

AGENDA

(Chair May Alter the Agenda)

BENTON COUNTY BOARD OF COMMISSIONERS

Tuesday, July 5, 2022

[Click here to join the Zoom Meeting](#); Access Code 000433

or Dial **1 (253)215-8782**; Access Code 000433

Livestream: <http://facebook.com/BentonCoGov>

THE BOARD WILL TAKE A BRIEF RECESS BETWEEN THE WORK SESSION AND BUSINESS MEETING

**NOTE: County Service District meetings will immediately follow the Board of Commissioners meeting
(Alpine, Alsea, South Third)**

9:00 A.M.

I. Opening

- A. Introductions**
- B. Announcements**

II. Comments from the Public

Time restrictions may be imposed on public comment, dependent on the business before the Board of Commissioners. Individual comment may be limited to three minutes.

III. Review and Approve Agenda

IV. Work Session

- 4.1 9:00 a.m., 30 minutes – COVID Update from Department Operation Center
– Suzanne Hoffman, April Holland; Health Services

BUSINESS MEETING

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

5.1 In the Matter of Appointments to Advisory Boards, Commissions, and Committees:

Enterprise Zone	Tom Powell
Library Board	Debbie Mourey
Mental Health	Malcolm Miner, Rita Sawyer, Diane Scottaline, Katrina Shortridge
Natural Areas & Parks	David Smith, Elizabeth Spatafora, John Turner
Planning Commission	Elizabeth Irish
Property Tax	David Coulombe, Nick Fowler, Andrew Freborg, Kathleen Hutchinson

Public Hearing

This hearing will be heard at 10:00 a.m., 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 Approving the Community Development Block Grant Housing Application – *Rick Crager, Financial Services; Rachael Maddock-Hughes, Contractor*

VI. Old Business

6.1 Discussion and Decision Regarding the Request for Exemption to Extend the Risk Management Contract – *Rick Crager, Chief Financial Officer*

VII. New Business

7.1 Letter of Support for City of Corvallis Proposal to the Oregon Department of Energy – *Sean McGuire, Sustainability Coordinator*

VIII. Departmental Reports and Requests

8.1 Discussion and Decision to Adopt Resolution No. R2022-011 Promoting Apprenticeship Training Programs Through County Construction Contracts – *Gary Stockhoff, Public Works*

- 8.2 Discussion and Decision to Approve Order No. D2022-051 Adopting the Unanticipated Projects of Regional Significance (UPRS) – *Gary Stockhoff, Public Works; Lisa Scherf, Brad Dillingham, City of Corvallis*
- 8.3 Discussion and Decision to Adopt the Statewide Transportation Improvement Plan (STIF) Advisory Committee Bylaws – *Gary Stockhoff, Public Works; Lisa Scherf, Brad Dillingham, City of Corvallis*

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."

**MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS**

Zoom link: <https://zoom.us/j/99406917863?pwd=WDBXTjZtZmZsRngzbGN5U2Q3K0QwQT09>

Livestream: <http://facebook.com/BentonCoGov>

Tuesday, July 5, 2022

9:00 a.m.

Present: **Pat Malone**, Vice-Chair; **Xanthippe Augerot**, Commissioner; **Vance Croney**, County Counsel; **Joe Kerby**, County Administrator

Excused: **Nancy Wyse**, Chair

Staff: **Cory Grogan**, Public Information Officer; **Joe Hahn**, Equity, Diversity, and Inclusion; **April Holland**, Health; **Amanda Makepeace**, BOC Staff; **Erika Milo**, BOC Recorder; **John Pegg**, Emergency Management; **Gary Stockhoff**, Public Works; **Jef Van Arsdall**, Sheriff's Office; **Matt Wetherell**, Juvenile Department

Guests: **Brad Dillingham**, **Lisa Scherf**, City of Corvallis; **John Harris**, Horsepower Productions; **Rachael Maddock-Hughes**, Sequoia Consulting

Vice-Chair Malone called the meeting to order at 9:01 a.m.

I. Opening

- A. Introductions
- B. Announcements

No announcements were made.

II. Comments from the Public

No comments were offered.

III. Review and Approve Agenda

The following item was added to the agenda under IX. Other:

- 9.1 Introducing the New Public Information Officer** – *Cory Grogan, Public Information Officer*

IV. Work Session

- 4.1 COVID Department Operation Centers Update** – *April Holland; Health Department*

Holland advised that sub-variants of the virus are emerging, especially BA.4 and BA.5, which are proving more transmissible. In the first Omicron wave, BA.1 quickly replaced the Delta variant; and the new variants continue to out-compete previous ones. BA.5 seems to be taking the lead and may be more severe than previous Omicron variants.

Data for the week of June 19 indicates 339 cases reported, or 358 per 100,000 population. The prior week indicated 318 cases, or 325 per 100,000 population. Benton County's positivity rate rose in the week of June 19 from 13.4% to 17.7%. It is important to note the data reflects a significant undercount of extant infections. An estimated 25% of cases were reported before Omicron; actual cases are now up to 20 to 30 times more than are reported.

The Health Department is seeing increased hospitalizations as a result. Statewide hospitalizations rose in the past two weeks from 303 to 418, or about 40%. In Region 2, which includes Benton, Linn, Lincoln, Pope, Marion, and Yamhill Counties, hospitalizations increased from 40 to 76.

In the last Centers for Disease Control (CDC) update, three Oregon counties were in the red category; now 24 of 36 are in the red. Red is the level at which the CDC recommends universal indoor masking. Having two of the following three factors present would push Benton County into the red category:

1. A case threshold of 200 per 100,000 (the County is at this level);
2. New COVID-19 admissions of 10 per 100,000. The County is currently at 7.6 per 100,000, up from 5.8 per 100,000;
3. The percentage of staff beds used by COVID patients reaches 10% (the County is trending upward from 5% to 6.8).

Avoiding infection as individuals reduces the burden on our communities. Vaccinate, get boosted, and wear a mask indoors. Use rapid testing before gatherings, traveling, or feeling unwell.

In response to a question from Malone, Holland indicated new variants will become dominant in the fall and change very quickly. However, there are other vaccine trials occurring now; an omicron-specific bivalent vaccine may be available in next few months. There is also a vaccine for BA.4-5 that will be available later in the fall. In addition, vaccines are becoming available for children age six months to four and five years.

In response to a question from Augerot, Holland indicated long-term care facilities have been a focus of the work of the Communicable Disease Team (CDT). There is a high rate of outbreaks in group settings; however, the CDT is not seeing an increase in the number of affected long-term care facilities or the severity of disease or number of outbreaks.

Holland looks forward to working with new Public Information Officer Cory Grogan on community messaging surrounding COVID precautions.

V. Consent Calendar

5.1 In the Matter of Appointments to Advisory Boards, Commissions, and Committees:

Enterprise Zone
Library Board
Mental Health

Tom Powell
Debbie Mourey
Malcolm Miner, Rita Sawyer, Diane Scottaline,
Katrina Shortridge

Natural Areas & Parks
Planning Commission
Property Tax

David Smith, Elizabeth Spatafora, John Turner
Elizabeth Irish
David Coulombe, Nick Fowler, Andrew Freborg,
Kathleen Hutchinson

MOTION: Augerot moved to approve the July 5, 2022 Consent Calendar. Malone seconded the motion, which **carried 2-0.**

PH 1: In the Matter of a Public Hearing Approving the Community Development Block Grant Housing Application – *Rick Crager, Financial Services; Rachael Maddock-Hughes, Contractor*

Staff Report

Crager advised of the public hearing requirement for submittal of the County's Community Development Block Grant (CDBG) application for \$485,000 for a housing assistance grant. He reminded the Board of the December 2021 budget supplement and that this CDBG application was built into that earlier budget and can now move forward. The CDBG also required a published notice of a public hearing, which was completed as of June 24, 2022. Maddock-Hughes read the public notice aloud in English. Makepeace read the notice aloud in Spanish.

Maddock-Hughes indicated this opportunity comes from emergency COVID-19 funding from Business Oregon and that Benton County could apply for up to \$600,000. The County will work with nonprofit DevNW on the grant. The grant would help low- to moderate-income households to stay in their homes by helping with back rent, mortgage, and utilities for up to 150 households in Benton County.

Augerot asked whether since this is a grant to non-entitlement entities, the County has overcome the barrier of having to spend all of these funds only outside of Corvallis. Maddock-Hughes indicated that as of November 2021, this is no longer the case; it is for both entitlement and non-entitlement areas.

Crager advised the County also received a \$150,000 American Rescue Plan Act (ARPA) grant to DevNW, which will be a complement to this program. Augerot asked whether the ARPA grant was anticipated to be a jumpstart of this program. Crager indicated this was the case; the County is able to move more quickly and with more flexibility with the ARPA funding component. Maddock-Hughes noted the funds will have the same intake procedure, but they will be sorted by household income and will be placed in one "pot" or another (the CDBG having slightly lower income requirements).

Malone inquired about what happens after these funds are expended and we can evaluate effectiveness of program. Maddock indicated the project is focused on the impacts of COVID and trying to keep people in their homes. It will look at back rent, utilities, and mortgages; it does not fund these expenses going forward. It is part of a whole program of addressing houselessness.

Vice-Chair Malone opened the Public Hearing at 10:27 a.m.

Public Comment

No comment was offered.

Vice-Chair Malone closed the public hearing at 10:28 a.m.

MOTION: Augerot moved to approve the application for a Community Development Block Grant in an amount up to \$600,000 to be used to support mortgage, rental, and utility assistance for low and moderately low income households. Malone seconded the motion, which **carried 2-0.**

VI. Old Business**6.1 Discussion and Decision Regarding the Request for Exemption to Extend the Risk Management Contract – Rick Crager, Chief Financial Officer**

Crager requested an exemption from contract bidding as required in Benton County Code. Financial Services needs a property, port liability, auto liability and physical insurance placement provider. HUB International has been our contractor, it was previously Barker Earlings. The contract expired June 20, 2022, and Crager apologized for the lapse in coverage. HUB is willing to continue to provide services to the County at the same rate quoted in 2017. The exemption is being requested because it would take time to rebid the contract, and the County is unlikely to obtain the same rate. The total contract amount would be less than the \$150,000 threshold that would require a formal request for proposals (RFP) process. The requested exemption would extend the contract for a two-year period, at which time the County would resolicit for services.

Counsel added that 10 years ago, Benton County attempted to utilize an RFP for the County's insurance brokerage services, but no other firms provided services for government. Even if Crager had been aware of the need to solicit bids this year, it is unlikely another bid would have been received.

MOTION: Augerot moved to adopt Order #D2022-058 to approve, in accordance with section 2.540 of the Benton County Code, an exemption from the required County bidding requirements for Contract #501067 and to allow for a two-year contract extension, with the understanding the services will be rebid at the end of the contract term. Malone seconded the motion, which **carried 2-0.**

VII. New Business**7.1 Letter of Support for City of Corvallis Proposal to the Oregon Department of Energy – Sean McGuire, Sustainability Coordinator**

McGuire indicated the County had been contacted by the City of Corvallis regarding provide a letter of support for their grant proposal to the Oregon Department of Energy (ODE) for a Solar and Energy Storage System at the H.D. Taylor Water Treatment Plant. The project will design a plan for Corvallis' major water treatment plant to secure energy and water resiliency in case of

an emergency or disaster, and construction of the project would ideally be funded via future grant opportunities.

In response to a question from Malone, McGuire indicated Benton County intends to apply for this grant in the future. The deadline for this grant period is July 10, 2022, which is too soon for County staff; the next grant application round is anticipated to be in late summer or early fall 2022, and ODE will also do additional rolling grants. There is a total of \$12 million in state funding available through this grant process.

MOTION: Augerot moved to approve the Letter of Support for the City of Corvallis' grant application for the Oregon Department of Energy's energy resilience program. Malone seconded the motion, which **carried 2-0.**

VIII. Departmental Reports and Requests

8.1 Discussion and Decision to Adopt Resolution No. R2022-011 Promoting Apprenticeship Training Programs Through County Construction Contracts – Gary Stockhoff, Public Works

Stockhoff advised that Augerot brought to his attention an initiative promoting apprenticeship programs statewide. One version of a resolution suggested by the initiative contained a number of prescriptive requirements; the other was an aspirational resolution, which is the resolution presented to the Board for consideration. Stockhoff met with Counsel, a road engineer, and other stakeholders; and given the County's size and staffing, he believes the prescriptive version would not work well for the County. R2022-11 will reflect the County's support of the use of apprentices, and the County will encourage local contractors to support apprenticeship programs. Many of the contractors used by the County are small companies, and Stockhoff believes the aspirational resolution is the best approach.

MOTION: Augerot moved to adopt Resolution #R2022-011 promoting and encouraging apprenticeship programs in Benton County. Malone seconded the motion, which **carried 2-0.**

8.2 Discussion and Decision to Approve Order No. D2022-051 Adopting the Unanticipated Projects of Regional Significance (UPRS) – Gary Stockhoff, Public Works; Lisa Scherf, Brad Dillingham, City of Corvallis

Dillingham advised that UPRS was the last project on the Statewide Transportation Improvement Fund (STIF) plan. UPRS is intended to fund opportunities for public transportation projects as they arise; typically one-time purchases or small capital projects. This cycle, three projects have been proposed:

1. By the Cities of Philomath and Corvallis: a request for \$60,000 for a transit support position (transportation project assistant utilized by Philomath, Corvallis, and Benton County. The initial request of \$120,700 was not sufficient to cover the cost of the position.
2. By Benton Area Transit (BAT): a request for \$7,000 for Global Positioning System (GPS) units through the Seamless Transit Program by Oregon Cascades West Council of Governments

(COG). The GPS units help staff provided increased levels of customer service as they allow staff to communicate with passengers about bus locations. This project will purchase and install GPS units for the remainder of the fleet, as well as software licensing for all units for 15 months.

3. By Oregon Cascades West Council of Governments: a discretionary grant in the amount of \$12,500 for mobility hubs at Linn Benton Community College and Oregon State University (OSU). This project was approved for a discretionary grant, but the approval requires a 20% match rather than the anticipated 10% match requirement. The additional funds being requested would bridge the gap in the required match amount.

Augerot clarified that there are currently GPS units on the fixed route system buses, and the grant request is to add them to the on-demand service, and Dillingham confirmed this was the case. Augerot asked for more information about the mobility hubs. Dillingham indicated the process will take two biennia. He advised that many of the Benton and Linn transit services stop at OSU. The one OSU hub will be in front of McNary Hall on Jefferson Avenue. The design work for the project will be completed in the current biennium, which includes retaining a consultant to design a mobility hub much like the downtown transit center, although somewhat smaller. Dillingham believes COG will also apply for grant funding to construct the hub.

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

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

8.3 Discussion and Decision to Adopt the Statewide Transportation Improvement Plan (STIF) Advisory Committee Bylaws – Gary Stockhoff, Public Works; Lisa Scherf, Brad Dillingham, City of Corvallis

Stockhoff advised the Board that there have previously been two committees: the Special Transportation Advisory Committee (STAC) and Statewide Transportation Improvement Fund (STIF) Committee. In the last biennium, the Oregon Legislature combined these into one known as the STIF Advisory Committee. The new committee conducted a rulemaking process, in which Scherf participated, to develop new bylaws. The adoption of bylaws is required to form the new committee and to begin reviewing projects in September 2022.

Scherf indicated the bylaws were drafted and presented to the combined committees in May, and they very directly represent the Oregon Administrative Rules that govern the use of this money. In developing the bylaws, membership guidelines were followed closely. The Rule-making Committee had many representatives from the different membership categories referenced in Article 6 of the bylaws. For example, there are four mandatory seats: 1) a low-income person; 2) a person 65 or older; 3) a person with disabilities; and 4) a government transportation service provider or nonprofit transportation service provider. The other committee members may come from 18 different categories. All of the mandatory seats also show in the list of 18, and there may be more than one person in a given category. The bylaws presented to the Commissioners are as

recommended by staff (Attachment A). A member of the public representing the American Federation of the Blind (AFB) submitted a revised comment version (Attachment D).

Augerot expressed appreciation of the group's concerns about wanting to ensure members of STIF represent the breadth of ridership in the community and that they are not only members of the four categories, but they are also bus riders. The Board of Commissioners' experience in appointing members to committees is that it is very challenging to find people to take on these advisory roles. The more narrowly the roles are defined, the more difficult it is to find people willing to serve. Augerot understands the AFB's discomfort, but she indicated she was comfortable with the staff draft, which allows the County to continue to function and receive these funds. She encouraged the appointment of people who actually use the system to the Committee. Malone concurred with Augerot's comments.

Benton County Equity, Diversity, and Inclusion Coordinator JoeHahn indicated he was expecting at least one representative of the AFB to address the Board; however, he believed there may have been a schedule conflict. He suggested it is critical to engage AFB, the Association of Retarded Citizens of Lane County, the Disability Equity Center, and other groups as the County does this work. These groups are heavily impacted and are feeling left out of local government.

Scherf advised that staff has had the AFB's suggested changes for over a month. When STIF money was made available in 2017, it was heavily focused on low-income individuals and continues to be so. She appreciates the sentiment that people are unique but expressed discomfort with determining what constitutes a different type of disability and asked how this would be codified.

Malone noted that when filling other committees that get into specific qualifications, it does become difficult to fill some seats. He believes that with the no less than five and no more than nine membership requirement, the necessary flexibility is available.

Malone also asked about the timing for having the bylaws in place to begin the work. Scherf indicated the Oregon Department of Transportation had not yet provided a schedule; but based on past experience, the committee needs to get started in September, since this is the first time two funding streams have come in at the same time.

Stockhoff indicated that by approving the bylaws today, the County could immediately begin recruiting members. He has received interest from existing STAC/STIF members and the AFB to serve on the committee. The committee will likely meet monthly beginning in early September 2022 and through the beginning of 2023. The goal is to have the list to the Board in February 2023, with project kickoff on July 1, 2023.

Augerot noted that blindness is very different from a developmental disability, and she understood the disability community wanting to have more than one perspective and not wanting to feel tokenized. The State's focus has been on low-income individuals, but many people with disabilities also qualify as low-income. She indicated comfort with the staff draft of the bylaws, but feels very strongly the County should do its very best to include individuals with a variety of disabilities and challenges who use the Benton County system.

MOTION: Augerot moved to adopt the staff draft (Attachment A) of the Statewide Transportation Improvement Plan (STIF) Advisory Committee bylaws as forwarded to the Board by the joint STIF/STAC meeting and to include an emphasis on including a variety of disabilities among those represented on the STIF Advisory Committee. Malone seconded the motion, which **carried 2-0.**

IX. Other

7.1 Introduction of the New Public Information Officer – Cory Grogan, Public Information Officer

Grogan introduced himself to the Board. Grogan is a graduate of Oregon State University and is from Silverton, Oregon. His professional background includes education, military public affairs and public information, and State emergency management public information.

X. Adjournment

Vice Chair Malone adjourned the meeting at 10:31 a.m.

