutory protections for all citizens and/or residents have been raised by various community groups and individuals. This Declaration conveys to all that Benton County is committed to upholding its commitment to a community free of prejudice, bigotry and hate.

OPTIONS:
1) Support the Declaration
2) Deny the Declaration

FISCAL IMPACT:
None identified

STAFF RECOMMENDATIONS:
Approve Option 1.

SUGGESTED MOTION(S):
I move to adopt the written Declaration of Sanctuary for Benton County and disseminate it as described in the Declaration.
A DECLARATION OF SANCTUARY

The recent political climate has galvanized support of anti-immigrant, Islamophobia, anti-LGBTQ, anti-people of color, anti-women policies resulting in many individuals afraid for their safety and the loss of civil liberties.

These actions can result in proposals that are unlawful and unconstitutional, and will violate the First, Fourth, Fifth, Eighth, and Fourteenth Amendments of the Constitution, as well as other statutes (i.e., ORS 181.850) and international treaties.

We must act now and always to uphold our commitment to be a community free of prejudice, bigotry, and hate.

The Benton County Board of Commissioners declares Benton County a “Sanctuary County.”

Benton County will not participate in or facilitate any federal efforts to register individuals based on their religious affiliation or other status.

The Sheriff’s Office will respect the rights of and provide equal access to all individuals, regardless of religion, race, and ethnicity or immigration status.

The Board of Commissioners will inform cities and their elected officials in Benton County, Oregon State University and public school districts of this action.

The Board will also inform President Barack Obama, President-Elect Donald Trump, U.S. Senators Ron Wyden and Jeff Merkley, U.S. Representatives Peter DeFazio and Kurt Schrader, Governor Kate Brown, Oregon Senators Sara Gelser and Brian Boquist, State Representatives Dan Rayfield and Andy Olson.

Signed this 20th day of December, 2016.

BENTON COUNTY BOARD OF COMMISSIONERS

_____________________________________
Annabelle Jaramillo, Chair

_____________________________________
Anne Schuster, Commissioner

_____________________________________
Jay Dixon, Commissioner
DECLARACIÓN DE SANTUARIO

El clima político reciente ha estimulado el apoyo a políticas anti-inmigrante, Islamofobia, anti-LGBTQ, anti-gente de color, y anti-mujer resultando en muchas personas temerosas por su seguridad y la pérdida de libertades civiles.

Estas acciones pueden resultar en propuestas ilegales e inconstitucionales y violarán las Enmiendas Primera, Cuarta, Quinta, Octava y Decimocuarta de la Constitución, así como otras leyes (por ejemplo, ORS 181.850) y tratados internacionales.

Debemos actuar ahora y siempre para mantener nuestro compromiso de ser una comunidad libre de prejuicios, intolerancia y odio.

La Junta de Comisionados del Condado Benton declara que el condado Benton es un "Condado Santuario".

El Condado Benton no participará ni facilitará ningún esfuerzo federal para registrar a individuos en base a su afiliación religiosa u otra condición.

La Oficina del Sheriff respetará los derechos y ofrecerá igualdad de acceso a todos los individuos, independientemente de su religión, raza, etnia o estatus migratorio.

La Junta de Comisionados informará a las ciudades y sus funcionarios electos en el Condado Benton, la Universidad Estatal de Oregón y los distritos escolares públicos sobre esta acción.

Asimismo, la Junta de Comisionados informará al Presidente Barack Obama, al Presidente Electo Donald Trump, a los Senadores Ron Wyden y Jeff Merkley, a los Representantes Peter DeFazio y Kurt Schrader, a la Gobernadora Kate Brown, a los Senadores de Oregón Sara Gelser y Brian Boquist, a los Representantes estatales Dan Rayfield y Andy Olson.

Firmado este 6 de diciembre de 2016.

La Junta de Comisionados del Condado Benton

__________________________________________
Annabelle Jaramillo, Chair

__________________________________________
Anne Schuster, Commissioner

__________________________________________
Jay Dixon, Commissioner
إعلان المنطقة الأمنة

قد حفز المناخ السياسي الأخير الدفع إلى تصعيد معدات المهاجرين، والخوف من الإسلام، ومناهضة LGBTQ، ومعدات ذوي البشرة المختلفة والسياسات المناهضة للمرأة، الكثير من الأشخاص للخشية على سلامتهم وفقدان حرياتهم المدنية.

هؤلاء الإجراءات يمكن أن تؤدي إلى متطلبات غير قانونية وغير دستورية، وسوف تنتهي تعديلات الدستور "الأول والرابع والخامس والثامن والرابع عشر"، وف väl عن التوامين (مثل ORS 181.850) والمعاهدات الدولية الأخرى.

ويجب أن نعمل الآن ودامنا بالتزامنا بأن مجتمعنا خال من التحريز والتعصب والكراهية.

مجلس المفوضين من مقاطعة بينتون يعلن مقاطعة بينتون "مقاطعة ملاذا"/"مقاطعة أمنة".

مقاطعة بينتون لن تشارك أو تسهل أي جهود من الحكومة الفدرالية الاتحادية لتسجيل الأفراد استنادًا إلى ارتباطهم الديني أو أي وضع آخر.

مكتب الأمين للمقاطعة يحترم الحقوق والحريات وسوف يوفر المساعدة لجميع الأفراد، بغض النظر عن الدين والعرق والانتماء.

وحالة الهجرة.

مجلس المفوضين سوف يبلغ المسؤولين المنتخبين في مقاطعة بينتون ومدنها، وجامعة ولاية أوريغون والمدارس العامة لهذا المقاطعة.

المجلس سوف يبلغ أيضا الرئيس الأمريكي باراك أوباما والرئيس الأمريكي المنتخب دونالد ترامب، وعضوا مجلس الشيوخ يدين رون وجيف مركلي، ممثلو مجلس النواب عن ولاية أوريغون بيتر ديفيزيو وشريдер كورت، وحاكم كيت براون، و مجلس الشيوخ ولاية أوريغون سارة جيلسير ويريان بوكويست، وممثلو الولاية راي فيلد دان واولسون أندى.

وقع في هذا اليوم, 20 من ديسمبر 2016.

مجلس المفوضين لمقاطعة بينتون

________________________
Annabelle Jaramillo, Chair

________________________
Anne Schuster, Commissioner

________________________
Jay Dixon, Commissioner
BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Revising Fees for Permits, Applications and Services Provided by the Public Works and Community Development Departments

ORDER NO. D2016-089

THAT, Benton County Board of Commissioners have the authority to establish land use fees under Oregon Revised Statutes (ORS) 215.416; and

THAT the last time the fees were modified in Community Development was in 2016; and

THAT ORS Chapters 92, 198, 203, 205, 209, and 368 authorize Benton County to establish fees for County surveying, corner restoration, special districts, and road functions; and

THAT the last time the fees in Public Works were modified was in 2016.

NOW, THEREFORE, IT IS HEREBY ORDERED that Community Development and the Benton County Public Works Departments’ revised fee schedules, as shown on Attachments A and B respectively, be approved as of January 1, 2017; and

BE IT FURTHER ORDERED that Benton County Public Works and Community Development Departments shall consider annual incremental fee increases by the amount of 5% or the Western Region CPI plus 2%, whichever is greater, unless a proposed fee increase exceeds this amount requiring additional justification. No fee increase will be implemented without Board approval.

Adopted this 20th day of December, 2016.

Signed this 20th day of December, 2016.

BENTON COUNTY BOARD OF COMMISSIONERS

Annabelle Jaramillo, Chair

Approved as to form:

Anne Schuster, Commissioner

Vance Croney, County Counsel

Jay Dixon, Commissioner
AGENDA CHECKLIST
BENTON COUNTY BOARD OF COMMISSIONERS
(Page 1 of 3)

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners at any meeting where a Board quorum is expected.

Suggested Placement for this Agenda Item:
☐ BOC Tuesday Meeting
☐ Other: Work Session

Suggested Agenda Date: December 20, 2016


Short Title of Agenda Item: Order – Revising Fees for Permits, Applications, and Services in Public Works and Community Development for 2017

Contact Person: J. Wheeler/G. Verret
Phone Extension: 6010 (Wheeler) 6294 (Verret)
Person Attending BOC Meeting (REQUIRED):
Wheeler, Looney, Verret, and Young

Person(s) Who Should Receive Signed Documents After Meeting: Debie Wyne, PW

This Item Involves: (Check all that apply for this meeting.)
☐ Order/Resolution
☐ Ordinance/Public Hearing:
☐ 1st Reading ☐ 2nd Reading
☐ Public Comment Anticipated:
   Estimated Time
☐ Document Recording Required
☐ Contract/Agreement
☐ Appointments
☐ Update on Project/Committee
☐ Discussion Only
☐ Discussion & Action
15 minutes Estimated Time
☐ Special Report:
   ☐ Oral ☐ Written

If appropriate, have Boards/Committees been involved? ☐ Yes ☐ No ☐ Not Applicable
If yes, address under Salient Issues, page 2.

If appropriate, has this agenda/item been advertised? ☐ Yes ☐ No ☐ Not Applicable

Names of Publications

Dates of Publication:

Reviewed By: (Signature and Date Required)

Josh Wheeler 11/28/16 Department Head
Greg Verret 11/29/16 Department Head

☐ BOC Office
☐ County Counsel
☐ Budget Office
☐ Human Resources

☐ BOC Administration

Required for all BOC meetings
Required for all BOC meetings
Required for all BOC meetings
Required for all legal documents
If appropriate
Required for all personnel actions
Required for all BOC meetings
DATE OF MEETING:
December 20, 2016


IDENTIFIED SALIENT ISSUES:
This agenda item is prepared collaboratively between Public Works and Community Development. The departments have reviewed existing fees and bring their issues and recommendations together as one action. The fee tables are proposed to have an effective date of January 1, 2017.

Each department presents the following:

Community Development – See Attachment A

The Planning Division proposes across-the-board increases of 5% to maintain fee revenue relative to increasing costs of providing fee-covered services, with the exception of fees for a Forest Dwelling Template Test, which are proposed for a higher increase. The Planning Division is approximately 15% fee supported, the remaining revenue coming from the County General Fund. The proposal to increase fees beyond 5% for Forest Dwelling Template Tests is due to the amount of time demanded by these reviews. Although the current fee is $1,380, full cost recovery for these permits is estimated to be about $2,000 (based on recent experiences with this application type). Staff propose an incremental approach to reaching the cost recovery goal by increasing the fee in 2017 to $1,690, with the second increase to $2,000 anticipated in 2018.