DocuSigned by:

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Pat Malone, Vice Chair

DocuSigned by:

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Erika Milo, Recorder

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

CONSENT CALENDAR

Xanthippe Augerot, Commissioner

66F405FE8021469... Xanthippe Augerot, Commissioner

**BENTON COUNTY
ENTERPRISE ZONE ADVISORY COMMITTEE
(EZAC)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Charlie Mitchell	Begin: 07/01/20 Expire: 06/30/23	Partial Term	10/20/20
2	Tom Powell	Begin: 07/01/22 Expire: 06/30/25	5 th Term	08/05/08 09/17/13 reappt'd 07/05/16 reappt'd 07/16/19 reappt'd 07/05/22 reappt'd
3	Joe Kerby	Begin: 07/01/21 Expire: 06/30/24	2 nd Term	07/18/17 07/03/18 reappt'd

STAFF: Tami Tracy Phone: 541-766-6665; Email: tami.tracy@co.benton.or.us

TERM LIMIT: Three years, July 1 – June 30

MEMBERS: Three members appointed by Benton County Commissioners.

**BENTON COUNTY
ENTERPRISE ZONE ADVISORY COMMITTEE
(EZAC)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Charlie Mitchell	Begin: 07/01/20 Expire: 06/30/23	Partial Term	10/20/20
2	Tom Powell	Begin: 07/01/22 Expire: 06/30/25	5 th Term	08/05/08 09/17/13 reappt'd 07/05/16 reappt'd 07/16/19 reappt'd 07/05/22 reappt'd
3	Joe Kerby	Begin: 07/01/21 Expire: 06/30/24	2 nd Term	07/18/17 07/03/18 reappt'd

STAFF: Tami Tracy Phone: 541-766-6665; Email: tami.tracy@co.benton.or.us

TERM LIMIT: Three years, July 1 – June 30

MEMBERS: Three members appointed by Benton County Commissioners.

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

In the Matter of Reappointment to the) ORDER #D2022-053
CORVALLIS-BENTON COUNTY)
LIBRARY BOARD)

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

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individual has indicated a willingness
to serve on this board:

<u>Name</u>	<u>Appointed & Position</u>
Debbie Mourey	Appointed: 07/05/22
	Expires: 06/30/25
	Position: 12

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individual is hereby
reappointed to the Corvallis-Benton County Library Board.

Adopted this 5th day of July, 2022

Signed this 5th day of July, 2022

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner

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

**In the Matter of Reappointment to the) ORDER #D2022-053
CORVALLIS-BENTON COUNTY)
LIBRARY BOARD)**

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

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individual has indicated a willingness
to serve on this board:

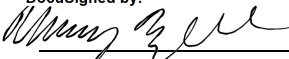
<u>Name</u>	<u>Appointed & Position</u>
Debbie Mourey	Appointed: 07/05/22
	Expires: 06/30/25
	Position: 12

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individual is hereby
reappointed to the Corvallis-Benton County Library Board.

Adopted this 5th day of July, 2022

Signed this 5th day of July, 2022

BENTON COUNTY BOARD OF COMMISSIONERS

DocuSigned by:	
853D1A1E843F40D...	Nancy Wyse, Chair
DocuSigned by:	
744FC1377E0E2AF...	Pat Malone, Commissioner
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66E405FE8021469...	Xanthippe Augerot, Commissioner

CORVALLIS-BENTON COUNTY LIBRARY BOARD
(CBCLB)

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
<u>POSITIONS APPOINTED BY COUNTY</u>				
1	Debbie Mourey	Begin: 07/01/22 Expire: 06/30/25	1 st Term	07/16/19 07/05/22 reappt'd
2	Christopher McMorran	Begin: 07/01/21 Expire: 06/30/24	Partial Term	02/01/22
3	Gabriel Ledger	Begin: 07/01/20 Expire: 06/30/23	Partial Term	10/05/21
4	David Low	Begin: 07/01/21 Expire: 06/30/24	2 nd Term	07/03/18 07/06/21 reappt'd
5	VACANT (Cheryl Maze)	Begin: 07/01/19 Expire: 06/30/22	3 rd Term	08/06/13 07/05/16 reappt'd 07/16/19 reappt'd
Student	Cleo Sandler	Begin: 07/01/21 Expire: 06/30/23	Partial Term	10/05/21

POSITIONS APPOINTED BY CITY

1	Russa Kittredge	Expire: 06/30/23
2	Karen Clevering	Expire: 06/30/24
3	Loretta Rielly	Expire: 06/30/22
4	Jacque Schreck	Expire: 06/30/24
5	VACANT	Expire: 06/30/23

**City Council
liaison:**

Charlyn Ellis

**Benton County
liaison:**

Nancy Wyse, Commissioner

STAFF: Ashlee Chavez; Library Director, 541-766-6910
CONTACT: Stephanie Conn - 541-766-6928
TERM LIMIT: 3 years, July 1 - June 30; Students have a two-year term
MEMBERS: 10 members, 5 each appointed by Corvallis Mayor and Board of Commissioners.
MEETS: 1st Wednesday, 7:30 pm, Library Board Room

CORVALLIS-BENTON COUNTY LIBRARY BOARD
(CBCLB)

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
<u>POSITIONS APPOINTED BY COUNTY</u>				
1	Debbie Mourey	Begin: 07/01/22 Expire: 06/30/25	1 st Term	07/16/19 07/05/22 reappt'd
2	Christopher McMorran	Begin: 07/01/21 Expire: 06/30/24	Partial Term	02/01/22
3	Gabriel Ledger	Begin: 07/01/20 Expire: 06/30/23	Partial Term	10/05/21
4	David Low	Begin: 07/01/21 Expire: 06/30/24	2 nd Term	07/03/18 07/06/21 reappt'd
5	VACANT (Cheryl Maze)	Begin: 07/01/19 Expire: 06/30/22	3 rd Term	08/06/13 07/05/16 reappt'd 07/16/19 reappt'd
Student	Cleo Sandler	Begin: 07/01/21 Expire: 06/30/23	Partial Term	10/05/21

POSITIONS APPOINTED BY CITY

1	Russa Kittredge	Expire: 06/30/23
2	Karen Clevering	Expire: 06/30/24
3	Loretta Rielly	Expire: 06/30/22
4	Jacque Schreck	Expire: 06/30/24
5	VACANT	Expire: 06/30/23

City Council
liaison:

Charlyn Ellis

Benton County
liaison:

Nancy Wyse, Commissioner

STAFF: Ashlee Chavez; Library Director, 541-766-6910
CONTACT: Stephanie Conn - 541-766-6928
TERM LIMIT: 3 years, July 1 - June 30; Students have a two-year term
MEMBERS: 10 members, 5 each appointed by Corvallis Mayor and Board of Commissioners.
MEETS: 1st Wednesday, 7:30 pm, Library Board Room

Xanthippe Augerot, Commissioner

Xanthippe Augerot, Commissioner

**MENTAL HEALTH, ADDICTIONS, AND
DEVELOPMENTAL DISABILITIES ADVISORY COMMITTEE
(MHADDAC)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1 Medical Professional	John Gotchall	Begin: 07/01/20 Expire: 06/30/23	1 st Term	08/04/20
2 Self Advocate	Cody Cotchall	Begin: 07/01/21 Expire: 06/30/24	1 st Term	08/04/20 07/06/21 reappt'd
3 Chair – Local advocacy group (Arc of Benton County)	Diane Scottaline	Begin: 07/01/22 Expire: 06/30/25	1 st Term	08/04/20 07/05/22 reappt'd
4 Other	VACANT	Begin: 07/01/20 Expire: 06/30/23	Partial Term	10/20/20
5 Vice chair- Community service organization (Pathfinder clubhouse)	Elizabeth Hazlewood	Begin: 07/01/21 Expire: 06/30/24	1 st Term	12/22/20 07/06/21
6 Other	Malcolm Miner	Begin: 07/01/22 Expire: 06/30/25	2 nd Term	01/02/18 07/16/19 reappt'd 07/05/22 reappt'd
7 Medical Professional	VACANT	Begin: 07/01/20 Expire: 06/30/23	1 st Term	01/02/18 08/04/20 reappt'd
8 Other	Rita Sawyer	Begin: 07/01/22 Expire: 06/30/25	1 st Term	07/06/21 07/05/22 reappt'd
9 Community Service Organization	VACANT	Begin: 07/01/19 Expire: 06/30/22	2 nd Term	01/07/14 07/15/14 reappt'd 07/16/19 reappt'd
10	VACANT (Amy Young)	Begin: 07/01/17 Expire: 06/30/20	2 nd Term	04/07/15 07/18/17 reappt'd
11 Other	Kara Daley	Begin: 07/01/21 Expire: 06/30/24	Partial Term	12/21/21
12 Self Advocate	Kristina Shortridge	Begin: 07/01/22 Expire: 06/30/25	1 st Term	12/21/21 07/05/22 reappt'd
13 Other	Kevin Dimmick	Begin: 07/01/20 Expire: 06/30/23	Partial Term	12/21/21

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
14 Other	Laura King	Begin: 07/01/21 Expire: 06/30/24	Partial Term	01/03/22
15	VACANT	Begin: 07/01/19 Expire: 06/30/22	2 nd Term	07/07/15 07/16/19 reappt'd
Student	VACANT	Begin: 07/01/18 Expire: 06/30/21	1 st Term	07/18/17 07/03/18 reappt'd

STAFF:

Mental Health: 541-766-6620

RECORDER (contact):**Danielle Martin:** 541-766-6171**TERMS:**

3 years: July 1 – June 30

MEMBERS:

15 members, Benton County residents

MEETS:

First Tuesday of each month from 5:15 p.m. – 6:30 p.m., Virtual meeting.

**MENTAL HEALTH, ADDICTIONS, AND
DEVELOPMENTAL DISABILITIES ADVISORY COMMITTEE
(MHADDAC)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1 Medical Professional	John Gotchall	Begin: 07/01/20 Expire: 06/30/23	1 st Term	08/04/20
2 Self Advocate	Cody Cotchall	Begin: 07/01/21 Expire: 06/30/24	1 st Term	08/04/20 07/06/21 reappt'd
3 Chair – Local advocacy group (Arc of Benton County)	Diane Scottaline	Begin: 07/01/22 Expire: 06/30/25	1 st Term	08/04/20 07/05/22 reappt'd
4 Other	VACANT	Begin: 07/01/20 Expire: 06/30/23	Partial Term	10/20/20
5 Vice chair- Community service organization (Pathfinder clubhouse)	Elizabeth Hazlewood	Begin: 07/01/21 Expire: 06/30/24	1 st Term	12/22/20 07/06/21
6 Other	Malcolm Miner	Begin: 07/01/22 Expire: 06/30/25	2 nd Term	01/02/18 07/16/19 reappt'd 07/05/22 reappt'd
7 Medical Professional	VACANT	Begin: 07/01/20 Expire: 06/30/23	1 st Term	01/02/18 08/04/20 reappt'd
8 Other	Rita Sawyer	Begin: 07/01/22 Expire: 06/30/25	1 st Term	07/06/21 07/05/22 reappt'd
9 Community Service Organization	VACANT	Begin: 07/01/19 Expire: 06/30/22	2 nd Term	01/07/14 07/15/14 reappt'd 07/16/19 reappt'd
10	VACANT (Amy Young)	Begin: 07/01/17 Expire: 06/30/20	2 nd Term	04/07/15 07/18/17 reappt'd
11 Other	Kara Daley	Begin: 07/01/21 Expire: 06/30/24	Partial Term	12/21/21
12 Self Advocate	Kristina Shortridge	Begin: 07/01/22 Expire: 06/30/25	1 st Term	12/21/21 07/05/22 reappt'd
13 Other	Kevin Dimmick	Begin: 07/01/20 Expire: 06/30/23	Partial Term	12/21/21

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
14 Other	Laura King	Begin: 07/01/21 Expire: 06/30/24	Partial Term	01/03/22
15	VACANT	Begin: 07/01/19 Expire: 06/30/22	2 nd Term	07/07/15 07/16/19 reappt'd
Student	VACANT	Begin: 07/01/18 Expire: 06/30/21	1 st Term	07/18/17 07/03/18 reappt'd

STAFF:

Mental Health: 541-766-6620

RECORDER (contact):**Danielle Martin:** 541-766-6171**TERMS:**

3 years: July 1 – June 30

MEMBERS:

15 members, Benton County residents

MEETS:

First Tuesday of each month from 5:15 p.m. – 6:30 p.m., Virtual meeting.

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

In the Matter of Appointments to the) ORDER #D2022-056
NATURAL AREAS and PARKS)
ADVISORY BOARD)

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

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individuals have indicated a
willingness to serve on this board:

<u>Name</u>	<u>Appointed & Position</u>
Elizabeth Spatafora	Appointed: 07/05/22 Expires: 06/30/26 Position: 4
John Turner	Appointed: 07/05/22 Expires: 06/30/26 Position: 5
David Smith	Appointed: 07/05/22 Expires: 06/30/26 Position: 6

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individuals are hereby
appointed to the Natural Areas and Parks Advisory Board.

Adopted this 5th day of July, 2022

Signed this 5th day of July, 2022

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner

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

**In the Matter of Appointments to the) ORDER #D2022-056
NATURAL AREAS and PARKS)
ADVISORY BOARD)**

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

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individuals have indicated a
willingness to serve on this board:

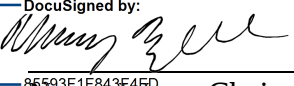
<u>Name</u>	<u>Appointed & Position</u>
Elizabeth Spatafora	Appointed: 07/05/22 Expires: 06/30/26 Position: 4
John Turner	Appointed: 07/05/22 Expires: 06/30/26 Position: 5
David Smith	Appointed: 07/05/22 Expires: 06/30/26 Position: 6

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individuals are hereby
appointed to the Natural Areas and Parks Advisory Board.

Adopted this 5th day of July, 2022

Signed this 5th day of July, 2022

BENTON COUNTY BOARD OF COMMISSIONERS

DocuSigned by:

86593F1E843F47D...
Nancy Wyse, Chair

DocuSigned by:

744FC1377E0E4AF...
Pat Malone, Commissioner

DocuSigned by:

661F405FE8021469...
Xanthippe Augerot, Commissioner

**BENTON COUNTY
NATURAL AREAS AND PARKS ADVISORY BOARD
(NAPB)**

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Carol Walsh	Begin: 07/01/20 Expire: 06/30/24	Partial Term	02/01/22
2	Mary Derr	Begin: 07/01/20 Expire: 06/30/24	Partial Term	01/19/21
3	Kevin Chambers	Begin: 07/01/22 Expire: 06/30/26	1 st Term	06/07/22
4	Elizabeth Spatafora	Begin: 07/01/22 Expire: 06/30/26	1 st Term	07/06/21 07/05/22 reappt'd
5	John Turner	Begin: 07/01/22 Expire: 06/30/26	1 st Term	07/05/22
6	David Smith	Begin: 07/01/22 Expire: 06/30/26	1 st Term	07/03/18 07/05/22 reappt'd
7	Dan Rosenberg	Begin: 07/01/19 Expire: 06/30/23	2 nd Term	09/06/16 07/16/19
8	Bob Hansen	Begin: 07/01/19 Expire: 06/30/23	Partial Term	01/19/21
9	Phillip Hays	Begin: 07/01/20 Expire: 06/30/24	Partial Term	02/01/22
Student	VACANT	Begin: 07/01/15 Expire: 06/30/17	1 st Term	02/02/16

STAFF:

Lynne McKee 541-766-6090; Jesse Ott 541-766-6002

RECORDER:**Contact— Leanna Steinke**, Parks 541-766-6025**TERM LIMIT:**~~3 years~~, 4 years (as of 12/20/20) July 1 – June 30**MEMBERS:**

9 members

MEETINGS:

2nd Wednesday of each month, 6:00 pm, Avery Complex, Large Conference Room

BENTON COUNTY
NATURAL AREAS AND PARKS ADVISORY BOARD
(NAPB)

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Carol Walsh	Begin: 07/01/20 Expire: 06/30/24	Partial Term	02/01/22
2	Mary Derr	Begin: 07/01/20 Expire: 06/30/24	Partial Term	01/19/21
3	Kevin Chambers	Begin: 07/01/22 Expire: 06/30/26	1 st Term	06/07/22
4	Elizabeth Spatafora	Begin: 07/01/22 Expire: 06/30/26	1 st Term	07/06/21 07/05/22 reappt'd
5	John Turner	Begin: 07/01/22 Expire: 06/30/26	1 st Term	07/05/22
6	David Smith	Begin: 07/01/22 Expire: 06/30/26	1 st Term	07/03/18 07/05/22 reappt'd
7	Dan Rosenberg	Begin: 07/01/19 Expire: 06/30/23	2 nd Term	09/06/16 07/16/19
8	Bob Hansen	Begin: 07/01/19 Expire: 06/30/23	Partial Term	01/19/21
9	Phillip Hays	Begin: 07/01/20 Expire: 06/30/24	Partial Term	02/01/22
Student	VACANT	Begin: 07/01/15 Expire: 06/30/17	1 st Term	02/02/16

STAFF: Lynne McKee 541-766-6090; Jesse Ott 541-766-6002

RECORDER: **Contact— Leanna Steinke**, Parks 541-766-6025

TERM LIMIT: ~~3 years~~, 4 years (as of 12/20/20) July 1 – June 30

MEMBERS: 9 members

MEETINGS: 2nd Wednesday of each month, 6:00 pm, Avery Complex, Large Conference Room

Xanthippe Augerot, Commissioner

BENTON COUNTY PLANNING COMMISSION

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
1	Christina White	Begin: 01/01/22 Expire: 12/31/25	1 st Term	12/22/20 Reappt'd 12/21/21
2	Evelyn Lee	Begin: 01/01/20 Expire: 12/31/23	Partial Term	08/04/20
3	Jennifer Gervais	Begin: 01/01/19 Expire: 12/31/22	1 st Term	03/06/18 01/15/19 reappt'd
4	Nancy Whitcombe	Begin: 01/01/19 Expire: 12/31/22	Partial Term	11/02/21
5	Elizabeth Irish	Begin: 01/01/20 Expire: 12/31/23	Partial Term	07/05/22
6	Sean Scorvo	Begin: 01/01/20 Expire: 12/31/23	1 st Term	04/02/19 12/17/19 reappt'd
7	VACANT (John McEvoy)	Begin: 01/01/19 Expire: 12/31/22	4 th Term	04/10/07 12/07/09 reappt'd 01/06/15 reappt'd 01/15/19 reappt'd
8	Nicholas Fowler	Begin: 01/01/20 Expire: 12/31/23	2 nd Term	12/15/15 12/17/19 reappt'd
9	VACANT	Begin: 01/01/22 Expire: 12/31/25	5 th Term	12/18/01 01/07/14 reappt'd 01/02/18 reappt'd

STAFF:

Darren Nichols, Community Development Director -
darren.nichols@co.benton.or.us; 541-766-6823

Greg Verret, Community Development Deputy Director -
greg.verret@co.benton.or.us; 541-766-6294

RECORDER:

Linda Ray – 541-766-0250

TERM LIMIT:

4-year terms. Replace open positions with people from same geographical location.