The fee charged for a particular land-use application is intended to roughly cover the cost of processing that application. The remaining Division functions: long-range planning, code enforcement, providing information to the public are funded by the County General Fund.

Building Division

The Building Division is proposing no modifications to its fee structure at this time. Building permit fees are tied to the valuation table mandated by the state and periodically updated by the International Code Council. The fee that Benton County charges for construction of a particular value is not proposed to be modified for 2017. However, if the ICC modifies its valuation table, the actual fee for a particular structure could change.

Public Works – See Attachment B

Public Works Department fees were last increased by 5.0% on January 1, 2016. For 2017, the Public Works Department proposes using the automatic annual incremental increase by the amount of the Western Region CPI plus 2%, or 5%, whichever is greater, as agreed to by the BOC. It was determined that the inflation rate over the prior 12 months ending August 31, 2016, was 1.6%; therefore, Public Works proposes to increase its rates by 5.0% for 2017. On the fee schedule, fees under $100 are rounded to the nearest $1, and fees of $100 and greater are rounded to the nearest $5.

This item was reviewed at the December 6, 2016, Worksession by the Board and forwarded to this meeting for consideration.

OPTIONS:
1) Accept proposed fee increases.
2) Reject the proposed fee increases.
3) Accept Community Development fee increase only.
AGENDA CHECKLIST
BENTON COUNTY BOARD OF COMMISSIONERS
(Page 3 of 3)

4) Accept Public Works fee increase only.
5) Provide alternative direction to staff.

FISCAL IMPACT:
For Community Development, at projected numbers of permits, the new fees will increase annual revenue by approximately $2,000 – 3,000. Building Division revenue will increase if the ICC valuation table increases, but the amount of this change is not known.

For the Public Works Department, based on the revenue collected from 2016 permit fees, the new fees will result in increased revenue of approximately $4,000 to $5,000.

STAFF RECOMMENDATIONS:
Staff recommends Option #1.

SUGGESTED MOTION(S):
I move to approve the Order for Public Works and Community Development fees.
AGENDA CHECKLIST
BENTON COUNTY BOARD OF COMMISSIONERS
(Page 1 of 2)

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners at any meeting where a Board quorum is expected.

Suggested Placement for this Agenda Item:  
☑ BOC Tuesday Meeting  
☐ Other: ____________________________________________

Suggested Agenda Date: ________________________________

Department Submitting: Natural Areas & Parks  
Short Title of Agenda Item: Review of Order Setting  
2017 Departmental Fees and Charges

Contact Person: Jeff Powers  
Phone Extension: 6026  
Person Attending BOC Meeting (REQUIRED): Jeff Powers  
Person(s) Who Should Receive Signed Documents After Meeting: Jeff Powers

This Item Involves: (Check all that apply for this meeting.)

☑ Order/Resolution/Proclamation  
☐ Ordinance/Public Hearing:  
☐ 1st Reading  ☐ 2nd Reading  
☐ Public Comment Anticipated:  
Estimated Time: ____________________________________________

☐ Document Recording Required  
☐ Contract/Agreement  
☐ Appointments  
☐ Update on Project/Committee  
☐ Discussion Only  
☐ Discussion & Action  
Estimated Time: ____________________________________________

☐ Special Report:  
☐ Oral  ☐ Written

If appropriate, have Boards/Committees been involved?  
☑ Yes  ☐ No  ☐ Not Applicable

If yes, address under Salient Issues, page 2.

If appropriate, has this agenda/item been advertised?  
☑ Yes  ☐ No  ☐ Not Applicable

Names of Publications ____________________________________________

Dates of Publication: ____________________________________________

Reviewed By: (Signature and Date Required)

Jeff Powers 12/15/16  
Department Head  
Required for all BOC meetings

DATE  
Chief Operating Officer  
Required for all BOC meetings

DATE  
County Counsel  
Required for all legal documents

DATE  
Budget Office  
If appropriate

DATE  
Human Resources  
Required for all personnel actions

DATE  
BOC Administration  
Required for all BOC meetings

Provide one original or send electronically to Board Staff.

DO NOT USE STAPLES!
DATE OF MEETING:
December 20, 2017

TITLE OF AGENDA ITEM:
Review of Order setting Natural Areas and Parks Department Fees and Charges for 2016

IDENTIFIED SALIENT ISSUES:
- The Benton County Natural Areas and Parks Department Advisory Board met on November 9, 2016 and a review of departmental fees and charges was on the agenda. The Board reviewed use statistics and comparable charges assessed by other local park agencies and made very minimal fee modification recommendations.
- The Board of Commissioners and Department staff discussed NAPD fees and charges and proposed revisions during the December 6 Work Session. The BOC was also presented park facility use statistics and comparable charges information as reviewed by the Advisory Board. The BOC moved to accept the recommendations provided by the Natural Areas and Parks Advisory Board and place the Order on the 12/15/15 agenda.
- The only modifications recommended in the 2017 NAPD fee schedule are:
  - Large Scale Special Use Permit Fee – graduated scale not to exceed $400
  - Firewood Permit Fee - $15.00/day
  - Application and Permit to Perform Work in Rail Corridor (Bailey Branch) $150
These are all newly established fees and are incorporated in the attached Order/Fee schedule.

OPTIONS:
1) Adopt proposed fee schedule effective January 1, 2017 as recommended by Benton County Natural Areas and Parks Advisory Board and Natural Areas and Parks Department staff.
2) Adopt 2017 fee schedule with BOC revisions.
3) Table approval pending additional information provided by staff.

FISCAL IMPACT:
The proposed fee schedule keeps the department in line with fees assessed by other comparable agencies and keeps the department in the position of recovering a majority of the costs associated with providing park and natural area public services.

STAFF RECOMMENDATIONS:
Staff recommends that the Board of Commissioners follow Option 1 and adopt the fees recommended by the Advisory Board and specified in the Board Order.

SUGGESTED MOTION(S):
I move to adopt the Board Order establishing 2017 Natural Areas and Parks Department fees and charges.
BEFORE THE BOARD OF COUNTY COMMISSIONERS,
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Setting User Fees for Group Picnic Area
Reservations and Deposits, Equipment Bag Replacement,
Special Use Permits, Salmonberry Campground, other
Overnight Facilities Beazell Forest Education Center,
Crystal Lake Cemetery Plots, Additional Right of Interment,
and Columbarium Niches

ORDER No. D2016-090

WHEREAS, pursuant to Benton County Code Section 15.205, the Board of Commissioners for Benton County has the authority to provide reasonable charges for use of County areas; and

IT APPEARING TO THE BOARD, that it is in the best interest for the general public that a reservation fee should be charged to those persons using a group picnic area to provide for a portion of those costs incurred by the County in making said areas available for public use;

IT FURTHER APPEARING TO THE BOARD, that it is in the best interest for the general public that a non-refundable park cancellation fee should be charged to those persons who cancel a park reservation to provide for a portion of those costs incurred by the County in making said services available for public use;

IT FURTHER APPEARING TO THE BOARD, that it is in the best interest for the general public that fees should be charged to those persons obtaining a Beazell Forest Education Center reservation to provide for a portion of those costs incurred by the County in making said areas available for public use;

IT FURTHER APPEARING TO THE BOARD, that it is in the best interest for the general public that an administrative fee be charged to those persons required, by the Parks Director, to obtain a special use permit for activities in a Benton County Park to provide for a portion of those costs incurred by the County in providing said permit;

IF FURTHER APPEARING TO THE BOARD, that it is in the best interest for the general public that overnight park use fees should be charged to those persons requesting overnight park use in conjunction with a park reservation and special use permit, to provide for a portion of those costs incurred by the County in making said services available for public use;

IT FURTHER APPEARING TO THE BOARD, that it is in the best interest for the general public that an overnight camping fee, including a yurt and cabin, additional vehicle fee, and coin-operated shower fee should be charged to those persons using Salmonberry Campground overnight facilities, to provide for a portion of those costs incurred by the County in making Salmonberry Campground available for public use;

IT FURTHER APPEARING TO THE BOARD, that it is in the best interest for the general public that a fee should be charged to those persons obtaining Crystal Lake Cemetery burial plots, additional rights of interment, or Columbarium niches to provide for a portion of those costs incurred by the County in making said services available for public use;

NOW, THEREFORE, IT IS HEREBY ORDERED that the following schedule of user fees shall be charged to all persons, firms or corporations who obtain a Beazell Forest Education Center reservation, group picnic area reservation or reservation cancellation, equipment bag, special use permit, or overnight park use; use Salmonberry Campground overnight facilities; or obtain a Crystal Lake Cemetery plot, niche or additional right of interment from the Benton County Natural Areas and Parks Department.

BE IT FURTHER ORDERED that said schedule shall become effective on January 1, 2017, and shall supersede all previously adopted schedules.
Beazell Forest Education Center

Weekend Date Rental & Deposit (Fri/Sat/Sun/Hol) [7am-11pm] $850 per day
Weekday Date Rental & Deposit (Mon thru Thur) [7am-11pm] $350 per day
Monday through Thursday Hourly [minimum 3 hours] $50 per hour
Fee to Re-Book Confirmed & Cancelled Reservation $25
[to date within one year of original reservation]

Park Group Picnic Area Reservations

Friday, Saturday, Sunday, Holiday [per day, per group area] $100
Monday through Thursday [per day, per group area] $50

Non-Refundable Fee for Cancelled Park Reservations

Monday through Thursday reservation $10
Friday through Sunday, Holiday reservation $25

Equipment Bag Replacement Fee [per bag rental] $15

Special Use Permits [Processing Fee]
Overnight Park Use (in addition to required Special Use Permit)
All Groups/Per Tent/Vehicle $5 each
Large Scale Special Use Permit Fee [graduated scale not to exceed] $400

Salmonberry Campground

Alsea Guard Station [per night] $115
Camp Spurs with Electrical Hookups [per night] $28
Tent Sites [per night] $22
Additional Vehicle [per night] $7
Coin-operated Showers [per minute] $0.50
Yurt [per night] $45
Cabin [per night] $45
Online Reservation Fee $8
Senior Discount $3
Veteran’s Discount $5

Crystal Lake Cemetery

Plot Sale $700
Pioneer Section Plot Sale $1,200
Additional Rights of Interment $495
Columbarium Niche Sale $1,295

Firewood Permit Fee [per day] $15
Application and Permit to Perform Work in Rail Corridor $12

Adopted this 20th day of December, 2016.