MEMBERS:

9 members, only two can sell real estate, no more than two can share the same business or profession. They shall be residents of various geographical locations in the county.

MEETINGS:

Twice a month, 1st and 3rd Tuesday, 7:30 p.m., Benton County Sunset Building

BENTON COUNTY PLANNING COMMISSION

<u>POSITION</u>	<u>NAME</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
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5	Elizabeth Irish	Begin: 01/01/20 Expire: 12/31/23	Partial Term	07/05/22
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8	Nicholas Fowler	Begin: 01/01/20 Expire: 12/31/23	2 nd Term	12/15/15 12/17/19 reappt'd
9	VACANT	Begin: 01/01/22 Expire: 12/31/25	5 th Term	12/18/01 01/07/14 reappt'd 01/02/18 reappt'd

STAFF:

Darren Nichols, Community Development Director -
darren.nichols@co.benton.or.us; 541-766-6823

Greg Verret, Community Development Deputy Director -
greg.verret@co.benton.or.us; 541-766-6294

RECORDER:

Linda Ray – 541-766-0250

TERM LIMIT:

4-year terms. Replace open positions with people from same geographical location.

MEMBERS:

9 members, only two can sell real estate, no more than two can share the same business or profession. They shall be residents of various geographical locations in the county.

MEETINGS:

Twice a month, 1st and 3rd Tuesday, 7:30 p.m., Benton County Sunset Building

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

**In the Matter of Reappointments to the) ORDER #D2022-052
BOARD OF PROPERTY TAX APPEALS)**

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

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individuals have indicated a willingness to
serve on this board:

<u>Name</u>	<u>Appointed & Position</u>
Nick Fowler	Pool 1 Appointed: 07/05/22 Expires: 06/30/23
Andrew Freborg	Pool 2 Appointed: 07/05/22 Expires: 06/30/23
Kathleen Hutchinson	Pool 2 Appointed: 07/05/22 Expires: 06/30/23
David Coulombe	Pool 2 Appointed: 07/05/22 Expires: 06/30/23

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individuals are hereby
reappointed to the Board of Property Tax Appeals.

Adopted this 5th day of July, 2022

Signed this 5th day of July, 2022

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner

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

**In the Matter of Reappointments to the) ORDER #D2022-052
BOARD OF PROPERTY TAX APPEALS)**

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

IT APPEARING TO THE BOARD

THAT the following qualified and knowledgeable individuals have indicated a willingness to
serve on this board:

<u>Name</u>	<u>Appointed & Position</u>
Nick Fowler	Pool 1 Appointed: 07/05/22 Expires: 06/30/23
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David Coulombe	Pool 2 Appointed: 07/05/22 Expires: 06/30/23

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reappointed to the Board of Property Tax Appeals.

Adopted this 5th day of July, 2022

Signed this 5th day of July, 2022

BENTON COUNTY BOARD OF COMMISSIONERS

DocuSigned by:



8530B517843F47V...
Nancy Wyse, Chair

DocuSigned by:



743FC1377E0E4AF...
Pat Malone, Commissioner

DocuSigned by:



60F405FE8021409...
Xanthippe Augerot, Commissioner

BENTON COUNTY
BOARD OF PROPERTY TAX APPEALS
(FORMERLY BOARD OF EQUALIZATION)
(BOPTA)

	<u>NAME/ADDRESS</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
<u>POOL 1</u>				
Non-Office Holding Resident	VACANT	Begin: 07/01/16 Expire: 06/30/17	Term	
Non-Office Holding Resident	Nicholas Fowler	Begin: 07/01/22 Expire: 06/30/23	8 th Term	12/15/15 07/05/16 reappt'd 07/18/17 reappt'd 07/03/18 reappt'd 08/04/20 reappt'd 07/06/21 reappt'd
Non-Office Holding Resident	VACANT	Begin: 07/01/19 Expire: 06/30/20	4 th Term	11/22/16 07/18/17 reappt'd 07/03/18 reappt'd
Non-Office Holding Resident	VACANT	Begin: Expire:		
Non-Office Holding Resident	VACANT	Begin: Expire:		
<u>POOL 2</u>				
Non-Office Holding Resident	VACANT	Begin: 07/01/19 Expire: 06/30/20	4 th Term	11/22/16 07/18/17 reappt'd 07/03/18 reappt'd
Non-Office Holding Resident	Kathleen Hutchinson	Begin: 07/01/22 Expire: 06/30/23	5 th Term	11/22/16 07/18/17 reappt'd 07/03/18 reappt'd 08/04/20 reappt'd 07/06/21 reappt'd
Non-Office Holding Resident	Andrew Freborg	Begin: 07/01/22 Expire: 06/30/23	2 st Term	02/23/21 07/06/21 reappt'd
Non-Office Holding Resident	David Coulombe	Begin: 07/01/22 Expire: 06/30/23	2 nd Term	07/06/21
Non-Office Holding Resident	VACANT	Begin: Expire:		

STAFF/RECORDER:

James Morales, 541-766-6756;
(contact) Lea Hofman, 541-766-6790

MEMBERS:

Appointment should be a member of the Board of Commissioners or a Non-Official Holding County Resident appointed by the Board of Commissioners - ORS 309.020(a) and 309.020(7)(a).

TERM LIMIT:

Terms are for **one (1) year**, beginning on date of appointment and ends June 30 (or whenever member resigns or is replaced, which ever occurs first). - ORS 309.020(2).

MEETS:

Session begins on first Monday in February, meetings as needed.
 Session ends no later than April 15.

NOTES:

Appointments are made by the Board of Commissioners.

Page 17 of 131
BENTON COUNTY
BOARD OF PROPERTY TAX APPEALS
(FORMERLY BOARD OF EQUALIZATION)
(BOPTA)

	<u>NAME/ADDRESS</u>	<u>TERM PERIOD</u>	<u>TERM SERVING</u>	<u>DATE APPOINTED</u>
<u>POOL 1</u>				
Non-Office Holding Resident	VACANT	Begin: 07/01/16 Expire: 06/30/17	Term	
Non-Office Holding Resident	Nicholas Fowler	Begin: 07/01/22 Expire: 06/30/23	8 th Term	12/15/15 07/05/16 reappt'd 07/18/17 reappt'd 07/03/18 reappt'd 08/04/20 reappt'd 07/06/21 reappt'd
Non-Office Holding Resident	VACANT	Begin: 07/01/19 Expire: 06/30/20	4 th Term	11/22/16 07/18/17 reappt'd 07/03/18 reappt'd
Non-Office Holding Resident	VACANT	Begin: Expire:		
Non-Office Holding Resident	VACANT	Begin: Expire:		
<u>POOL 2</u>				
Non-Office Holding Resident	VACANT	Begin: 07/01/19 Expire: 06/30/20	4 th Term	11/22/16 07/18/17 reappt'd 07/03/18 reappt'd
Non-Office Holding Resident	Kathleen Hutchinson	Begin: 07/01/22 Expire: 06/30/23	5 th Term	11/22/16 07/18/17 reappt'd 07/03/18 reappt'd 08/04/20 reappt'd 07/06/21 reappt'd
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Non-Office Holding Resident	David Coulombe	Begin: 07/01/22 Expire: 06/30/23	2 nd Term	07/06/21
Non-Office Holding Resident	VACANT	Begin: Expire:		

STAFF/RECORDER:

James Morales, 541-766-6756;
(contact) Lea Hofman, 541-766-6790

MEMBERS:

Appointment should be a member of the Board of Commissioners or a Non-Official Holding County Resident appointed by the Board of Commissioners - ORS 309.020(a) and 309.020(7)(a).

TERM LIMIT:

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MEETS:

Session begins on first Monday in February, meetings as needed.
 Session ends no later than April 15.

NOTES:

Appointments are made by the Board of Commissioners.

PUBLIC HEARINGS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 07/05/22

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Finance

Contact Name * Rick Crager

Phone Extension * 541-766-6246

Meeting Attendee Name * Rick Crager, Rachael Maddock

Agenda Item Details



Item Title * Public Hearing regarding Benton County's intent to apply for a CDBG Grant

Item Involves * Check all that apply

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

Board/Committee Involvement *

☐ Yes

☒ No

Advertisement *

☒ Yes

☐ No

**Names/Dates of
Publications**

List each publication name and date

Corvallis Gazette Times

Item Issues and Description	
Identified Salient Issues *	Benton County is applying for a Community Development Block Grant (CDBG) in an amount not to exceed the maximum limit of \$600,000. These resources are provided by Business Oregon, which is a recipient of these funds from the U.S. Department of Housing and Urban Development. If approved, the grant would be used to provide rental, mortgage, and utility assistance for up to 150 low and moderate income households. In anticipation of this grant application, the Board of Commissioner approved the budget for these resources in the December 2021 budget supplement.
	One of the requirements for applying for a CDBG grant is to hold a public hearing and to read the announcement at said hearing.
	1. Approve the grant application 2. Do not approve the grant application
	☒ Yes ☐ No
Fiscal Impact *	Benton County, if the application is approved, will receive up to \$600,000 that will pass through to DevNMW to administer the program.
Fiscal Impact *	

2040 Thriving Communities Initiative

Mandated Service? * ☐ Yes ☒ No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections *

These resources will support low and moderately low income individuals that have been disproportionately impacted by the pandemic with mortgage, utility, and rental assistance.

Focus Areas and Vision *

Select all that apply.

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

Explain Focus Areas and Vision Selection *

These resources will help to secure stable and affordable housing to individuals and families that may be vulnerable due to impacts of the pandemic.

Item Recommendations and Motions

Staff

Recommendations *

Approve the grant application

Meeting Motions *

I move to ...

I move to approve the application for CDBG in the amount of up to \$600,000 to be used to support the mortgage, rental, and/or utility assistance for low and moderately low income households.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

Public Notice and Notice of Public Hearing Housing Assistance.docx	13.89KB
Public Notice and Notice of Public Hearing Housing Assistance - Spanish.docx	13.93KB

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

Department Approver RICHARD CRAGER

<i>Rick Crager</i>	Not Applicable
1. Department Approval: Rick Crager	5. Human Resources Approval
<i>Amanda Makepeace</i>	<i>JOE KERBY</i>
2. BOC Initial Approval: Amanda Makepeace	6. County Administrator Approval: Joe Kerby
<i>Vance H. Croney</i>	<i>Amanda Makepeace</i>
3. Legal Counsel Approval: Vance Croney	7. BOC Final Approval: Amanda Makepeace
Not Applicable	
4. Financial Services Approval	

Public Notice and Notice of Public Hearing

Benton County is eligible to apply for a 2021 Community Development Block Grant from the Business Oregon. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public facilities and housing improvements, primarily for persons with low and moderate incomes.

The state expects to receive approximately \$13 million in new federal funds during 2021 for grants to non-entitlement cities and counties for eligible projects. The maximum grant that a city or county can receive under the COVID-19 Impact Assistance Program for housing related activities is \$600,000, with an additional \$100,000 available if collaborating with an additional county, for a maximum of \$800,000. Benton County is preparing an application for a 2021 Community Development Block Grant from the Business Oregon for rental, mortgage and utility assistance for residents of Benton County. It is estimated that the proposed project will benefit up to 150 households.

A public hearing will be held by the Benton County Board of Commissioners at 10am on July 5, 2022 at 4500 SW Research Way Corvallis, Oregon 97333. The purpose of this hearing is for the Board of Commissioners to obtain citizen views and to respond to questions and comments about: community development and housing needs, especially the needs of low- and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed project.

Written comments are also welcome and must be received by July 1, 2022 at 4500 SW Research Way Corvallis, Oregon 97333. Both oral and written comments will be considered by the board of commissioners in deciding whether to apply.

The location of the hearing is accessible to persons with disabilities. Please contact Maura Kwiatkowski at 541-766-3531 if you will need any special accommodations to attend or participate in the meeting.

More information about Oregon Community Development Block Grants, the proposed project, and records about Benton County's past use of Community Development Block Grant funds is available for public review at 4500 SW Research Way Corvallis, Oregon 97333 during regular office hours. Advance notice is requested. If special accommodations are needed, please notify Rick Crager, Chief Financial Officer at 541-766-6246 so that appropriate assistance can be provided.

Permanent involuntary displacement of persons or businesses is not anticipated as a result from the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low- and moderate-income housing that is demolished or converted to another use will be replaced.

Aviso público y aviso de audiencia pública

El condado Benton es elegible para solicitar una beca del Bloque para el Desarrollo Comunitario 2021 de Business Oregon. Los fondos de becas del Bloque para el Desarrollo Comunitario provienen del Departamento de Vivienda y Desarrollo Urbano de EE. UU. Las becas se pueden utilizar para instalaciones públicas y mejoras de vivienda, principalmente para personas con ingresos bajos y moderados.

El estado espera recibir aproximadamente \$13 millones en nuevos fondos federales durante 2021 para becas a ciudades y condados sin derechos para proyectos elegibles. La beca máxima que una ciudad o condado puede recibir bajo el Programa de Asistencia de Impacto COVID-19 para actividades relacionadas con la vivienda es de \$600,000, con \$100,000 adicionales disponibles si colabora con un condado adicional, por un máximo de \$800,000. El condado Benton está preparando una solicitud para una beca del bloque para el Desarrollo Comunitario 2021 de Business Oregon, para asistencia de alquiler, hipoteca y servicios públicos para los residentes del condado Benton. Se estima que el proyecto propuesto beneficiará hasta 150 hogares.

La Junta de Comisionados del Condado Benton llevará a cabo una audiencia pública a las 10:00 am el 5 de julio de 2022 en 4500 SW Research Way Corvallis, Oregon 97333. El propósito de esta audiencia es que la Junta de Comisionados obtenga las opiniones de los ciudadanos(as) y responda a preguntas y comentarios sobre: desarrollo comunitario y necesidades de vivienda, especialmente las necesidades de personas de ingresos bajos y moderados, así como otras necesidades en la comunidad que podrían ser asistidas con un proyecto de becas del bloque para el Desarrollo Comunitario; y el proyecto propuesto.

Los comentarios escritos también son bienvenidos y deben recibirse antes del 1 de julio de 2022 en 4500 SW Research Way Corvallis, Oregon 97333. La junta de comisionados considerará los comentarios orales y escritos para decidir si aplican.

El lugar de la audiencia es accesible para personas con capacidades especiales. Póngase en contacto con Maura Kwiatkowski al 541-766-3531 si necesita adaptaciones especiales para asistir o participar en la reunión.

Más información sobre las becas del Bloque para el Desarrollo Comunitario de Oregón, el proyecto propuesto y los registros sobre el uso anterior de los fondos de las becas del Bloque para el Desarrollo Comunitario del Condado Benton están disponibles para revisión pública en 4500 SW Research Way Corvallis, Oregón 97333 durante el horario de oficina habitual. Se requiere aviso previo. Si se necesitan adaptaciones especiales, notifique a Rick Crager, director financiero al 541-766-6246 para que se pueda brindar la asistencia adecuada.

No se prevé el desplazamiento involuntario permanente de personas o empresas como resultado del proyecto propuesto. Si el desplazamiento se vuelve necesario, se examinarán alternativas para minimizar el desplazamiento y brindar los beneficios requeridos/razonables a los desplazados. Cualquier vivienda de ingresos bajos y moderados que sea demolida o convertida para otro uso será reemplazada.

OLD BUSINESS

BOC Agenda Checklist Final Approval

Agenda Placement and Contacts

Suggested Agenda Date 07/05/22

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Finance

Contact Name * Rick Crager

Phone Extension * 541-766-6246

Meeting Attendee Name * Rick Crager

Agenda Item Details

Item Title * Request for Exemption to Extend the Risk Management Contract

Item Involves *

Check all that apply

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

Estimated Time *

15 minutes

**Board/Committee
Involvement ***

- ☐ Yes
- ☒ No

Advertisement *

- ☐ Yes
- ☒ No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

In accordance to Section 2.540 of the Benton County Code, the Financial Services Department is requesting an exemption to the bidding requirements in Chapter 2 of the Code for Contract 501067 and allowing for an extension of two years bringing the term to seven years at a total of \$147,000 - below the \$150,000 threshold for formal procurement. At the end of this term, the County will be required to rebid this service for a new contract.

By approving and exemption from competitively rebidding this contract, it will enable the County to continue to enjoy a very favorable cost of services and avoid a further gap in services to the County. Without this exemption, it will require at least 30-60 days to conduct a new process and likely result in an increased rate of services.

Options *

1. Approve the Request to Extend Existing Contract for 2 years
2. Deny the Request to Extend Existing Contract and Solicit for New Contract

Fiscal Impact *

- ☒ Yes
☐ No

Fiscal Impact Description *

The fiscal impact of approving the request is \$42,000 for the next two years. By denying request, there is a likelihood of a higher new or renegotiated rate, which will result in a increased overall fiscal impact to the County.

2040 Thriving Communities Initiative

2040 Thriving Communities Initiative

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

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

Mandated Service? * ☐ Yes
☒ No

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Risk Management
Selections *

**Focus Areas and
Vision ***

Select all that apply.

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

**Explain Focus Areas
and Vision
Selection ***

Risk Management

Recommendations and Motions

Item Recommendations and Motions

Staff
Recommendations * Approve request and allow for contract extension

Meeting Motions * I move to ...

Adopt Order #D2022-058 to approve, in accordance with Section 2.540 of the Benton County Code, an exemption from the required county bidding requirements for Contract 501067, to allow for a two-year contract extension, with the understanding that the services will be rebid at the end of this term.

Attachments, Comments, and Submission

Item Comments and Attachments

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

501067ExemptionRequest.docx	12.99KB
501067 Barker Uerlings 2017.pdf	212.22KB

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

Department RICHARD CRAGER
Approver

<i>Rick Crager</i>	Not Applicable
1. Department Approval: Rick Crager	5. Human Resources Approval
	<i>JOE KERBY</i>
2. BOC Initial Approval: Amanda Makepeace	6. County Administrator Approval: Joe Kerby
	<i>Amanda Makepeace</i>
3. Legal Counsel Approval: Vance Croney	7. BOC Final Approval: Amanda Makepeace
Not Applicable	
4. Financial Services Approval	

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

**In the Matter of Granting Specific Exemptions)
from contract bidding requirement outlined in)
Benton County Code Chapter 2)** **ORDER #D2022-058**

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

IT APPEARING TO THE BOARD a request for a specific exemption pursuant to BCC
Section 2.540 of the Benton County Contract Code; and

THAT, the Board finds the Benton County Financial Services Department is in need of an
organization to provide Property, Tort Liability, Auto Liability and Physical Damage insurance
placement and risk management services; and

THAT, the Board finds the County had a contract (Contract #501067) in place with Barker
Uerlings, Inc., which was subsequently acquired by Hub International, Inc.; and

THAT, the Board finds Hub International assumed said contract to continue all terms and
conditions from June 20, 2017 to June 20, 2022; and

THAT, the Board finds said contract expired on June 20, 2022, and no solicitation for a
new contract was conducted; and

THAT, the Board finds that Hub International has provided excellent services since
assuming said contract and has indicated willingness to maintain the same favorable fixed rate of
services identified in the original bid in 2019; and

THAT, the Board finds that if Benton County were to begin a new process to rebid for
services, it would require at least 30 to 60 days to conduct a new process resulting in a period of
lost services and a likelihood of an increased fixed rate; and

THAT, the Board finds that if said contract were extended to allow for two additional years
of services at the same rate, the total contract cost would still be below the \$150,000 threshold,
which exempts it, per BCC 2.210 of the Benton County Code, from a formal Request for Proposals
process.

THEREFORE, IT IS HEREBY ORDERED, based on the above findings, that the Benton
County Board of Commissioners authorizes the extension of Contract #501067 with Hub
International to June 30, 2024 under the same rate for services identified in the original contract.
Prior to expiration of this amended contract, the County will conduct a new solicitation for
services in accordance with the Benton County Contract Code.

Adopted this 5th day of July 2022.

Signed this 5th day of July 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Patrick Malone, Commissioner

Xanthippe Augerot, Commissioner

Approved as to form

Vance M. Croney, County Counsel

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

**In the Matter of Granting Specific Exemptions)
from contract bidding requirement outlined in)
Benton County Code Chapter 2)** **ORDER #D2022-058**

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

IT APPEARING TO THE BOARD a request for a specific exemption pursuant to BCC
Section 2.540 of the Benton County Contract Code; and

THAT, the Board finds the Benton County Financial Services Department is in need of an
organization to provide Property, Tort Liability, Auto Liability and Physical Damage insurance
placement and risk management services; and

THAT, the Board finds the County had a contract (Contract #501067) in place with Barker
Uerlings, Inc., which was subsequently acquired by Hub International, Inc.; and

THAT, the Board finds Hub International assumed said contract to continue all terms and
conditions from June 20, 2017 to June 20, 2022; and

THAT, the Board finds said contract expired on June 20, 2022, and no solicitation for a
new contract was conducted; and

THAT, the Board finds that Hub International has provided excellent services since
assuming said contract and has indicated willingness to maintain the same favorable fixed rate of
services identified in the original bid in 2019; and

THAT, the Board finds that if Benton County were to begin a new process to rebid for
services, it would require at least 30 to 60 days to conduct a new process resulting in a period of
lost services and a likelihood of an increased fixed rate; and

THAT, the Board finds that if said contract were extended to allow for two additional years
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which exempts it, per BCC 2.210 of the Benton County Code, from a formal Request for Proposals
process.

THEREFORE, IT IS HEREBY ORDERED, based on the above findings, that the Benton
County Board of Commissioners authorizes the extension of Contract #501067 with Hub
International to June 30, 2024 under the same rate for services identified in the original contract.
Prior to expiration of this amended contract, the County will conduct a new solicitation for
services in accordance with the Benton County Contract Code.

Adopted this 5th day of July 2022.

Signed this 5th day of July 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

DocuSigned by:



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Nancy Wyse, Chair

DocuSigned by:



744FC1377E0E4AF...

Patrick Malone, Commissioner

DocuSigned by:



66F2D5FE8021469...

Xanthippe Augerot, Commissioner

Approved as to form

DocuSigned by:



B0D67324472D4FA...

Vance M. Croney, County Counsel

**Financial Service Department
Request for Exemption to Rebid Contract 501067
Insurance Brokerage Services**

Request

In accordance to Section 2.540 of the Benton County Code, the Financial Services Department is requesting an exemption to the bidding requirements in Chapter 2 of the Code for Contract 501067 and allowing for an extension of two years bringing the term to seven years at a total of \$147,000 - below the \$150,000 threshold for formal procurement. At the end of this term, the County will be required to rebid this service for a new contract.

Nature of Contract

Benton County has a contract for insurance brokerage services with Barkers Uerlings Insurance, Inc. which was subsequently acquired by Hub International in 2021. Under the terms of the contract, the contractor provides for Property, Tort Liability, and Auto Liability and Physical Damage insurance placement and risk management services. This service has been provided under Contract 501067 since June 20, 2017 for a five-year term ending June 20, 2022 without provisions for extension. The agreed amount of payment equal a \$21,000 fixed amount paid annually at the beginning of each fiscal year. The total cost through the end of the contract is \$105,000.

Estimated Cost of Contract

The estimated cost of this action is \$42,000, which will bring the total contract services to \$147,000 for the contract term.

Cost Savings Anticipated with Exemption

By approving and exemption from competitively rebidding this contract, it will enable the County to continue to enjoy a very favorable cost of services and avoid a further gap in services to the County. Without this exemption, it will require at least 30-60 days to conduct a new process and likely result in an increased rate of services.

Proposed Alternative Contracting Practice

The County will extend contract 501067 to increase the end date for services to 6/30/2024; increase the total contract amount by \$42,000; and update the contractor name from Barker-Uerlings to Hub International.

Estimated Date Necessary to Let Contract

Immediately upon approval of this exemption. Contract is currently expired.

**BENTON COUNTY
PERSONAL SERVICES CONTRACT**

This is an agreement by and between BENTON COUNTY, OREGON, a political subdivision of the State of Oregon, hereinafter called COUNTY, and Barker Uerlings Insurance, Inc., hereinafter called CONTRACTOR.

WHEREAS, COUNTY has need for the services of an individual with the particular training, ability, knowledge, and experience possessed by CONTRACTOR,

NOW, THEREFORE, in consideration of the mutual covenants contained herein the parties agree as follows:

1. **TERM OF CONTRACT:** This contract shall become effective upon signature, and shall terminate on June 20, 2022.

2. **SERVICES TO BE PROVIDED:** (description of services)

3. **PAYMENT:** For the first year of the contract 2016-17, the fee paid by the County shall not exceed \$21,000 for Property, Tort Liability, and Auto Liability and Auto Physical Damage insurance placement and risk management services in addition to any commission earned by the placement of other lines of insurance including Workers' Compensation and Bonds. In subsequent years, compensation shall not exceed \$22,500. Any contract payment arrangement shall comply with state or federal law, as well as Oregon Administrative Rules.

4. **ASSIGNMENT/DELEGATION:** Neither party shall assign, subcontract or transfer any interest in or duty under this agreement without the prior written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party has so consented.

5. **STATUS OF CONTRACTOR:** The parties intend that CONTRACTOR, in performing the services specified in this agreement, shall act as an independent contractor. Although COUNTY reserves the right to (i) determine and modify the delivery schedule for work to be performed and (ii) evaluate the quality of the completed performance, only CONTRACTOR shall have the control of the work and the manner in which it is performed. CONTRACTOR is not to be considered an agent or employee of the COUNTY and is not entitled to participate in any pension plan, insurance, bonus, or similar benefits COUNTY provides its employees.

CONTRACTOR will not be eligible for any federal social security, state workers' compensation, unemployment insurance, or Public Employees Retirement System benefits from amounts paid under this contract, except as a self-employed individual.

If this payment is to be charged against Federal funds, CONTRACTOR certifies that it is not currently employed by the Federal government and the amount charged does not exceed its normal charge for the type of service provided.

COUNTY will report the total amount of all payments to CONTRACTOR, including any expenses, in accordance with Federal Internal Revenue Service and State of Oregon Department of Revenue regulations. CONTRACTOR shall be responsible for any Federal or State taxes applicable to amounts paid under this contract.

6. **WARRANTY:** COUNTY has relied upon representations by CONTRACTOR regarding its professional ability and training as a material inducement to enter into this contract. CONTRACTOR represents and warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state, and local laws, it being understood that acceptance of CONTRACTOR's work by COUNTY shall not operate as a waiver or release of such warranty.

7. **INDEMNIFICATION.** CONTRACTOR shall hold harmless, indemnify, and defend COUNTY, its officers, agents, and employees from any and all liability, actions, claims, losses, damages or other costs including attorney's fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person or entity arising from, during or in connection with the performance of the work described in this contract, except liability arising out of the sole negligence of the COUNTY and its employees. Such indemnification shall also cover claims brought against COUNTY under state or federal workers' compensation laws. If any aspect of this indemnity or the above warranty shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification or the above warranty.

8. **INSURANCE:** CONTRACTOR and any subcontractors shall maintain insurance acceptable to the COUNTY as provided in Attachment A. Such insurance shall remain in full force and effect throughout the term of this contract.

If CONTRACTOR employs one or more workers as defined in ORS 656.027 and such workers are subject to the provisions of ORS Chapter 656, CONTRACTOR shall maintain currently valid workers' compensation insurance covering all such workers during the entire period of this contract.

9. **METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS, AND MAKING PAYMENTS:** All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills, and payments sent by mail should be addressed as follows:

COUNTY: Mary K. Otley, Finance Director
4077 SW Research Way
Corvallis, OR 97333

CONTRACTOR: Barker Uerlings Insurance, Inc.
340 NW 5th
Corvallis, OR 97330

and when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in

the names and addresses of the person to whom notices, bills, and payments are to be given by giving notice pursuant to this paragraph.

10. **TERMINATION:** At any time, with or without cause, COUNTY, in its sole discretion shall have the absolute right to terminate this agreement by giving written notice to CONTRACTOR. If COUNTY terminates pursuant to this paragraph, CONTRACTOR shall be entitled to payment for all services satisfactorily rendered and expenses incurred through the date of termination; provided, that there shall be deducted from such payment the amount of damage, if any, sustained by COUNTY due to any breach of the agreement by CONTRACTOR.

11. **OWNERSHIP OF WORK PRODUCT:** COUNTY shall be the owner of and shall be entitled to possession of all work products of CONTRACTOR that result from this contract ("the work products"). In addition, if any of the work products contain intellectual property of CONTRACTOR that is or could be protected by federal law, CONTRACTOR hereby grants COUNTY a perpetual, royalty-free, fully paid, nonexclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use and re-use all such work products, including but not limited to databases, templates, file formats, scripts, links, procedures, materials, training manuals and other information, designs, plans or works provided or delivered to COUNTY or produced by CONTRACTOR under this contract.

12. **NONDISCRIMINATION:** CONTRACTOR shall comply with all applicable federal, state and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.

13. **STATUTORY AND REGULATORY COMPLIANCE:** CONTRACTOR shall comply with all federal, state and local laws, ordinances and regulations applicable to the work under this contract, including, without limitation, the applicable provisions of ORS chapters 279A, B and C, particularly 279C.500, 279C.510, 279C.515, 279C.520 and 279C.530, as amended. In addition, CONTRACTOR expressly agrees to comply with Title VI of the CIVIL RIGHTS ACT of 1964 and comparable state and local laws. CONTRACTOR shall also comply with Section V of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (Pub. Law No. 101-336), ORS 659A.142, ORS 659A.145, ORS 659A.400 to ORS 659A.406 and all regulations and administrative rules established pursuant to those laws. Contractor certifies that it is not disqualified or debarred from entering into this contract under ORS 279B.130, 279C.440 and/or any applicable Federal compliance requirements in accordance with 2 CFR part 180.

14. **EXTRA (CHANGED) WORK:** Only the Finance Director may authorize extra (and/or changed) work. Failure of the CONTRACTOR to secure Director authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the CONTRACTOR thereafter shall be entitled to no compensation whatsoever for the performance of such work.

CONTRACTOR further expressly waives any and all right or remedy by way of restitution and quantum merit for any and all extra work performed by

CONTRACTOR without the express and prior written authorization of the Director.

15. CONFLICT OF INTEREST: CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services. The CONTRACTOR further covenants that in the performance of this contract it shall not employ any person having any such interest.

16. AUDIT: CONTRACTOR shall maintain records to assure conformance with the terms and conditions of this agreement, and to assure adequate performance and accurate expenditures within the contract period. CONTRACTOR agrees to permit Benton County, the State of Oregon, the federal government, or their duly authorized representatives to audit all records pertaining to this agreement to assure the accurate expenditure of funds. CONTRACTOR shall notify COUNTY of any independent audit report of CONTRACTOR'S activities or finances prepared for CONTRACTOR and agrees to submit such reports to the Director upon request.

17. GOVERNING LAW: This contract shall be governed and construed by the laws of the State of Oregon.

18. SEVERABILITY: If any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected.

19. MERGER: This writing and the attached exhibits constitute the entire and final contract between the parties. No modification of this agreement shall be effective unless and until it is made in writing and signed by both parties.

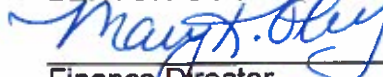
DATED this 20th day of June, 20 17.

CONTRACTOR



Date: 6/20/17

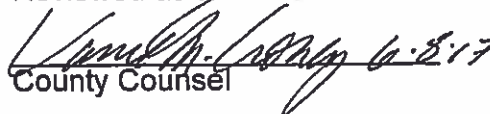
BENTON COUNTY



Finance Director

Date: 6/20/17

Reviewed as to form:


County Counsel

AFFIDAVIT

CONTRACTOR declares that it does not currently employ, and will not employ any individuals for work under this contract during the term this contract is in force.

Principal

Date

ATTACHMENT A

INSURANCE REQUIREMENTS

The CONTRACTOR and its subcontractors shall maintain insurance acceptable to the COUNTY in full force and effect throughout the term of this contract.

It is agreed that any insurance maintained by COUNTY shall apply in excess of, and not contribute with, insurance provided by CONTRACTOR. The policy or policies of insurance maintained by the CONTRACTOR and its subcontractors shall provide at least the following limits and coverages.

TYPE OF INSURANCE	LIMITS OF LIABILITY
<u>X</u> <u>General Liability</u>	Bodily Injury: \$700,000 per person \$1,500,000 per occurrence Property Damage: \$100,000 per claim \$500,000 per occurrence
<u>X</u> <u>Automobile Liability</u> Covering any vehicle used on County business	Same as Above
<u>X</u> <u>Worker's Compensation</u>	Per Oregon State Statutes
<u> </u> <u>Professional Liability</u>	Per occurrence: \$700,000 Annual aggregate: \$1,500,000
<u> </u> <u>Property of Others in Transit</u> (If Contractor to haul County Equipment)	Per Claim: \$100,000 Per Occurrence: \$500,000

If this contract extends beyond July 1, 2017, the above limits shall rise to the limits established in the Oregon Tort Limit Act, ORS 30.260, 30.261, 30.272, and 30.273. Contractor must provide proof of increased insurance coverage to coincide with statutory increases in the tort liability caps.

CONTRACTOR'S general liability and automobile insurance must be evidenced by certificates from the insurers. The policies shall name Benton County, its officers, agents and employees as additional insureds and shall provide Benton County with a 30-day notice of cancellation.

Worker's compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name Benton County as an additional insured, but must list Benton County as a certificate holder and provide a 30-day notice of cancellation to Benton County.

Certificates of Insurance shall be forwarded to:

Benton County Counsel
205 NW 5th Street
Corvallis, OR 97339-3020

CONTRACTOR agrees to deposit with the COUNTY, at the time s/he returns the executed contract, Certificates of Insurance or Binders of Insurance if the policy is new or has expired, sufficient to satisfy the COUNTY that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the COUNTY during the entire term of this contract. Such certificates and/or binders must be delivered prior to commencement of the work.

The procuring of such required insurance shall not be construed to limit CONTRACTOR'S liability hereunder. Notwithstanding said insurance, CONTRACTOR shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this contract.

NEW BUSINESS

BOC Agenda Checklist Final Approval

Agenda Placement and Contacts

Suggested Agenda Date 07/05/22

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Sean McGuire

Phone Extension * 0152

Meeting Attendee Name * Sean McGuire

Agenda Item Details

Item Title * Letter of Support for Corvallis Proposal to the Oregon Department of Energy

Item Involves *

Check all that apply

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

**Board/Committee
Involvement ***

- ☐ Yes
- ☒ No

Advertisement *

- ☐ Yes
- ☒ No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues * The City of Corvallis is submitting a grant proposal to the Oregon Department of Energy for a Solar and Energy Storage System at the H.D. Taylor Water Treatment Plant. The project will design a plan for Corvallis' major water treatment plant to secure energy and water resiliency in case of an emergency or disaster.

Options * Approve Letter of Support.
Do not approve Letter of Support

Fiscal Impact * ☐ Yes
☒ No

2040 Thriving Communities Initiative

2040 Thriving Communities Initiative

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

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

Mandated Service? * ☐ Yes
☒ No

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections *

The design proposal will enhance community resilience and reduce greenhouse gas emissions.

Focus Areas and Vision *

Select all that apply.

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

Explain Focus Areas and Vision Selection *

The design proposal will enhance community resilience and reduce greenhouse gas emissions.

Recommendations and Motions

Item Recommendations and Motions

Staff Approve the letter of support.
Recommendations *

Meeting Motions * I move to ...
 Approve the Letter of Support for Corvallis' grant application.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

220705 Corvallis Solar Energy Grant Support Let... 135.94KB

Comments (optional)

If you have any questions, please call ext.6800

**Department
Approver**

MAURA KWIATKOWSKY

<i>Maura Kwiatkowski</i>	Not Applicable
1. Department Approval: Maura Kwiatkowski	5. Human Resources Approval
	<i>Maura Kwiatkowski</i>
2. BOC Initial Approval: Amanda Makepeace	6. County Administrator Approval: Maura Kwiatkowski
	<i>Amanda Makepeace</i>
3. Legal Counsel Approval: Vance Croney	7. BOC Final Approval: Amanda Makepeace
Not Applicable	
4. Financial Services Approval	



Board of Commissioners

Office: (541) 766-6800

Fax: (541) 766-6893

4500 SW Research Way
Corvallis, OR 97333

co.benton.or.us

July 5, 2022

Oregon Department of Energy
Community Renewable Energy Grant Program
550 Capitol Street NE
Salem, Oregon 97301

To Whom It May Concern:

Benton County supports the grant application from the City of Corvallis for a Solar and Energy Storage System at the H.D. Taylor Water Treatment Plant. This needed project will design a plan for Corvallis' major water treatment plant to secure energy and water resiliency in case of an emergency or disaster.

Benton County has a long history of environmental protection and specifically addressing climate change. Benton County Commissioners established an aggressive greenhouse gas emissions reduction goal, and we recently updated our Climate Action Plan. Benton County has worked closely with our many community partners – especially the City of Corvallis – to implement innovative measures and projects to proactively address our current climate crisis.

Accordingly, we recommend full funding of Corvallis' proposal that will ensure local resiliency and pursue low-carbon energy solutions for our residents.

Sincerely,
BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair



Board of Commissioners

Office: (541) 766-6800

Fax: (541) 766-6893

4500 SW Research Way
Corvallis, OR 97333

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July 5, 2022

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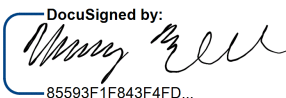
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Sincerely,
BENTON COUNTY BOARD OF COMMISSIONERS

DocuSigned by:

85593F1F843F4FD...