Signed this 20th day of December, 2016.

BENTON COUNTY BOARD OF COMMISSIONERS

Approved as to Form:

Annabelle Jaramillo, Chair

Anne Schuster, Commissioner

Jay Dixon, Commissioner
This document must be completed for each agenda item submitted for consideration by the Board of Commissioners at any meeting where a Board quorum is expected.

Suggested Placement for this Agenda Item:  
☐ BOC Tuesday Meeting  
☐ Other:  

Contact Person: **James Morales**  
Phone Extension: **6832**  
Person Attending BOC Meeting (REQUIRED): **James Morales**  
Person(s) Who Should Receive Signed Documents After Meeting: **James Morales**

### This Item Involves:

- [ ] Order/Resolution/Proclamation  
- [ ] Ordinance/Public Hearing:  
  - [ ] 1st Reading  
  - [ ] 2nd Reading  
- [ ] Public Comment Anticipated:  
  - Estimated Time  
- [ ] Document Recording Required  
- [ ] Contract/Agreement  
- [ ] Appointments  
- [ ] Update on Project/Committee  
- [ ] Discussion Only  
- [ ] Discussion & Action  
- [ ] 10 minutes Estimated Time  
- [ ] Special Report:  
  - Oral  
  - Written

If appropriate, have Boards/Committees been involved?  
☐ Yes  
☐ No  
☐ Not Applicable

If appropriate, has this agenda/item been advertised?  
☐ Yes  
☐ No  
☐ Not Applicable

Names of Publications:  

Dates of Publication:  

Reviewed By: **(Signature and Date Required)**

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Required for all BOC meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Operating Officer</th>
<th>Required for all BOC meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County Counsel</th>
<th>Required for all legal documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Office</th>
<th>If appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Human Resources</th>
<th>Required for all personnel actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOC Administration</th>
<th>Required for all BOC meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

**MATERIALS ATTACHED MUST BE “CAMERA READY”**  
Provide one original and five copies of documents larger than 8 1/2 X 11”,  
or documents in color that must be available to the Board in color

**DO NOT USE STAPLES!**
DATE OF MEETING:
December 20, 2016

TITLE OF AGENDA ITEM:
Adopt a Fee to Issue a Waiver of the Three Day Waiting Period for Marriage

IDENTIFIED SALIENT ISSUES:
Current statute requires couples to wait three days before the marriage license becomes effective and their marriage ceremony can be performed. Due to poor planning, travel and work schedules, etc. we often encounter couples that did not know about the waiting period and believe they need to have their ceremony performed before their marriage license effective date.

In an effort to address this common occurrence many counties have adopted fees for the County Clerk to waive the effective waiting period on the marriage licenses issued. In an effort to both serve our customers and honor the intent of the governing statute the Records & License Division recommends the adoption of a $25 Three-Day Waiting Period Waiver fee, for deposit in the established fund for county marriage revenue.

The governing statute related to the issuance of marriage licenses and the three-day waiting period follows;

**ORS 106.077 Issuance of marriage license; waiting period; exception.** (1) When the county clerk has received the written application for the marriage license from both applicants, and all other legal requirements for issuance of the marriage license have been met, the county clerk shall issue a marriage license which shall become effective three days after the date on which the application was signed by the applicants. The county clerk shall indicate on the license the date on which the license becomes effective. A license shall be valid for 60 days after the effective date.

(2) For good and sufficient cause shown, a written order waiving the three-day waiting period provided in subsection (1) of this section may be signed by:

(a) A judge of probate of the county;
(b) A circuit court judge of the county in which the circuit court judge is not the judge of probate if the jurisdiction of the circuit court has been extended to cover this section pursuant to ORS 3.275;
(c) A judge of a county court of the county in which the judge of the county court is not the judge of probate if the circuit court judge does not reside therein; or
(d) The county clerk or official responsible for issuing the marriage license.

The Records & Licenses office feels that the proposed fee is sufficient to serve as a deterrent for those wishing to enter into marriage without a cooling off period adopted by the Oregon Legislature and allowing those that truly are unable to adjust travel and work schedules to allow them to obtain a license three days prior to their planned marriage ceremony.

Currently, the Benton County Clerk issues orders to waive the three day effective marriage license waiting period, if the couple seeking the waiver can show good and sufficient cause. To date, military deployment, severe illness and couples that contact the office well before they come in to obtain their marriage license are granted a no fee waiver.
AGENDA CHECKLIST
BENTON COUNTY BOARD OF COMMISSIONERS
(Page 3 of 3)

OPTIONS:
1) Adopt the attached Order proposing a $25 fee for issuance of an order to waive the three day waiting period related to the effective marriage license start date.

2) Amend the proposed fee to $____ for issuance of an order to waive the three day waiting period related to the effective marriage license start date.

3) No change to the current process for issuance of an order to waive the three day waiting period related to the effective marriage license start date.

FISCAL IMPACT:
1) The anticipated that annual revenue generated by adopting the proposed fee to waive the marriage waiting period to be approximately $1,000 per year.

2) Unknown, the impact would be dependent on the proposed amendment.