Nancy Wyse, Chair

DEPARTMENTAL REPORTS AND REQUESTS

BOC Agenda Checklist Final Approval

Agenda Placement and Contacts

Suggested Agenda Date 07/05/22

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Gary Stockhoff

Phone Extension * 6010

Meeting Attendee Name * Gary Stockhoff

Agenda Item Details

Item Title * Resolution No. 2022-011, Promoting Apprenticeship Training Programs Through County Construction Contracts

Item Involves *

Check all that apply

- ☐ Appointments
- ☐ Budget
- ☐ Contract/Agreement
- ☒ Discussion and Action
- ☐ Discussion Only
- ☐ Document Recording
- ☐ Employment
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- ☐ Proclamation
- ☐ Project/Committee Update
- ☐ Public Comment
- ☐ Special Report
- ☐ Other

Estimated Time *

5 minutes

**Board/Committee
Involvement ***

- ☐ Yes
- ☒ No

Advertisement *

- ☐ Yes
- ☒ No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *	There is a workforce shortage in the construction industry. To help address the shortage, Benton County will encourage and promote participation in apprenticeship programs to ensure a stable workforce in the construction industry.
Options *	n/a
Fiscal Impact *	☐ Yes ☒ No

2040 Thriving Communities Initiative

2040 Thriving Communities Initiative

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

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

Mandated Service? * ☐ Yes
☒ No

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections *

Encouraging apprenticeship programs in Benton County will improve the labor force and make our community livable.

Focus Areas and Vision *

Select all that apply.

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

Explain Focus Areas and Vision Selection *

Encouraging apprenticeship programs in Benton County will improve the labor force and safety of projects.

Recommendations and Motions

Item Recommendations and Motions

Staff	Staff recommends adoption of Resolution No. 2022-011, Promoting
Recommendations *	Apprenticeship Training Programs Through County Construction Contracts
Meeting Motions *	I move to ... adopt the Resolution R2022-011 that promotes and encourages apprenticeship programs in Benton County.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

R2022-011 Apprenticeship Aspirational Goals.pdf 113.35KB

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

Department Approver GARY STOCKHOFF

<i>Gary Stockhoff</i>	Not Applicable
1. Department Approval: Gary Stockhoff	5. Human Resources Approval
<i>JOE KERBY</i>	
2. BOC Initial Approval: Joe Kerby	6. County Administrator Approval:
	<i>Amanda Makepeace</i>
3. Legal Counsel Approval:	7. BOC Final Approval: Amanda Makepeace
Not Applicable	
4. Financial Services Approval	

NOW THEREFORE BE IT RESOLVED by the Benton County Board of Commissioners that Benton County will promote apprenticeship training programs through its construction contracts as follows:

1. For each construction contract, Benton County shall make available information about how to become a registered training agent to all prospective and actual bidders on the project.
2. Benton County shall encourage each contractor and subcontractor to become a training agent.

Adopted this 5th day of July, 2022

Signed this 5th day of July, 2022

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner

Approved as to Form:

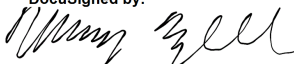
Vance M. Croney, Counsel

1. For each construction contract, Benton County shall make available information about how to become a registered training agent to all prospective and actual bidders on the project.
2. Benton County shall encourage each contractor and subcontractor to become a training agent.

Adopted this 5th day of July, 2022

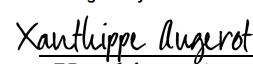
Signed this 5th day of July, 2022

BENTON COUNTY BOARD OF COMMISSIONERS

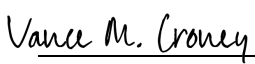
DocuSigned by:

85593F1E843F4FD7
Nancy Wyse, Chair

DocuSigned by:

744D1871E5E4A5
Pat Malone, Commissioner

DocuSigned by:

66F306FF8421499
Xanthippe Augerot, Commissioner

Approved as to Form:

DocuSigned by:

B0D87324472B4FA
Vance M. Croney, Counsel

BOC Agenda Checklist Final Approval

Agenda Placement and Contacts

Suggested Agenda Date 07/05/22

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Gary Stockhoff

Phone Extension * 6010

Meeting Attendee Name * Gary Stockhoff, Lisa Scherf, Brad Dillingham

Agenda Item Details

Item Title * Review and Approve Unanticipated Projects of Regional Significance (UPRS)

Item Involves *

Check all that apply

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

Estimated Time *

10 minutes

Board/Committee Involvement *

- ☒ Yes
☐ No

Name of Board/Committee

State Transportation Improvement Fund (STIF) and Special Transportation Advisory (STAC) Committees

Advertisement *

- ☐ Yes
☒ No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

The STIF Committee previously established a standalone project for Unanticipated Projects of Regional Significance (UPRS) when the STIF project list was adopted in 2020. The UPRS budget line anticipated new projects would come forward in the biennium, and this approach would enable Benton County to appropriate the already-budgeted funds. The projects were reviewed and recommended by the STIF Committee on May 26, 2022.

Projects proposed for UPRS funding are:

1. Corvallis/Philomath – Transit Support Position Additional Funding – \$60,000

The City of Corvallis requests an additional \$60,000 in FY22-23 STIF Formula funds. The funds are for the current Corvallis STIF project titled “Transit Support Position,” which supports a Transit Program Assistant position for Corvallis, Philomath, and Benton County transit services. The original request amount of \$122,700 for the FY22-23 biennium will not cover the position. For reference, City of Corvallis requested \$202,000 for the FY19-21 biennium for this project. This is an ongoing project.

2. Benton Area Transit (BAT) – Samsara GPS Units – \$7,000

Through the Seamless Transit Project delivered by the Oregon Cascades West Council of Governments (OCWCOG) and included in Benton County’s STIF Plan, BAT has installed GPS units on its fixed-route vehicles. These GPS units have proven to be a helpful tool for program oversight and customer service, as they allow BAT staff to see where vehicles are located and communicate with passengers regarding the location of their bus. This project will purchase and install GPS units for the remainder of the fleet and will also pay for the software licensing associated with the units for one year and three months. This is an ongoing project.

3. Oregon Cascades West Council of Governments – Mobility Hub Additional Match – \$12,500

In the current FY21-23 STIF Plan, OCWCOG requested enough funding to cover the 10% match requirement that was laid out in their application. The mobility hub project did not qualify for the 10% match rate and instead requires a 20% match amount. This request is for an additional \$12,500, for a total line item match amount of \$25,000. The total project cost is \$280,000, and the required match will be jointly funded by Benton County STIF, Linn County STIF, and OCWCOG.

Options *

Review and approve the Unanticipated Projects of Regional Significance as recommended by the STIF Committee.

Fiscal Impact *

☒ Yes

☐ No

**Fiscal Impact
Description ***

None – the funds were approved as part of the previous STIF project approval process.

2040 Thriving Communities Initiative

2040 Thriving Communities Initiative

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

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

Mandated Service? * ☐ Yes
☒ No

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections *

These projects promote Vibrant, Livable Communities; Supportive People Resources; and Equity for Everyone.

**Focus Areas and
Vision ***

Select all that apply.

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

**Explain Focus Areas
and Vision
Selection ***

These projects promote Mobility in Transportation

Recommendations and Motions

Item Recommendations and Motions

Staff Staff recommends approval of the Unanticipated Projects of Regional Significance
Recommendations * as recommended by the STIF Committee.

Meeting Motions * I move to ...
approve the Order adopting the Unanticipated Projects of Regional Significance
for the Statewide Transportation Improvement Fund.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

Order No. D2022-051 UPRS Projects.pdf

180.31KB

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

**Department
Approver**

GARY STOCKHOFF

<i>Gary Stockhoff</i>	Not Applicable
1. Department Approval: Gary Stockhoff	5. Human Resources Approval
	<i>JOE KERBY</i>
2. BOC Initial Approval: Joe Kerby	6. County Administrator Approval:
	<i>Amanda Makepeace</i>
3. Legal Counsel Approval:	7. BOC Final Approval: Amanda Makepeace
Not Applicable	
4. Financial Services Approval	

BOC Agenda Checklist Final Approval

Agenda Placement and Contacts

Suggested Agenda Date 07/05/22

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Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Gary Stockhoff

Phone Extension * 6010

Meeting Attendee Name * Gary Stockhoff, Lisa Scherf, Brad Dillingham

Agenda Item Details

Item Title * Review and Approve Unanticipated Projects of Regional Significance (UPRS)

Item Involves *

Check all that apply

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☐ Proclamation
☐ Project/Committee Update
☐ Public Comment
☐ Special Report
☐ Other

Estimated Time *

10 minutes

Board/Committee Involvement *

- ☒ Yes
☐ No

Name of Board/Committee

State Transportation Improvement Fund (STIF) and Special Transportation Advisory (STAC) Committees

Advertisement *

- ☐ Yes
☒ No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

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Options *

Review and approve the Unanticipated Projects of Regional Significance as recommended by the STIF Committee.

Fiscal Impact *

☒ Yes

☐ No

**Fiscal Impact
Description ***

None – the funds were approved as part of the previous STIF project approval process.

2040 Thriving Communities Initiative

2040 Thriving Communities Initiative

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Mandated Service? * ☐ Yes
☒ No

Values and Focus Areas

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Core Values *

Select all that apply.

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- ☐ High Quality Environment and Access
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- ☐ Community Resilience
- ☒ Equity for Everyone
- ☐ Health in All Actions
- ☐ N/A

Explain Core Values Selections *

These projects promote Vibrant, Livable Communities; Supportive People Resources; and Equity for Everyone.

Focus Areas and Vision *

Select all that apply.

- ☐ Community Safety
- ☐ Emergency Preparedness
- ☐ Outdoor Recreation
- ☐ Prosperous Economy
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- ☐ Food and Agriculture
- ☐ Lifelong Learning and Education
- ☐ N/A

Explain Focus Areas and Vision Selection *

These projects promote Mobility in Transportation

Recommendations and Motions

Item Recommendations and Motions

Staff Staff recommends approval of the Unanticipated Projects of Regional Significance
Recommendations * as recommended by the STIF Committee.

Meeting Motions * I move to ...
approve the Order adopting the Unanticipated Projects of Regional Significance
for the Statewide Transportation Improvement Fund.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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Approver**

GARY STOCKHOFF

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Not Applicable	
4. Financial Services Approval	

Xanthippe Augerot, Commissioner

Vance M. Cronley
County Counsel

ATTACHMENT A**Unanticipated Projects of Regional Significance**

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ATTACHMENT A

Unanticipated Projects of Regional Significance

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BOC Agenda Checklist Final Approval

Agenda Placement and Contacts

Suggested Agenda Date 07/05/22

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Gary Stockhoff

Phone Extension * 6010

Meeting Attendee Name * Gary Stockhoff, Lisa Scherf, Brad Dillingham

Agenda Item Details

Item Title * Review and adopt bylaws for the new Statewide Transportation Improvement Fund (STIF) Committee

Item Involves *

Check all that apply

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

Estimated Time *

60 minutes

**Board/Committee
Involvement ***

- ☒ Yes
- ☐ No

**Name of
Board/Committee**STIF Advisory Committee and Special
Transportation Advisory Committee (STAC)**Advertisement ***

- ☐ Yes
- ☒ No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

The Legislature recently combined two existing public transportation funding streams into one. This leads to Benton County combining two existing advisory committees (STAC and STIF) into a single new committee. The new committee will be known as the Statewide Transportation Improvement Fund (STIF) Advisory Committee. Bylaws framing and defining the new STIF Committee in compliance with Oregon Administrative Rules have been prepared and need to be adopted.

Background

The Oregon Department of Transportation (ODOT) convened a STIF Rules Advisory Committee to assist in the development of Oregon Administrative Rules (OARs) that will govern the combined funds, and their respective programs. This group met monthly from June 2021 to December 2021, and they developed OARs that have now been adopted by the Oregon Transportation Commission (OTC). As a Qualified Entity (QE) for receipt and distribution of STIF money, the BOC is required to adopt bylaws that comply with OAR.

At the direction of the Oregon Legislature, the Statewide Transportation Improvement Fund (STIF), and the Special Transportation Fund (STF) programs will be consolidated at the State level beginning in the next biennium (FY23-25). The Benton County STIF Advisory Committee, and the Benton County Special Transportation Advisory Committee (STAC) will similarly be consolidated to advise the Benton County Board of Commissioners (BOC) on use of the combined funds. The new committee will be called the Statewide Transportation Improvement Fund (STIF) Advisory Committee, and will mirror the State's language.

Discussion

Staff drafted bylaws for consideration by the existing STAC and STIF committees at their May 26, 2022, meeting. Public input was also received during the meeting regarding the proposed bylaws. A document proposing several changes to the bylaws was submitted by one resident. The combined committees heard public input, and discussed the bylaw document proposed.

Generally speaking the following areas will require BOC direction to enable the bylaws to be finalized.

1. Committee Size and Make-up - According to Benton County's template document, a county committee has a range of 5 to 9 members, which is in alignment with the State requirements for this committee. The State OARs require four seats be filled with individuals who, separately, are members of, or represent these groups: low income people, people with disabilities, people age 65 or older,

and Public Transportation Service Providers, or non-profit entities which provide public transportation services. The proposed bylaws reflect this requirement, along with the other possible representative groups (See Article 6).

Several public members voiced their interest in having additional locally mandated seats for more than one disability group on the new STIF Committee. The two existing committees represent a number of different constituency groups, many of which are contained in the list in Article 6, Section 1c.

Staff does not recommend mandating more seats than required in the OARs. It can be difficult over time to fill committees, and the more specific the seat assignments, the more challenging it is to get a full committee. Furthermore, prioritizing one membership category over any of the 18 possible member categories listed in the OARs could be problematic. Following discussion at the joint STAC/STIF Committee meeting on May 26, the committee declined to forward the recommendation for more mandatory seats to the BOC.

What is the BOC's preference for the number and make-up of committee members?

2. Number of Annual Meetings - The OARs require the committee to meet a minimum of 2 times per year. There will be times over a biennium where the STIF committee will need to meet more often but typically twice per year has been sufficient for the previous committees. The recommended language allows for flexibility in the number of meetings held but ensures a minimum of two meetings are conducted.

A member of the public advocated for quarterly meetings but the joint committee declined to make this recommendation. Staff notes that if more than two meetings are required by the BOC, they will be called out as "four meetings per year" rather than "quarterly". For example, if it takes four monthly meetings to get through the committee's funding work in some years, it may not be a good use of time to then have two more quarterly meetings during the quiet time in the funding cycle.

What is the BOC's preference for the number of annual meetings?

3. Vacancies and Appointment Procedures – The recommended language give the BOC flexibility in the timing for reappointing vacant position. This format has been used in the past and has worked well. One of the public comments suggested that more prescriptive time frames be implemented with regard to filling positions. Again, the joint committee declined to forward this suggestion in their recommendation to the BOC.

What is the BOC's preference for the timing associated with filling vacancies?

Once the BOC has finalized the bylaws for the new STIF Committee, staff will

commence with preparing the recruitment for new committee members. Several members of the existing committees have expressed interest in continuing their service. Additionally, we've also received applications from two other residents interested in being considered for appointment.

The committee will be actively engaged starting this Fall with evaluation of projects and funding for the 2023-2025 STIF biennium. A list of recommended projects needs to be ready for the BOC to review in the winter, likely January or February of 2023.

Options *

Review, amend, and adopt the attached draft bylaws establishing the new STIF Committee. Supporting information from the combined STAC/STIF committee meeting on May 26, 2022, (Attachments A and D) is attached for reference.

Fiscal Impact *

- ☒ Yes
☐ No

**Fiscal Impact
Description ***

The STIF Committee is required by statute, and it recommends transit-related projects funded through State (STIF) and Federal Agencies (Section 5310).

2040 Thriving Communities Initiative

2040 Thriving Communities Initiative

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

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

Mandated Service? * ☒ Yes
☐ No

Mandated Service Description * If this agenda checklist describes a mandated service or other function, please describe here.
 The STIF Committee is required by statute.

Values and Focus Areas

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

Core Values * Select all that apply.

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

Explain Core Values Selections * The identified Values and Focus Areas are goals of the STIF Committee's bylaws.

Focus Areas and Vision *

Select all that apply.

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

Explain Focus Areas and Vision Selection *

The STIF Committee's bylaws are required to continue Mobility and Transportation in Benton County.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations *	Staff recommends adoption of Attachment A, the draft bylaws for the STIF committee.
Meeting Motions *	I move to ... I move to adopt the Statewide Transportation Improvement Plan (STIF) Advisory Committee bylaws.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

Attachment A - 2022-05-19 STIF ByLaws DRAFT... 270.16KB

Attachment B - OAR 732-040-0030.pdf 109.28KB

Attachment C - 2022-05-26 STIF-STAC Minutes.pdf 250.67KB

Attachment D - STIF - Bylaws-Public National Fe... 209.52KB

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

Department Approver GARY STOCKHOFF

<i>Gary Stockhoff</i>	Not Applicable
1. Department Approval: Gary Stockhoff	5. Human Resources Approval
	<i>JOE KERBY</i>
2. BOC Initial Approval	6. County Administrator Approval: Joe Kerby
<i>Vance H. Croney</i>	<i>Amanda Makepeace</i>
3. Legal Counsel Approval: Vance Croney	7. BOC Final Approval: Amanda Makepeace
<i>Rick Crager</i>	
4. Financial Services Approval: Rick Crager	

**BYLAWS
BENTON COUNTY
STATEWIDE TRANSPORTATION IMPROVEMENT FUND
ADVISORY COMMITTEE**

ARTICLE 1

Name

The name of this organization shall be the Benton County Statewide Transportation Improvement Fund Advisory Committee (STIF).

ARTICLE 2

Citations

This Committee and these Bylaws are established for the purpose of carrying out the statutory requirements as established under ORS 184.758 and ORS 184.761, and the rules establishing the procedures and requirements for administration of the Statewide Transportation Improvement Fund, as set forth under OAR Chapter 732, Division 040.

ARTICLE 3

Definitions

The following definitions apply to the terms used in these Bylaws:

“Areas of High Percentage of Low-Income Households” means geographic areas within Benton County with a percentage of households below the current federal poverty level, which is equal to or greater than the percentage of households below the current federal poverty level for the State of Oregon. The geographic area may be a city, unincorporated community, neighborhood, or collection of neighborhoods, but in no case smaller than a Benton County US Census block.

“Active Transportation Advocates” are individuals within Benton County who represent the needs and interests of people who use active transportation modes, particularly as these modes interface with public transit.

“Client-based Transportation” means a transportation service offered to a limited group of people and not to the general public.

“Commissioners” means the Benton County Board of Commissioners.

“Committee” means the Benton County Statewide Transportation Improvement Fund Advisory Committee. Outside of these Bylaws, this Committee may commonly be referred to as “the STIF Committee”.

“Employer Representative” means any employee, supervisor, manager, or owner of a business

enterprise legally operating within the boundaries of Benton County.

“Environmental Advocates” are individuals representing standing committees associated with local governments within Benton County which exist to advise local government elected officials on matters related to the environment or to environmental features of public property, or individuals who advocate locally for any of a wide range of environmental or sustainability issues, goals, projects, or interests.

“Local Government Representative” are employees of a County, municipal, or special district governmental organization formed and organized under the Oregon Revised Statutes and operating within the jurisdictional boundaries of Benton County.

“Low Income Households” are households within Benton County, the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.

“Major Destination” means a well-known and commonly recognized destination within Benton County, which may either be at one physical location (e.g. Benton County Historical Museum) or a group of destination locations within an industry (e.g. local restaurants). A “Representative of Major Destinations” may be an employee, manager or owner of a destination or representing a destination industry group, or a member of an organization which promotes tourism within Benton County generally.

“Person(s) with Disabilities” are individuals with physical or mental impairments that substantially limits one or more major life activities, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

“Persons with Limited English Proficiency” are individuals who do not speak English as their primary language and may have a limited ability to read, speak, write, or understand English.

“Public Transportation Service Provider” means a Qualified Entity or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides public transportation services.

“Qualified Entity” means, a county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District or an Indian Tribe.

“Representative of Educational Institutions” is a person who is employed by or on the Board of Directors of a K-12 public school; chartered or state-licensed private K-12 school, community college, university, private college, or trade school operating within the jurisdictional boundaries of Benton County.

“Representative of Low Income Individuals” is a person representing the needs of low income transportation system users, and who, through association with programs, agencies, groups, individuals, or facilities serving low income persons, is familiar with the transportation needs of low income individuals.

“Representative of Persons with Disabilities” is a person representing the needs of disabled transportation system users, and who, through association with programs, agencies, groups, individuals, or facilities serving persons with disabilities, is familiar with the transportation needs persons with disabilities.

“Representative of Persons with Limited English Proficiency” is a person representing the needs of transportation system users with limited English proficiency, and who, through association with programs, agencies, groups, or local schools, is familiar with the transportation needs of limited English proficiency users.

“Representative of Seniors” shall be someone, who may also be a senior, representing the needs of transportation system users age 65 and older, and who, through association with groups, individuals, or facilities serving seniors, is familiar with the transportation needs of elderly users.

“Seniors” are individuals 65 years of age and older.

“Social and Human Service Provider Representative” is a representative of a social, human, or health services agency operating within Benton County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.

“Social Equity Advocate” is an advocate for equity for persons who may be disadvantaged due to but not limited to ethnicity; income or other economic circumstances; limited English proficiency; housing status; citizenship status; gender identity; sexual orientation; or whose work or advocacy it is to advise local government elected officials on matters related to equity.

“Sub-Recipient” means any entity that has entered into an agreement with Benton County in order to complete one or more tasks specified in the agreement between the Oregon Department of Transportation and Benton County.

“Transit Dependent User” shall mean an individual who is dependent on public transportation for mobility due to economic or other reasons.

ARTICLE 4

Function

Section 1. Purpose.

The Committee shall assist the Commissioners in carrying out the purposes of the STIF and prioritizing Projects to be funded by STIF moneys received by the Qualified Entity per OAR Chapter 732, Division 040.

Section 2. Primary Duties.

The Committee shall perform the tasks consistent with the requirements set forth under OAR Chapter 732, Division 040, as follows:

- a) Hold public meetings to assist and advise staff with the development of the County’s local STIF Plan by reviewing and advising on the development, composition, and prioritization of proposed projects by Public Transportation

Service Providers, consistent with the guidelines promulgated by State administering agencies and the County's allocation process for the distribution of STIF moneys;

- b) Consider the criteria established under OAR Chapter 732, Division 040 when identifying Projects for inclusion in the STIF Plan, including but not limited to: expanded service and frequency in areas with a high percentage of low income households; improved service connections between communities; reduced fragmentation of service and closure of service gaps; maintenance of existing services; and other factors such as geographic equity;
- c) Review data, provide a forum for public input regarding low-income households within the County, of municipalities within the County, and make and publish a determination of where those communities exist for purposes of guiding the STIF Plan;
- d) It shall be the responsibility of the Advisory Committee to review data, receive, public input, and make a recommendation to Benton County Board of Commissioners as to the areas of Benton County in which there exist high percentages of low-income households, and to publish said determination in Committee meeting minutes.
- e) Advise regarding the opportunities to coordinate STIF-funded projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.
- f) Establish, as needed, Work Groups to provide the Committee with additional input on STIF Formula projects. Work Group members may be composed of both Committee and non-Committee members. Input from any Work Groups formed will be considered and documented in the Committee's meeting minutes.
- g) Recommend to the Board of Commissioners a STIF Plan which includes the prioritization of projects proposed for funding within the Plan;
- h) Develop processes for review and monitoring of ongoing funded projects and local Plans, which may include reporting and site visits to local public transportation providers receiving STIF project funding;
- i) Propose any changes to the policies or practices of the Board of Commissioners that the Committee considers necessary to ensure that:
 - 1. A Sub-Recipient has applied moneys received through the STIF in accordance with and for the purposes described in the project proposal.
 - 2. A project proposal submitted by a Sub-Recipient does not fragment the provision of public transportation services.

ARTICLE 5

Subcommittees

Section 1. Creation of Subcommittees.

The Commissioners or Committee may appoint a Work Group to provide additional input on STIF Formula projects. A Work Group may or may not be composed of members of the Committee. Input from the Work Group shall be considered and documented in the Committee's meeting minutes in the completion of its duties as described in OAR 732-040-0030(1).

ARTICLE 6

Membership

Section 1. Number, Qualifications, and Selection of Members.

The Committee will consist of no less than five (5), and no more than nine (9) members, appointed directly by the Commissioners, as follows:

- a) To be qualified to serve on the Committee, an individual must:
 - 1. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from Benton County; and
 - 2. Reside or work in Benton County.
- b) The Committee must include at least four (4) members who, separately, are members of or represent each of the following four groups:
 - 1. A low-income person ;
 - 2. A person 65 years or older;
 - 3. A person with a disability; and
 - 4. A representative of a Public Transportation Service Provider or a non-profit entity which provides public transportation services.
- c) Remaining members may be representatives from any of the following groups:
 - 1. Local governments, including land use planners;
 - 2. People with disabilities;
 - 3. Veterans;
 - 4. Low-income individuals;
 - 5. Social equity advocates;
 - 6. Environmental advocates;
 - 7. Black, indigenous, and people of color (BIPOC);
 - 8. Bicycle and pedestrian advocates;
 - 9. People with limited English proficiency;
 - 10. Public health, social and human service providers;
 - 11. Transit users who depend on transit for accomplishing daily activities;
 - 12. Individuals age 65 or older;
 - 13. Educational institutions;
 - 14. Public Transportation Service Providers;
 - 15. Non-profit entities which provide public transportation services;
 - 16. Neighboring Public Transportation Service Providers;
 - 17. Employers; or
 - 18. Major destinations for users of public transit.

Section 2. Ex Officio Members.

The Committee may additionally consist of any the following ex officio members, appointed by the Board of Commissioners as follows:

- a) One (1) County representative;
- b) One (1) CAMPO representative; and
- c) Any additional representatives which the Board of Commissioners deems appropriate.

Section 3. Terms of Office.

Terms are three (3) years. Any member may serve two (2) successive terms if reappointed by the Board of Commissioners; partial terms shall not be counted toward the successive term limit. Terms begin on July 1 and end on June 30 or when the board position is filled, whichever is later. Terms shall be staggered, with either two or three members' terms expiring each year.

Section 4. Member Responsibilities.

All Committee members must regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and fulfill other duties as appointed by the Chair.

Section 5. Termination of Membership.

The Board of Commissioners may remove Committee members as follows:

- a) Failure to attend two or more consecutive regular Committee meetings. The Board of Commissioners may declare a member's position vacant when the member has had two (2) absences in one year or no longer meets the residency or work requirement;
- b) For cause following public hearing, for reasons including, but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare conflict of interest, or incompetence;
- c) Without cause pursuant to Benton County Code Chapter 3.035.

Section 6. Vacancies and Appointment Procedure.

The timing of appointments to vacant seats will be at the discretion of the Board of Commissioners. Appointments to vacant positions described Article 6, Section 1. (2), must be appointed prior to the next meeting of the Committee, if at all possible. Appointments to vacant seats will be for the duration of the unexpired term of that position and shall not count toward the successive term limit.

The Commissioners will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the County. Consideration may also be given to individuals within these categories who are users of public transportation services provided within the County.

- a) Individuals interested in membership will apply through the office of the Benton County Board of Commissioners.
- b) The Commissioners will interview each applicant and, if requested, staff will provide input on each applicant.
- c) The Commissioners shall make the final decision for each appointment.

ARTICLE 7

Officers

The following officers shall be elected from the Committee membership during the first meeting of each fiscal year (July 1 to June 30 constitutes a fiscal year):

- a) **Chair:**
The Chair is responsible for conducting Committee meetings according to Roberts Rules of Order. The Chair may not initiate a motion, but may second one.
- b) **Vice Chair:**
The Vice Chair is responsible for conducting Committee meetings in the absence of the Chair.

ARTICLE 8

Advisors

The Committee and any Work Groups may call on laypersons and professionals as advisors without voting rights to provide technical assistance, expert guidance and advice, data support and analysis to the extent deemed appropriate by the Committee.

Use of advisors by the Committee will be coordinated by the Chair or Work Group members through County staff assigned to the Committee.

ARTICLE 9

Meetings

Section 1. Regular Meetings.

Meetings will be held a minimum of two times per year, as required by statute, but may be held more frequently to carry out the purposes of the Committee. These meetings will be held in publicly accessible facilities.

Section 2. Special Meetings.

Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the public written notice at least three (3) calendar days before the meeting.

Section 3. Quorum.

A simple majority of the appointed and filled voting membership constitutes a quorum. All business conducted with a majority vote of the quorum will stand as the official action of the Committee.

Section 4. Voting.

Each Committee member, except ex officio members has one vote. A Committee member is not

permitted to vote on any funding decision in which they are an applicant for funds.

Section 5. Staff.

Administrative staff to the Committee will be determined by the Commissioners in consultation with the County Administrator. Staff to record the proceedings of the Committee will also be provided by the County.

Section 6. Agenda.

The Chair, with the assistance of the County-provided staff, will prepare the agenda of items requiring Committee action.

Section 7. Meeting Notice.

All meeting materials, including agenda, minutes from the prior meeting, staff reports, and supporting materials, will be provided electronically to Committee members and published on the Benton County STIF Advisory Committee website at least seven (7) calendar days before a regular Committee meeting. If unusual circumstances require a special meeting to accomplish the work of the Committee, notice will be provided in the manner described above, at least three (3) calendar days before such special meeting.

Section 8. Minutes.

Draft minutes representing the discussion, motions and subsequent action taken by the Committee will be prepared and posted on the Benton County STIF Advisory Committee website within ten (10) business days of the meeting.

ARTICLE 10

Public Records, Meeting Law, and Public Engagement

Section 1. Public Records and Meeting Law.

The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to Oregon public records and meetings. Committee agendas, minutes, staff reports, exhibits, meeting packets and bylaws will be archived in accordance with OAR 166-150, County and Special District Retention Schedule.

Section 2. Public Engagement.

The Committee will seek public engagement in all its deliberative processes. County staff will publicize key meetings and hold public forums as needed to ensure appropriate and transparent public access to information and public participation in priority-setting exercises.

ARTICLE 11

Parliamentary Procedure

The Committee will use Robert's Rules of Order in carrying out its work.

ARTICLE 12

Conflict of Interest

A potential or actual conflict of interest must be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020) prior to participating in any discussion on the matter causing the conflict. A member declaring an actual of interest may not vote upon any motion which requires declaration of an actual conflict of interest.

ARTICLE 13

Bylaws and Amendments

Section 1. Bylaws.

The Committee shall maintain written Bylaws pursuant to OARS 732-040-035 that that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.

Section 2. Review of Bylaws.

The Committee shall periodically review its Bylaws and update them as required, but no less frequently than every three (3) years. Committee Bylaws will be reviewed by the County Counsel and presented to the Commissioners for adoption if changes are proposed. The Commissioners may also elect to review Committee Bylaws at any time.

Section 3. Amendments.

Committee Bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

ARTICLE 14

Review of Sub-Recipient Proposals (Population-Based Funding)

Section 1. Availability of Funding.

Benton County Staff will make a determination on whether population-based funding will be made available depending on the funding needs of the Benton County Special Transportation Program. If funding for the Benton County Special Transportation Program is sufficient, Benton County staff will make funds available for project proposals from Special Transportation providers who provide service within Benton County. Benton County holds the right to deny or provide this opportunity at its discretion.

Section 2. Project Proposals.

If population-based funding is made available, Benton County staff will advertise the

opportunity on the Benton County website, in the local newspaper, and on appropriate social media channels. Client-only providers who provide service within Benton County will submit proposed projects to Benton County staff. Benton County staff will remove redundant project proposals from consideration and will advance all remaining eligible projects to the Committee for review.

Section 3. Project Review.

The Committee will provide a recommendation of projects to be funded using the available Benton County population-based funding to the Board of Commissioners. All unallocated funds will be provided to the Benton County Special Transportation Program.

ARTICLE 15

Review of Sub-Recipient Proposals (Payroll-Based Funding)

Section 1. Develop Suballocation Methodology.

Per OAR Section 732-042-0010, staff will work collaboratively with Public Transportation Service Providers and other potential Sub-Recipients, as relevant, to develop a suballocation methodology. This will be presented to the STIF Committee for review and recommendation to the Board of Commissioners. The methodology will, to the extent possible and using the best available data, assign funding that is proportionate to the amount of employee payroll tax revenue generated within the geographic territory of each Public Transportation Service Provider. This data will be updated not less than every 6 years.

Section 2. Apply an Equity Analysis.

Following development of the initial suballocation methodology, and using the best available data, staff will prepare an equity analysis and present it to the STIF Committee for review and recommendation to the Board of Commissioners. The equity analysis may adjust the assigned percentages of funding to each PTSP developed in the suballocation methodology. This is the starting point for how available revenues from the STIF program will be distributed and is not a guarantee of funding to PTSPs. Using census data, the equity analysis will take into account the following attributes for each STIF revenue-generating Benton County community:

- a) Percentage of persons who are BIPOC;
- b) Percentage of estimated households below 200% of the federal poverty line;
- c) Percentage of persons with Low-English Proficiency
- d) Percentage of persons who are Seniors;
- e) Percentage of persons who have disabilities;
- f) Housing affordability;

Section 3. Project Proposals.

Public Transportation Service Providers who provide service within Benton County, as well as other eligible applicants who provide public transportation within Benton County, submit proposed projects to Benton County staff. Benton County staff will advance all projects that are eligible for the STIF program to the Committee for review.

Section 4. Project Review.

Using the assigned percentages as a guide to distributing Benton County's STIF funds, the Committee will use the criteria defined by OAR 732-042-0020(5) to recommend to the Board of Commissioners projects for inclusion in the Benton County STIF Plan. To assist the Committee in its work, staff will summarize and present information on ongoing operations projects and one-time capital projects. This will ensure that operation projects (services) that are funded can be maintained in future cycles, assuming stable funding from the State of Oregon.

Adopted this 5th day of July, 2022.

Signed this 5th day of July, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner

APPROVED AS TO FORM:

Vance Croney, County Counsel

**BYLAWS
BENTON COUNTY
STATEWIDE TRANSPORTATION IMPROVEMENT FUND
ADVISORY COMMITTEE**

**ARTICLE 1
Name**

The name of this organization shall be the Benton County Statewide Transportation Improvement Fund Advisory Committee (STIF).

**ARTICLE 2
Citations**

This Committee and these Bylaws are established for the purpose of carrying out the statutory requirements as established under ORS 184.758 and ORS 184.761, and the rules establishing the procedures and requirements for administration of the Statewide Transportation Improvement Fund, as set forth under OAR Chapter 732, Division 040.

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“Low Income Households” are households within Benton County, the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.

“Major Destination” means a well-known and commonly recognized destination within Benton County, which may either be at one physical location (e.g. Benton County Historical Museum) or a group of destination locations within an industry (e.g. local restaurants). A “Representative of Major Destinations” may be an employee, manager or owner of a destination or representing a destination industry group, or a member of an organization which promotes tourism within Benton County generally.

“Person(s) with Disabilities” are individuals with physical or mental impairments that substantially limits one or more major life activities, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

“Persons with Limited English Proficiency” are individuals who do not speak English as their primary language and may have a limited ability to read, speak, write, or understand English.

“Public Transportation Service Provider” means a Qualified Entity or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides public transportation services.

“Qualified Entity” means, a county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District or an Indian Tribe.

“Representative of Educational Institutions” is a person who is employed by or on the Board of Directors of a K-12 public school; chartered or state-licensed private K-12 school, community college, university, private college, or trade school operating within the jurisdictional boundaries of Benton County.

“Representative of Low Income Individuals” is a person representing the needs of low income transportation system users, and who, through association with programs, agencies, groups, individuals, or facilities serving low income persons, is familiar with the transportation needs of low income individuals.

“Representative of Persons with Disabilities” is a person representing the needs of disabled transportation system users, and who, through association with programs, agencies, groups, individuals, or facilities serving persons with disabilities, is familiar with the transportation needs persons with disabilities.

“Representative of Persons with Limited English Proficiency” is a person representing the needs

of transportation system users with limited English proficiency, and who, through association with programs, agencies, groups, or local schools, is familiar with the transportation needs of limited English proficiency users.

“Representative of Seniors” shall be someone, who may also be a senior, representing the needs of transportation system users age 65 and older, and who, through association with groups, individuals, or facilities serving seniors, is familiar with the transportation needs of elderly users.

“Seniors” are individuals 65 years of age and older.

“Social and Human Service Provider Representative” is a representative of a social, human, or health services agency operating within Benton County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.

“Social Equity Advocate” is an advocate for equity for persons who may be disadvantaged due to but not limited to ethnicity; income or other economic circumstances; limited English proficiency; housing status; citizenship status; gender identity; sexual orientation; or whose work or advocacy it is to advise local government elected officials on matters related to equity.

“Sub-Recipient” means any entity that has entered into an agreement with Benton County in order to complete one or more tasks specified in the agreement between the Oregon Department of Transportation and Benton County.

“Transit Dependent User” shall mean an individual who is dependent on public transportation for mobility due to economic or other reasons.

ARTICLE 4

Function

Section 1. Purpose.

The Committee shall assist the Commissioners in carrying out the purposes of the STIF and prioritizing Projects to be funded by STIF moneys received by the Qualified Entity per OAR Chapter 732, Division 040.

Section 2. Primary Duties.