3) None.

STAFF RECOMMENDATIONS:
Option 1, adopt the attached Order proposing a $25 fee for the County Clerk to issue an order to waive the three day waiting period related to the effective marriage license start date.

SUGGESTED MOTION(S):
I move to adopt the attached Order proposing a $25 fee for the County Clerk to issue an order to waive the three day waiting period related to the effective marriage license start date.
BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter Establishing Waiver of )
Marriage License Three Day Waiting ) ORDER NO. D2016-096
Period Fee in Benton County, Oregon )

WHEREAS, the authority under Oregon Revised Statute Chapter 106 authorizes the County Clerk to issue an order waiving the three day period before a marriage license becomes effective, and;

WHEREAS, requests from couples that are unable to provide good and sufficient cause for the requested three day waiting period waiver are on the rise, and;

WHEREAS, currently couples are often sent to neighboring counties that offer waivers for a fee without explanation or good and sufficient cause;

WHEREAS, the adoption of a fee sufficient to honor the intent of ORS106.077, as well as, affordable enough as to aid those in need of a waiver of the statutory three day waiting period;

NOW THEREFORE, IT IS HEREBY ORDERED that a $25.00 fee be adopted, for the County Clerk to issue an order waiving the three day waiting period related to the effective marriage license start date to become effective in Benton County beginning January 1, 2017:

Adopted this 20th day of December, 2016.

Signed this 20th day of December, 2016.

BENTON COUNTY BOARD OF COMMISSIONERS

______________________________
Annabelle Jaramillo, Chair

______________________________
Anne Schuster, Commissioner

______________________________
Jay Dixon, Commissioner
AGENDA CHECKLIST
BENTON COUNTY BOARD OF COMMISSIONERS
(Page 1 of 2)

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners at any meeting where a Board quorum is expected.

Suggested Placement for this Agenda Item: ☒ BOC Tuesday Meeting   ☐ Other:
Suggested Agenda Date: 12/20/2016
Department Submitting: Financial Services
Short Title of Agenda Item: Resolution Forgiving Balance of Principle & Interest Due on Inter-fund Loans Related to Sunset Building Acquisition

Contact Person: Cochran
Phone Extension: 6257
Person Attending BOC Meeting (REQUIRED):
Cochran
Person(s) Who Should Receive Signed Documents After Meeting: Cochran

This Item Involves: (Check all that apply for this meeting.)
☒ Order/Resolution/Proclamation
☐ Ordinance/Public Hearing:
☐ 1st Reading    ☐ 2nd Reading
☐ Public Comment Anticipated:
☒ Estimated Time
☐ Document Recording Required
☐ Contract/Agreement
☐ Appointments
☐ Update on Project/Committee
☐ Discussion on Project/Committee
☒ Discussion & Action
☐ 10 minutes Estimated Time
☐ Special Report:
☐ Oral    ☐ Written

If appropriate, have Boards/Committees been involved? ☐ Yes    ☐ No    ☒ Not Applicable
If yes, address under Salient Issues, page 2.
If appropriate, has this agenda/item been advertised?
☐ Yes    ☐ No    ☒ Not Applicable
Names of Publications
Dates of Publication:

Reviewed By: (Signature and Date Required)

Department Head
DATE
Chief Operating Officer
DATE
County Counsel
DATE
Budget Office
DATE
Human Resources
DATE
BOC Administration
DATE

Required for all BOC meetings
Required for all BOC meetings
Required for all legal documents
If appropriate
Required for all personnel actions
Required for all BOC meetings

Provide one original or send electronically to Board Staff.
DO NOT USE STAPLES!
DATE OF MEETING: 12/20/2016

TITLE OF AGENDA ITEM: Resolution Forgiving Balance of Principle & Interest Due on Inter-fund Loans Related to Sunset Building Acquisition.

IDENTIFIED SALIENT ISSUES:
The Board of Commissioners adopted R2011-004 on January 11, 2011 authorizing an inter-fund loans to assist in the purchase of the Sunset Building. A total borrowing of $1.7 million was authorized from the Building Development Reserve Fund ($1.4 million) and HUD Block Grant Fund ($300,000). These loans finance half of the acquisition cost of Sunset. The other half was financed with the sale of bonds. The Bonds will be retired in FY2020 and all payment obligations will be met. This action does not in any way affect the payments due to the external loan.

In April 2014 the Board modified terms of the original inter-fund loan resolution to allow flexible payments based on the budget/cash flow of the Facilities budget. The resolution also extended the re-payment deadline by two years to 2023.

Since adoption of the modification there have been no principle or interest payments on the inter-fund loan. There are payments budgeted in this biennium, but have not been made.

In October of this year the Board authorized staff to proceed on a multi-year plan to make improvements and add space to the Avery, Sunset and Public Service Buildings. Part of the financing plan included a staff recommendation to write-off the balances due on the inter-fund loans.

This resolution would forgive the balances due and clear the liabilities due.