The Committee shall perform the tasks consistent with the requirements set forth under OAR Chapter 732, Division 040, as follows:

- (1) Hold public meetings to assist and advise staff with the development of the County’s local STIF Plan by reviewing and advising on the development, composition, and prioritization of proposed projects by Public Transportation Service Providers, consistent with the guidelines promulgated by State administering agencies and the County’s allocation process for the distribution of STIF moneys.
- (2) Consider the criteria established under OAR Chapter 732, Division 040 when identifying Projects for inclusion in the STIF Plan, including but not limited to: expanded service and frequency in areas with a high percentage of low income households; improved service connections between communities; reduced fragmentation of service and closure of service gaps; maintenance of existing

- services; and other factors such as geographic equity.
- (3) Review data, provide a forum for public input regarding low-income households within the County, of municipalities within the County, and make and publish a determination of where those communities exist for purposes of guiding the STIF Plan.
 - (4) It shall be the responsibility of the Advisory Committee to review data, receive, public input, and make a recommendation to Benton County Board of Commissioners as to the areas of Benton County in which there exist high percentages of low-income households, and to publish said determination in Committee meeting minutes.
 - (5) Advise regarding the opportunities to coordinate STIF-funded projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.
 - (6) Establish, as needed, Work Groups to provide the Committee with additional input on STIF Formula projects. Work Group members may be composed of both Committee and non-Committee members. Input from any Work Groups formed will be considered and documented in the Committee's meeting minutes.
 - (7) Recommend to the Board of Commissioners a STIF Plan which includes the prioritization of projects proposed for funding within the Plan.
 - (8) Develop processes for review and monitoring of ongoing funded projects and local Plans, which may include reporting and site visits to local public transportation providers receiving STIF project funding.
 - (9) Propose any changes to the policies or practices of the Board of Commissioners that the Committee considers necessary to ensure that:
 - (a) A Sub-Recipient has applied moneys received through the STIF in accordance with and for the purposes described in the project proposal.
 - (b) A project proposal submitted by a Sub-Recipient does not fragment the provision of public transportation services.

ARTICLE 5

Subcommittees

Section 1. Creation of Subcommittees.

The Commissioners or Committee may appoint a Work Group to provide additional input on STIF Formula projects. A Work Group may or may not be composed of members of the Committee. Input from the Work Group shall be considered and documented in the Committee's meeting minutes in the completion of its duties as described in OAR 732-040-0030(1).

ARTICLE 6

Membership

Section 1. Number, Qualifications, and Selection of Members.

The Committee will consist of no less than five (5), and no more than nine (9) members, appointed directly by the Commissioners, as follows:

- (1) To be qualified to serve on the Committee, an individual must:
 - (a) Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from Benton County; and
 - (b) Reside or work in Benton County.

- (2) The Committee must include at least four (4) members who, separately, are members of or represent each of the following four groups:
 - (a) A low-income person ;
 - (b) A person 65 years or older;
 - (c) A person with a disability; and
 - (d) A representative of a Public Transportation Service Provider or a non-profit entity which provides public transportation services.
- (3) Remaining members may be representatives from any of the following groups:
 - (a) Local governments, including land use planners;
 - (b) People with disabilities;
 - (c) Veterans;
 - (d) Low-income individuals;
 - (e) Social equity advocates;
 - (f) Environmental advocates;
 - (g) Black, indigenous, and people of color (BIPOC);
 - (h) Bicycle and pedestrian advocates;
 - (i) People with limited English proficiency;
 - (j) Public health, social and human service providers;
 - (k) Transit users who depend on transit for accomplishing daily activities;
 - (l) Individuals age 65 or older;
 - (m) Educational institutions;
 - (n) Public Transportation Service Providers;
 - (o) Non-profit entities which provide public transportation services;
 - (p) Neighboring Public Transportation Service Providers;
 - (q) Employers; or
 - (r) Major destinations for users of public transit.

Section 2. Ex Officio Members.

The Committee may additionally consist of any the following ex officio members, appointed by the Board of Commissioners as follows:

- (1) One (1) County representative;
- (2) One (1) CAMPO representative; and
- (3) Any additional representatives which the Board of Commissioners deems appropriate.

Section 3. Terms of Office.

Terms are three (3) years. Any member may serve two (2) successive terms if reappointed by the Board of Commissioners; partial terms shall not be counted toward the successive term limit. Terms begin on July 1 and end on June 30 or when the board position is filled, whichever is later. Terms shall be staggered, with either two or three members' terms expiring each year.

Section 4. Member Responsibilities.

All Committee members must regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and fulfill other duties as appointed by the Chair.

Section 5. Termination of Membership.

The Board of Commissioners may remove Committee members as follows:

- (1) Failure to attend two or more consecutive regular Committee meetings. The Board of Commissioners may declare a member's position vacant when the member has had two (2) absences in one year or no longer meets the residency or work requirement;
- (2) For cause following public hearing, for reasons including, but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare conflict of interest, or incompetence;
- (3) Without cause pursuant to Benton County Code Chapter 3.035.

Section 6. Vacancies and Appointment Procedure.

The timing of appointments to vacant seats will be at the discretion of the Board of Commissioners. Appointments to vacant positions described Article 6, Section 1. (2), must be appointed prior to the next meeting of the Committee, if at all possible. Appointments to vacant seats will be for the duration of the unexpired term of that position and shall not count toward the successive term limit.

The Commissioners will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the County. Consideration may also be given to individuals within these categories who are users of public transportation services provided within the County.

- (1) Individuals interested in membership will apply through the office of the Benton County Board of Commissioners.
- (2) The Commissioners will interview each applicant and, if requested, staff will provide input on each applicant.
- (3) The Commissioners shall make the final decision for each appointment.

ARTICLE 7 Officers

The following officers shall be elected from the Committee membership during the first meeting of each fiscal year (July 1 to June 30 constitutes a fiscal year):

- Chair:** The Chair is responsible for conducting Committee meetings according to Roberts Rules of Order. The Chair may not initiate a motion, but may second one.
- Vice Chair:** The Vice Chair is responsible for conducting Committee meetings in the absence of the Chair.

ARTICLE 8 Advisors

The Committee and any Work Groups may call on laypersons and professionals as advisors without voting rights to provide technical assistance, expert guidance and advice, data support and analysis to the extent deemed appropriate by the Committee.

Use of advisors by the Committee will be coordinated by the Chair or Work Group members through County staff assigned to the Committee.

ARTICLE 9

Meetings

Section 1. Regular Meetings.

Meetings will be held a minimum of two times per year, as required by statute, but may be held more frequently to carry out the purposes of the Committee. These meetings will be held in publicly accessible facilities.

Section 2. Special Meetings.

Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the public written notice at least three (3) calendar days before the meeting.

Section 3. Quorum.

A simple majority of the appointed and filled voting membership constitutes a quorum. All business conducted with a majority vote of the quorum will stand as the official action of the Committee.

Section 4. Voting.

Each Committee member, except ex officio members has one vote. A Committee member is not permitted to vote on any funding decision in which they are an applicant for funds.

Section 5. Staff.

Administrative staff to the Committee will be determined by the Commissioners in consultation with the County Administrator. Staff to record the proceedings of the Committee will also be provided by the County.

Section 6. Agenda.

The Chair, with the assistance of the County-provided staff, will prepare the agenda of items requiring Committee action.

Section 7. Meeting Notice.

All meeting materials, including agenda, minutes from the prior meeting, staff reports, and supporting materials, will be provided electronically to Committee members and published on the Benton County STIF Advisory Committee website at least seven (7) calendar days before a regular Committee meeting. If unusual circumstances require a special meeting to accomplish the work of the Committee, notice will be provided in the manner described above, at least three (3) calendar days before such special meeting.

Section 8. Minutes.

Draft minutes representing the discussion, motions and subsequent action taken by the Committee will be prepared and posted on the Benton County STIF Advisory Committee website within ten (10) business days of the meeting.

ARTICLE 10

Public Records, Meeting Law, and Public Engagement

Section 1. Public Records and Meeting Law.

The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to Oregon public records and meetings. Committee agendas,

minutes, staff reports, exhibits, meeting packets and bylaws will be archived in accordance with OAR 166-150, County and Special District Retention Schedule.

Section 2. Public Engagement.

The Committee will seek public engagement in all its deliberative processes. County staff will publicize key meetings and hold public forums as needed to ensure appropriate and transparent public access to information and public participation in priority-setting exercises.

**ARTICLE 11
Parliamentary Procedure**

The Committee will use Robert's Rules of Order in carrying out its work.

**ARTICLE 12
Conflict of Interest**

A potential or actual conflict of interest must be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020) prior to participating in any discussion on the matter causing the conflict. A member declaring an actual of interest may not vote upon any motion which requires declaration of an actual conflict of interest.

**ARTICLE 13
Bylaws and Amendments**

Section 1. Bylaws.

The Committee shall maintain written Bylaws pursuant to OARS 732-040-035 that that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.

Section 2. Review of Bylaws.

The Committee shall periodically review its Bylaws and update them as required, but no less frequently than every three (3) years. Committee Bylaws will be reviewed by the County Counsel and presented to the Commissioners for adoption if changes are proposed. The Commissioners may also elect to review Committee Bylaws at any time.

Section 3. Amendments.

Committee Bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

**ARTICLE 14
Review of Sub-Recipient Proposals (Population-Based Funding)**

Section 1. Availability of Funding.

Benton County Staff will make a determination on whether population-based funding will be made available depending on the funding needs of the Benton County Special Transportation Program. If funding for the Benton County Special Transportation Program is sufficient, Benton County staff will make funds available for project proposals from Special Transportation providers who provide service within Benton County. Benton County holds the right to deny or provide this opportunity at its discretion.

Section 2. Project Proposals.

If population-based funding is made available, Benton County staff will advertise the opportunity on the Benton County website, in the local newspaper, and on appropriate social media channels. Client-only providers who provide service within Benton County will submit proposed projects to Benton County staff. Benton County staff will remove redundant project proposals from consideration and will advance all remaining eligible projects to the Committee for review.

Section 3. Project Review.

The Committee will provide a recommendation of projects to be funded using the available Benton County population-based funding to the Board of Commissioners. All unallocated funds will be provided to the Benton County Special Transportation Program.

ARTICLE 15**Review of Sub-Recipient Proposals (Payroll-Based Funding)****Section 1. Develop Suballocation Methodology.**

Per OAR Section 732-042-0010, staff will work collaboratively with Public Transportation Service Providers and other potential Sub-Recipients, as relevant, to develop a suballocation methodology. This will be presented to the STIF Committee for review and recommendation to the Board of Commissioners. The methodology will, to the extent possible and using the best available data, assign funding that is proportionate to the amount of employee payroll tax revenue generated within the geographic territory of each Public Transportation Service Provider. This data will be updated not less than every 6 years.

Section 2. Apply an Equity Analysis.

Following development of the initial suballocation methodology, and using the best available data, staff will prepare an equity analysis and present it to the STIF Committee for review and recommendation to the Board of Commissioners. The equity analysis may adjust the assigned percentages of funding to each PTSP developed in the suballocation methodology. This is the starting point for how available revenues from the STIF program will be distributed and is not a guarantee of funding to PTSPs. Using census data, the equity analysis will take into account the following attributes for each STIF revenue-generating Benton County community:

- (1) Percentage of persons who are BIPOC;
- (2) Percentage of estimated households below 200% of the federal poverty line;
- (3) Percentage of persons with Low-English Proficiency
- (4) Percentage of persons who are Seniors;
- (5) Percentage of persons who have disabilities;
- (6) Housing affordability.

Section 3. Project Proposals.

Public Transportation Service Providers who provide service within Benton County, as well as other eligible applicants who provide public transportation within Benton County, submit proposed projects to Benton County staff. Benton County staff will advance all projects that are eligible for the STIF program to the Committee for review.

Section 4. Project Review.

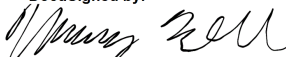
Using the assigned percentages as a guide to distributing Benton County's STIF funds, the Committee will use the criteria defined by OAR 732-042-0020(5) to recommend to the Board of Commissioners projects for inclusion in the Benton County STIF Plan. To assist the Committee in its work, staff will summarize and present information on ongoing operations projects and one-time capital projects. This will ensure that operation projects (services) that are funded can be maintained in future cycles, assuming stable funding from the State of Oregon.

Adopted this 5th day of July, 2022.

Signed this 5th day of July, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

DocuSigned by:



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Nancy Wyse, Chair

DocuSigned by:



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Pat Malone, Commissioner

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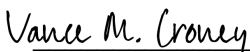


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Xanthippe Augerot, Commissioner

APPROVED AS TO FORM:

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Vance Croney, County Counsel

732-040-0030**Advisory Committees**

(1) The Governing Body of each Qualified Entity shall appoint an Advisory Committee for the purpose of advising and assisting the Qualified Entity in carrying out the purposes of the STIF and prioritizing Projects to be funded by STIF moneys received by the Qualified Entity.

(2) A Qualified Entity's Governing Body or Advisory Committee may appoint a Work Group to provide additional input on STIF Formula projects. A Work Group may or may not be composed of members of the Qualified Entity's Advisory Committee. Input from the Work Group shall be considered and documented in the Qualified Entity's Advisory Committee's meeting minutes in the completion of its duties as described in OAR 732-040-0030(1).

(3) Two or more Governing Bodies may appoint a joint Advisory Committee for the purpose of advising and assisting their respective Qualified Entities in carrying out the purposes of the STIF for the Qualified Entities' areas of responsibility.

(a) When the Governing Boards of two or more Qualified Entities appoint a joint Advisory Committee, they shall designate their respective roles and responsibilities pertaining to the management of the joint Advisory Committee in a written agreement pursuant to ORS chapter 190. At a minimum, the written agreement must specifically identify how the Qualified Entities' obligations under section (4) of this rule will be allocated between or among the participating Qualified Entities and must describe the selection and appointment processes for joint Advisory Committee members, consistent with OAR 732-040-0035.

(b) The Qualified Entities shall send a copy of the executed agreement to the Agency within 30 days of execution.

(c) The joint Advisory Committee agreement may be included as part of the agreement required to fulfill the requirements of OAR 732-040-0040, if applicable; however, Qualified Entities may form a joint Advisory Committee without agreeing to jointly manage STIF moneys.

(d) Each Qualified Entity that is party to a joint Advisory Committee agreement remains independently responsible to submit its own STIF Plan pursuant to OAR 732-042-0015 and these rules.

(4) An Advisory Committee may also advise the Qualified Entity regarding the opportunities to Coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

(5) The Qualified Entity shall ensure that:

(a) The Advisory Committee is guided by written bylaws that include, at a minimum: the Committee's name and purpose; the number of Committee members; Committee membership criteria; the appointment process; the terms of office for the committee members; the Committee's meeting schedule; Committee procedures and member duties, including procedures to provide public notice of meetings, to foster public engagement, and to comply with Oregon public meeting and public records laws; and the Committee's process to review Sub-Recipient proposals for Projects funded in whole or part by the STIF Formula Fund, the STIF Discretionary Fund and the Intercommunity Discretionary Fund, and the decision-making criteria identified in these rules. The bylaws must include a definition of "high percentage of Low-Income Households" for the Committee's use in evaluating proposed Projects. The Qualified Entity shall prepare the written bylaws described in this section and set the terms of

office for the Advisory Committee members. The Qualified Entity may seek input on the bylaws from the Advisory Committee.

(b) Copies of Advisory Committee bylaws, meeting minutes and meeting notices are published by the Qualified Entity and made available for public review in a reasonable and timely manner and are maintained for the period prescribed under Chapter 166, Division 150 of the Oregon Administrative Rules.

(c) The Agency is notified of changes in the Advisory Committee membership when the Qualified Entity submits its STIF Plan or grant application.

(6) A Qualified Entity may use another standing advisory committee or combine committees to meet the requirements of these rules as long as that committee also meets all of the committee requirements contained herein.

(7) The Qualified Entity shall appoint an Advisory Committee composed of members that represent diverse interests, perspectives, geography, and the population demographics of the area, as described in OAR 732-040-0035.

(8) In addition to any other duties, the Advisory Committee may also propose any changes to the policies or practices of the Governing Body of the Qualified Entity that the Advisory Committee considers necessary to ensure that:

(a) A Sub-Recipient that has received STIF funds has applied the moneys received in accordance with and for the purposes described in the Project proposal; and

(b) A Project proposal submitted by a Sub-Recipient does not fragment the provision of public transportation services.

STATUTORY/OTHER AUTHORITY: ORS 184.619, ORS 184.658, ORS 184.761

STATUTES/OTHER IMPLEMENTED: ORS 184.751-184.766

732-040-0035

Advisory Committee Composition

(1) If the Qualified Entity is an Indian Tribe, then the Advisory Committee must be composed of at least three members, each of whom must be able to represent the public transportation needs of individuals served by the Indian Tribe. The Governing Body may authorize a larger Advisory Committee.

(2) If the Qualified Entity is a Transportation District or county, then the Advisory Committee must be composed of at least five members. The Governing Body may authorize a larger Advisory Committee.

(3) If the Qualified Entity is a Mass Transit District, then the Advisory Committee must be composed of at least seven members. The Governing Body may authorize a larger Advisory Committee.

(4) If the Advisory Committee is a joint Advisory Committee formed by two or more Qualified Entities, then the minimum number of Advisory Committee members will be determined based

on the types of Qualified Entities participating in the joint Advisory Committee. The minimum number of members of the joint Advisory Committee must be equal to the highest minimum number that would be required for each type of Qualified Entity participating in the joint Advisory Committee.

(5) To be qualified to serve on the Advisory Committee for a Qualified Entity that is a Transportation or Mass Transit District or county, or on a joint Advisory Committee in which a Transportation or Mass Transit District or county participates, an individual must:

(a) Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the Transportation or Mass Transit District or county; and

(b) Be a person who is a member of or represents one or more of the following:

- (A) local governments, including land use planners;
- (B) people with disabilities;
- (C) veterans;
- (D) low-income individuals;
- (E) social equity advocates;
- (F) environmental advocates;
- (G) Black, indigenous, and people of color;
- (H) bicycle and pedestrian advocates;
- (I) people with limited English proficiency;
- (J) public health, social and human service providers;
- (K) transit users who depend on transit for accomplishing daily activities;
- (L) individuals age 65 or older;
- (M) educational institutions;
- (N) Public Transportation Service Providers;
- (O) non-profit entities which provide public transportation services;
- (P) neighboring Public Transportation Service Providers;
- (Q) employers; or
- (R) major destinations for users of public transit.

(6) Notwithstanding other provisions of this rule, if a Qualified Entity is a Mass Transit District, a Transportation District or a county with a population of 50,000 persons or more, then its Advisory Committee, or the joint Advisory Committee in which it participates, must include at least four members who, separately, are members of or represent each of the following four groups:

- (a) low-income individuals;
- (b) individuals age 65 or older;
- (c) people with disabilities; and

(d) Public Transportation Service Providers or non-profit entities which provide public transportation services.

(7) If a Qualified Entity is a county with a population fewer than 50,000 persons, then its Advisory Committee, or the joint Advisory Committee in which it participates, must include at least three members who collectively represent each of the groups listed in 732-040-0035(6)(a-d).