OPTIONS:
1) Approve the resolution as proposed
2) Do not adopted. The loan liability and terms of the 2014 resolution would remain in effect.
3) Hold for further information or discussion

FISCAL IMPACT:
The primary impact for loan forgiveness is to the HUD Block Grant fund. That fund pool used for the loan is from so-called "de-federalized" home re-habilitation loan payments. This income can be used for any purpose and has been generally referred to as the Benton Opportunity Fund. These are undesignated resources that would be used for any purpose but have been loosely ear-marked in the past to support low income housing and small business loan programs. The principle balance due to the fund is $230,516, with roughly $53,300 of accrued interest due as of 6/30/2016. The current balance of the pool is $221,000.

The impact to the Building Development Reserve Fund is effectively nothing because fund resources (current and past due) will be converted to support the multi-year building improvement plan authorized by the Board. For the record, the loan total principle remaining due is $1,075,741 with roughly $186,600 of accrued interest due as of 6/30/2016.

STAFF RECOMMENDATIONS:
Staff recommends the adoption of the resolution as consistent with the building improvement plan financing plan authorized by the Board.

SUGGESTED MOTION(S):
I move to adopt the resolution in the matter of forgiving balance due on inter-fund loans authorized in resolution R2011-004.
BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

In the Matter of Forgiving Inter-Fund Loans Used to Assist in the Acquisition of Property on Research Way as Authorized in Resolution R2011-004 ) RESOLUTION No. R2016-023

WHEREAS, the Board of Commissioners authorized Inter-fund loans from the HUD Block Grant and Building Development Reserve Funds to assist in the purchase of the property at 4077 SW Research Way for the purpose of providing office space for County departments and others, and;

WHEREAS, based on staff analysis and recommendation continued payments on the inter-fund loans no longer serve the County's interest and would in fact present a financial barrier to proceeding with necessary renovations and additions to County facilities, and;

THEREFORE, BE IT RESOLVED, the Board of Commissioners authorizes staff to take the necessary action to clear past due and future loan payment from the accounting records for Intra-governmental Services (514), the HUD Block Grant (114) and Building Development Reserve (303) funds.

Adopted this 20th day of December, 2016.

Signed this 20th day of December, 2016.

BENTON COUNTY BOARD OF COMMISSIONERS

______________________________
Annabelle Jaramillo, Chair

______________________________
Ann Schuster, Commissioner

______________________________
Jay Dixon, Commissioner
This document must be completed for each agenda item submitted for consideration by the Board of Commissioners at any meeting where a Board quorum is expected.

Suggested Placement for this Agenda Item:  
☑ BOC Tuesday Meeting  
☐ Other: ________________________________

Suggested Agenda Date: 12/20/2016

Department Submitting: Financial Services

Short Title of Agenda Item: Resolution to Amend the Purpose of the Building Development Reserve Fund

Contact Person: Cochran

Phone Extension: 6257

Person Attending BOC Meeting (REQUIRED):

Cochran

Person(s) Who Should Receive Signed Documents After Meeting: Cochran

This Item Involves: (Check all that apply for this meeting.)

☑ Order/Resolution/Proclamation  
☐ Ordinance/Public Hearing:  
☐ 1st Reading ☑ 2nd Reading  
☐ Public Comment Anticipated: Estimated Time  
☐ Document Recording Required  
☐ Contract/Agreement  
☐ Appointments  
☐ Update on Project/Committee  
☐ Discussion Only  
☑ Discussion & Action  
☐ 10 minutes Estimated Time  
☐ Special Report:  
☐ Oral  
☐ Written

If appropriate, have Boards/Committees been involved?  
☐ Yes ☑ No ☐ Not Applicable

If yes, address under Salient Issues, page 2.

If appropriate, has this agenda/item been advertised?  
☐ Yes ☑ No ☐ Not Applicable

Names of Publications

Dates of Publication: ________________________

Reviewed By: (Signature and Date Required)

________________________________________
Department Head  
DATE  

________________________________________
Chief Operating Officer  
DATE  

________________________________________
County Counsel  
DATE  

________________________________________
Budget Office  
DATE  

________________________________________
Human Resources  
DATE  

________________________________________
BOC Administration  
DATE  

Required for all BOC meetings

Required for all BOC meetings

Required for all legal documents

If appropriate

Required for all personnel actions

Required for all BOC meetings

Provide one original or send electronically to Board Staff.

DO NOT USE STAPLES!
AGENDA CHECKLIST
BENTON COUNTY BOARD OF COMMISSIONERS
(Page 2 of 2)

DATE OF MEETING:
December 20, 2016

TITLE OF AGENDA ITEM:
Resolution to Amend the Purpose of the Building Development Reserve Fund.

IDENTIFIED SALIENT ISSUES:
In July 2000, the Board of Commissioners adopted resolution R2000-041 creating and defining the purpose of the Building Development Reserve Fund. Fund number 303 in the Chart of Accounts.

The intention was to build a reserve overtime to assist in the financing of general county administrative office space. In 2000, the focus was on future project development in the downtown area, generally on property already County owned on the Law Enforcement Building block.

Since creation the fund accumulated annual contributions from the General and Enterprise Operations Fund. In 2010, $1,400,000 of its fund balance was used as part of the financing package for acquisition of the Sunset Building. Since the acquisition of Sunset, the need for general administrative space has been relieved. In the current state, there are more pressing space needs at the Avery and Public Service Building locations.

As part of a multi-building improvement and expansion project staff is recommending converting the Building Development Reserve Fund and its current fund balance to address these projects. After these projects the fund is proposed to continue but for the purpose of accumulating resources to address future building projects, possibly including early stage costs for Courthouse and Jail replacement planning.

To accomplish all of these things, the fund for practical purposes is no longer a reserve fund in the meaning of the statutes when it was created.

OPTIONS:
1) Adopt the resolution to re-purpose Fund 303
2) Modify the resolution
3) Hold the resolution for future discussion or information

FISCAL IMPACT:
None

STAFF RECOMMENDATIONS:
Staff recommends adoption of the resolution.

SUGGESTED MOTION(S):
I move to adopt the resolution in the matter of amending the purpose and intent of the Building Development Reserve Fund.
BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON


RESOLUTION No. R2016-022

WHEREAS, the Board of Commissioners adopted resolution R2000-041 in July of 2000 establishing the Building Development Reserve Fund, and;

WHEREAS, the original intent and purpose of the resolution establishing the fund has been eclipsed by evolving space requirements in different program areas, and;

WHEREAS, the Board of Commissioners has approved a multi-building development and improvement plan based on utilization of resources in the Building Development Reserve Fund beyond the original purpose;

THEREFORE, BE IT RESOLVED, the Board of Commissioners amends the purpose of the Building Development Reserve Fund in the following manner.

1) The fund shall periodically receive, accumulate and expend resources for the planning, acquisition, development and construction of County facilities.

2) It is not intended to be a Reserve Fund within the meaning or purposes intended under ORS 294.525 (now ORS 294.346.)

IT IS FURTHER RESOLVED; that upon dissolution of the fund its assets shall be transferred to the General Fund unless otherwise directed by the Board of Commissioners in a resolution adopted at the time the fund is dissolved.

Adopted this 20th day of December, 2016.

Signed this 20th day of December, 2016.

BENTON COUNTY BOARD OF COMMISSIONERS

______________________________
Annabelle Jaramillo, Chair

______________________________
Ann Schuster, Commissioner

______________________________
Jay Dixon, Commissioner
This document must be completed for each agenda item submitted for consideration by the Board of Commissioners at any meeting where a Board quorum is expected.

Suggested Placement for this Agenda Item:  
☑ BOC Tuesday Meeting  
☐ Other:  

Suggested Agenda Date: **12/20/2016**  
Department Submitting: **Human Resources/Public Information**  
Signed Documents  
Short Title of Agenda Item: **Video Recruitment and Engagement Strategy**  

<table>
<thead>
<tr>
<th>This Item Involves:</th>
<th>(Check all that apply for this meeting.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Order/Resolution/Proclamation</td>
<td>☐ Appointments</td>
</tr>
<tr>
<td>☐ Ordinance/Public Hearing:</td>
<td>☐ Update on Project/Committee</td>
</tr>
<tr>
<td>☐ 1st Reading ☐ 2nd Reading</td>
<td>☐ Discussion Only</td>
</tr>
<tr>
<td>☐ Public Comment Anticipated:</td>
<td>☐ Discussion &amp; Action</td>
</tr>
<tr>
<td>☐ Estimated Time</td>
<td>☐ 5min Estimated Time</td>
</tr>
<tr>
<td>☐ Document Recording Required</td>
<td>☐ Special Report:</td>
</tr>
<tr>
<td>☐ Contract/Agreement</td>
<td>☐ Oral ☐ Written</td>
</tr>
</tbody>
</table>

If appropriate, have Boards/Committees been involved?  
☑ Yes ☐ No ☐ Not Applicable  
If yes, address under Salient Issues, page 2.  

If appropriate, has this agenda/item been advertised?  
☐ Yes ☐ No ☐ Not Applicable  
Names of Publications  

Dates of Publication:  

Reviewed By: **(Signature and Date Required)**  

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Required for all BOC meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE 12-5-16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Operating Officer</th>
<th>Required for all BOC meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County Counsel</th>
<th>Required for all legal documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Office</th>
<th>If appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Human Resources</th>
<th>Required for all personnel actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOC Administration</th>
<th>Required for all BOC meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

Provide one original or send electronically to Board Staff.  

**DO NOT USE STAPLES!**
DATE OF MEETING:
12/20/2016

TITLE OF AGENDA ITEM:
Video recruitment and engagement strategy recommendation

IDENTIFIED SALIENT ISSUES:
Benton County will be recruiting for multiple department director and management positions in the next six to eight months. The national unemployment rate has dropped to 4.9% and indicates a tighter job market for recruitment with competition for top talent.

One method to position Benton County as an employer of choice is to use a video recruitment and engagement strategy in addition to more traditional recruitment techniques. Studies show that job postings that include video receive 34% more applications than those without. The County has an opportunity to use video content to increase applications in upcoming nation-wide recruitments and to highlight the work of the County to residents.

FISCAL IMPACT:
The basic video package would be no more than $13,800.00 for two 60-second overview videos and one 30-second executive recruitment video.

Departments electing to participate can purchase 30-second segment not to exceed $1,237.50 and/or 60-second segments for $2,475.

STAFF RECOMMENDATIONS:
Staff recommends the Board authorize county staff to contract with the selected vendor for the basic package and a la carte additional department and/or specialized services for a total cost not exceed $25,000.

SUGGESTED MOTION(S):
I move to authorize funds not to exceed $25,000 to contract with the selected vendor.