(8) A Qualified Entity that is a Mass Transit District or a Transportation District shall include Advisory Committee members from the district's area of responsibility, both within and outside

district boundaries. If a Mass Transit District or a Transportation District is party to a joint Advisory Committee agreement, the joint Advisory Committee must also include at least one member from outside the district's boundary but within the district's area of responsibility.

STATUTORY/OTHER AUTHORITY: ORS 184.619, ORS 184.658, ORS 184.761

STATUTES/OTHER IMPLEMENTED: ORS 184.751-184.766



Benton County
Statewide Transportation Improvement Fund
Advisory Committee Meeting Minutes
May 26, 2022

Hybrid meeting using Teams for virtual access and the Sunset Meeting Room for those attending in person.

Committee Members Present: Hal Brauner (Chair), Meredith Williams (OSU-Vice Chair), Greg Gescher (City of Corvallis), Janeece Cook (Advocate), Tim Bates (City of Corvallis), Axel Deininger (Advocate), Robin de la Mora (Advocate), Nathan Mart (Advocate), Gary Stockhoff (ex-officio), Emma Chavez for Nick Meltzer (ex-officio).

Staff Members Present: Lisa Scherf, Brad Dillingham, Tiffany Plemmons.

Guests (all via Teams): Kate Williams (Director of Advocacy Support with the Disability Equity Center - DEC), Kristen Jocums (elected volunteer President - National Federation of the Blind, Linn Benton Chapter and paratransit rider), JoeHahn (Equity, Diversity and Inclusion Program Coordinator for Benton County), Mark Bernard (ODOT), Sally Utt (paratransit rider and Secretary for the National Federation of the Blind, Linn Benton Chapter), Jasper Smith (Benton County Developmental Diversity Division Manager), Rebecca Olson (Board Member of the Disability Equity Center).

1. Call Meeting to Order

The meeting was called to order at 3:00 PM by Hal Brauner, Chair, after about 30 minutes of technical difficulties. Introductions were made of all attendees.

2. Approve Minutes of STIF Advisory Committee Meeting – October 7, 2021

Chair Brauner requested a motion to approve minutes for the STIF Advisory Committee meeting. A motion was made and seconded to approve minutes. The minutes were approved.

3. Approve Minutes of STAC Meeting – December 9, 2021

Chair Brauner requested a motion to approve minutes for the STAC Meeting. A motion was made and seconded to approve minutes. The minutes were approved.

4. Public Comments

Chair Brauner requested the names of all members of the public who were planning to speak. They were: Kristen Jocums, Sally Utt, Kate Williams, and Rebecca Olsen.

Jocums highlighted her concerns over operational changes to the paratransit program that the City and County have made recently. Specifically, she had concerns with service scheduling windows. She felt that prior to the changes that were implemented during the pandemic, her service used to be better. That included having the ability to have a 30 minute scheduling window around the appointment – to be available 15 min before the ride and be able to wait 15 minutes after the ride. This meant a total time commitment to be somewhere was 45 min pre-pandemic. She stated that now she is asked to schedule a time that is up to an hour before/after the appointment and to also be available 15 minutes before/after that time. This equates to committing 2 ½ hours of time for a round trip to go across Corvallis. She would like the committees to advise the Board of

Commissioners to insure that the voices of the disability community are heard in the future. She has been told that the paratransit system meets the Federal Transit Administration requirements, in line with other paratransit systems in the country, but doesn't believe the County should strive for mediocrity. Jocums requested the bylaws be revised by the committee per her written suggestions. She also requested that the City/County return its paratransit service model back to what it was prior to the operational changes.

Chair Brauner thanked Jocums for her comments and then recognized visitor Sally Utt.

Sally Utt stated that she uses the fixed route system, Benton Area Transit, and paratransit, and expressed confusion over the parameters of the paratransit service. Utt also echoed Jocums' concerns regarding the scheduling windows provided by the paratransit and BAT Lift services. She believes longer waiting times are a consequence of the service serving more passengers per vehicle, rather than individually. Utt also described her concerns about the service shifting from a door-to-door service to a curb-to-curb service and that the proposed bylaws were going to require just one representative of or person with a disability. Finally, she mentioned her struggles with the County's new transition into a new billing process.

Committee Member Tim Bates introduced himself to Utt. He asked Utt about which service she was using because paratransit users do not require a fare and therefore should not be billed by the County. Utt explained that she sometimes uses the service (BAT Lift) to leave the paratransit boundary and that she used to pay Dial-a-Bus, the County's contractor, directly, but now is required to pay the County for rides. Bates offered to follow-up with Utt after the meeting to help resolve the confusion.

Kate Williams introduced herself as the next speaker. She advocated for more accessibility for people with disabilities and claimed that accessibility measures she had previously proposed have not been met. She expressed frustration with the technical difficulties experienced with the Microsoft Teams platform that made it difficult for the attendees with disabilities to join the meeting, noting a colleague who decided not to attend the meeting because of the struggle of attending virtually. She echoed the concerns about the City's paratransit operational changes noted by Jocums and Utt. Williams also requested that there be more representation on the new committee for people with disabilities.

Chair Brauner thanked Williams for her comments and then introduced Rebecca Olson. She expressed concerns similar to those of the other visitors, stating that she believes what was once a wonderful service that went above and beyond has become largely inaccessible. She stated that this was reflected in the struggles with joining this conversation merging two committees. Olson finds this baffling and frustrating - particularly in the time where folks with disabilities have been disproportionately affected by Covid and are already experiencing more exclusion from the community than of any other marginalized group. She noted that it is frustrating for her to hear Utt describe her experience with a service which once met her needs. Olson has a colleague who is a member of the WINGS transition program, which is for young people who experience disabilities exiting high school and before entering the next stage of their life. Most of the people who use the program also use paratransit and were successfully traveling to their WINGS transition program or

their job site prior to Covid. She states that she is hearing they are now struggling to make appointments, internships and jobs on time during a time where there has been so much hurt, loss and disregard for the disabled community. Olson is left feeling that this is a community that doesn't want disabled people. She is frustrated to see more inclusive services stripped down to the bare minimum ADA requirements and voiced support for the proposed amendments to the STIF bylaws that were submitted by Jocums and the National Federation of the Blind.

Chair Brauner thanked Olsen for providing comments. He added that the merging of the two existing committees into one was not a choice made by staff but instead, is the result of the State of Oregon merging two funding streams. Chair Brauner then asked the Committee if anyone had anything that they wanted to add.

Committee Member Janece Cook asked about what the process would be for people who are on the existing committees who want to continue to service on the new committee. Cook expressed frustration about the lack of bus transportation to rural Benton County and added that many individuals with disabilities would benefit from the addition of service.

Jocums interjected by stating that applications have been submitted for the existing STAC and that the Board of Commissioners have not acted on it. She stated that more individuals would likely apply if more spots were available on the committee.

Chair Brauner provided reassurance that balanced representation on the new committee will be a goal.

Bates added clarifying details to the discussion: 1) Paratransit is a federally mandated service and the service states that someone has to call at least one day in advance in order to get a ride. In the past, Dial-a-Bus (Benton County's contractor), offered to provide same day rides, sometimes on very short notice, but that is not the way paratransit is set up. 2) Paratransit is intended to mirror services provided by Corvallis Transit System (CTS) and Philomath Connection (PC). Like the bigger buses, it is meant as a shared system with multiple people in one vehicle. 3) Paratransit service has not been cut. Corvallis is experiencing a driver shortage and its fixed-route service has been cut. Technically, paratransit service could be cut commensurate with the fixed-route service cuts, but it has not been. It was kept on as if CTS and PC were running at full service. Bates then offered to accept any phone calls or correspondence after the meeting.

Jocums claimed that Dial-a-Bus (DAB) was able to supplement the paratransit service provided by City of Corvallis and Benton County with its own funding and that Benton County had cut funding to Dial-a-Bus during the pandemic. DAB maintained service levels with its own funds and ran out of money.

Kate Williams expressed her interest in joining the new committee.

Chair Brauner stated he will move the meeting along, as there are other agenda items that need to be addressed.

5. Unanticipated Projects of Regional Significance (UPRS)

Dillingham provided a brief summary of the UPRS STIF Project and described the three projects being proposed. The project were: 1) City of Corvallis and the Philomath Connection request for an additional \$60,000 for the Transit Program Assistant position; 2) Benton Area Transit for \$7,000 to purchase GPS units for the Benton Area Transit fleet; and 3) Oregon Cascades West Council of Governments for \$12,500 as additional match towards their OSU Mobility Hub project. The group decided to address each proposed project one at a time.

Dillingham described the City of Corvallis/Philomath Connection project first and Chair Brauner opened up the committee for questions. Vice-Chair Williams asked if other staff positions were funded on an ongoing basis in the biennium using this project. Bates indicated there aren't, and there were no further questions.

Dillingham described the Benton Area Transit project and Chair Brauner opened up the committee for questions. There were no questions about this project.

Dillingham described the Oregon Cascades West Council of Governments project and Chair Brauner opened up the committee to questions. There were no questions about this project and Chair Brauner asked for committee member consensus approving the projects. With no objections, the projects were approved by consensus for recommendation to the Benton County Board of Commissioners.

6. STIF/STF Consolidation Bylaws

Scherf began by providing background information on the Statewide Transportation Improvement Fund (STIF) and the Special Transportation Fund (STF), as well as an explanation of what has happened with the consolidation of the STIF and STF at the State level.

Scherf explained that the Oregon Department of Transportation convened a Rules Advisory Committee (RAC, which she was appointed to) in 2021 to develop a new set of Oregon Administrative Rules (OARs) for managing the consolidated funding sources. The rules require new bylaws for the new Benton County STIF Advisory Committee and staff is presenting a draft for review by both of the existing committees. She provided a summary of the proposed Bylaws produced by staff, which closely followed the requirements set forth by the new OARs.

Scherf addressed with the Committees the proposed amended bylaws submitted by Jocus and the National Federation of the Blind. She provided clarification regarding the proposed composition of the new committee, stating that the composition of members was taken straight out of the OARs. Scherf noted that the State's RAC developing the OARs included individuals who were representing people with disabilities. These individuals made it very clear that people with disabilities wanted a seat separate from older adults (the two are often combined as "seniors and people with disabilities"). As a result, the final OARs require four separate specific positions on the new committee, as representatives or individuals who are: 1) a low-income person, 2) a person 65 years old or older, 3) a person with a disability, 4) a representative of a Public Transportation Service

Provider (PTSP) or a non-profit entity which provides public transportation services. The remaining advisory committee members can be made up from anyone who is among the 18 categories listed in the OARs, in addition to ex-officio members the BOC wishes to appoint.

In discussing meeting frequency, Scherf noted that the OARs require the new committee to meet a minimum of twice per calendar year, but the frequency of meetings naturally increases in years when a new STIF Plan needs to be developed. In off years, there won't be as much for the group to do. They will not have a role in things like contract negotiations between PTSPs and their contractors, or service and operational issues, as these are the responsibilities of program staff. The primary purpose of the committee will be to provide a recommendation to the Board of Commissioners on the use of the STIF money through the adoption of the Benton County STIF Plan each biennium.

Chair Brauner asked a clarifying question about the County's standards for applying for committee membership, term limits, etc. Ex-officio Committee Member Gary Stockhoff answered that the draft bylaws are written with flexibility, but there is a standard process around County advisory committees. Scherf added that it is likely the Board of Commissioners has decided against adding new members to the existing committees, instead waiting until the new committee is formed to make appointments.

Chair Brauner entertained discussion from the Committee members.

Committee Member Robin de la Mora asked about the transparency for the representation of the nine members; in other words, how can the community be assured that required seats established under the bylines are filled as intended? Scherf answered that the County maintains on its website membership for all its committees and the seat (assuming it is specified) that each individual represents.

Committee Member Greg Gescher spoke about the potential difficulty of finding specific people who satisfy the categories listed in the OARs and noted that publicly describing member's backgrounds would be a balance of transparency and private information. Stockhoff agreed.

Chair Brauner requested to have the comments in the chat listed in the record [they are included at the end of these minutes].

Vice-Chair Meredith Williams inquired about how the representatives for people with disabilities were described in the current STAC bylaws. Scherf answered that with the exception of Tim Bates and Steve Harder, the remainder of the existing membership were for people who were either associated with older adults or people with disabilities professionally, had personal experience, or had a disability and/or were an older adult. Scherf added that this composition made sense for the STAC because that was the specific purpose of that committee. The new committee will be broader and will include general public transportation.

Chair Brauner stated he is in favor of having the committees recommend adoption of the the bylaws that were proposed by staff. The membership language in Article 6 is straight out of the State OARs.

He believes the committees should not weigh in on Jocums' suggestions related to vacancies, appointments and meetings, as that language is likely standard across County advisory committees and the Board of Commissioners has the discretion to deviate from their boilerplate if they wish.

Chair Brauner also suggested forwarding the proposed amendments provided by Jocums to the Board of Commissioners as additional information.

Cook suggested that the committee dive deeper into the composition of the new committee members and to think about potentially increasing the number of specifically designated positions. She asked how the future committee members would be appointed and if the existing committee members will have a spot on the new committee. Stockhoff responded that the transition process from the existing committees to the new one would need to be run by the County Counsel. He believes that all interested people, including existing members, would need to fill out an application. Stockhoff stated that the goal is to have the committee up and functioning by the end of September.

Vice-Chair Williams stated her recommendation to the group that no changes be made to the required membership positions as proposed, since the draft bylaws reflect the requirements of the State.

Bates and Gescher both expressed their concerns about requiring the new committee to have more prescriptive seats than what is being proposed in the draft bylaws, citing that it is hard to find and retain members who have to be from a specific demographic. Vice-Chair Williams agreed. She questioned why the draft bylaws list PTSP as a possible category, since it was already a mandatory seat per the State OARs. Scherf stated that the 18 member categories and four required seats are listed in the OARs, so they have to be included as possible members. However, the Board of Commissioners still has a lot of flexibility in who is appointed, including ex-officio members. Chair Brauner noted that PTSPs often attend STIF meetings whether they are on the committee or not.

Chair Brauner asked the committees if there were any other comments; there were none. By consensus, the committees recommended the proposed bylaws to the Board of Commissioners for consideration, along with the draft with Jocums' comments. Chair Brauner expressed appreciation for all the effort of the two committees and the hope that the new committee will carry on the tradition of representing transit and all of its different users in the country.

Members of the committees spoke about their frustrations with the technology issue and thanked everyone for their attendance and patience.

Adjournment: 4:30 PM

Next Meeting: TBD

Microsoft Teams chat below (minus talk about early connection issues):

[5/26/2022 3:16 PM] Janeece Cook (Guest)

Since I don't have transportation available in rural benton county, can someone explain the definition of paratransit.

[5/26/2022 3:20 PM] Kate (she/her) - Disability Equity Center (Guest)

It is transportation service that supplements big typically urban public transit systems by providing individualized rides to elderly and folks with disabilities.

[5/26/2022 3:30 PM]

JoeHahn (he/they) (Guest) left the chat.

[5/26/2022 3:32 PM] Kate (she/her) - Disability Equity Center (Guest)

How is speaking?

[5/26/2022 3:32 PM] Kate (she/her) - Disability Equity Center (Guest)

WHO lol

[5/26/2022 3:32 PM] Plemmons, Tiffany

Chair, Hal Brauner

[5/26/2022 3:32 PM] Kate (she/her) - Disability Equity Center (Guest)

Thanks

[5/26/2022 3:37 PM] Kate (she/her) - Disability Equity Center (Guest)

To clarify, it is the federally mandated MINIMUM requirements that you are referencing, yes?

[5/26/2022 4:04 PM] Kate (she/her) - Disability Equity Center (Guest)

There is a significant difference in a person with lived experience and a representative. Who determines an appropriate "representative" for this community? I also heard that these OAR stated minimums; is there resistance to holding designated space for more than one disabled person and/or low income, etc?

[5/26/2022 4:12 PM] Kate (she/her) - Disability Equity Center (Guest)

It is so unfortunate to watch a space like STAC that once was held, at least in its design, for disabled voices in special transportation, to get lost to a single seat on the combo committee.

**BYLAWS
BENTON COUNTY
STATEWIDE TRANSPORTATION IMPROVEMENT FUND
ADVISORY COMMITTEE**

ARTICLE 1

Name

The name of this organization shall be the Benton County Statewide Transportation Improvement Fund Advisory Committee (STIF).

ARTICLE 2

Citations

This Committee and these Bylaws are established for the purpose of carrying out the statutory requirements as established under ORS 184.758 and ORS 184.761, and the rules establishing the procedures and requirements for administration of the Statewide Transportation Improvement Fund, as set forth under OAR Chapter 732, Division 040.

ARTICLE 3

Definitions

The following definitions apply to the terms used in these Bylaws:

“Areas of High Percentage of Low-Income Households” means geographic areas within Benton County with a percentage of households below the current federal poverty level, which is equal to or greater than the percentage of households below the current federal poverty level for the State of Oregon. The geographic area may be a city, unincorporated community, neighborhood, or collection of neighborhoods, but in no case smaller than a Benton County US Census block.

“Active Transportation Advocates” are individuals within Benton County who represent the needs and interests of people who use active transportation modes, particularly as these modes interface with public transit.

“Client-based Transportation” means a transportation service offered to a limited group of people and not to the general public.

“Commissioners” means the Benton County Board of Commissioners.

“Committee” means the Benton County Statewide Transportation Improvement Fund Advisory Committee. Outside of these Bylaws, this Committee may commonly be referred to as “the STIF Committee”.

“Employer Representative” means any employee, supervisor, manager, or owner of a business

enterprise legally operating within the boundaries of Benton County.

“Environmental Advocates” are individuals representing standing committees associated with local governments within Benton County which exist to advise local government elected officials on matters related to the environment or to environmental features of public property, or individuals who advocate locally for any of a wide range of environmental or sustainability issues, goals, projects, or interests.

“Local Government Representative” are employees of a County, municipal, or special district governmental organization formed and organized under the Oregon Revised Statutes and operating within the jurisdictional boundaries of Benton County.

“Low Income Households” are households within Benton County, the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.

“Major Destination” means a well-known and commonly recognized destination within Benton County, which may either be at one physical location (e.g. Benton County Historical Museum) or a group of destination locations within an industry (e.g. local restaurants). A “Representative of Major Destinations” may be an employee, manager or owner of a destination or representing a destination industry group, or a member of an organization which promotes tourism within Benton County generally.

“Person(s) with Disabilities” are individuals with physical or mental impairments that substantially limits one or more major life activities, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

“Persons with Limited English Proficiency” are individuals who do not speak English as their primary language and may have a limited ability to read, speak, write, or understand English.

“Public Transportation Service Provider” means a Qualified Entity or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides public transportation services.

“Qualified Entity” means, a county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District or an Indian Tribe.

“Representative of Educational Institutions” is a person who is employed by or on the Board of Directors of a K-12 public school; chartered or state-licensed private K-12 school, community college, university, private college, or trade school operating within the jurisdictional boundaries of Benton County.

“Representative of Low Income Individuals” is a person representing the needs of low income transportation system users, and who, through association with programs, agencies, groups, individuals, or facilities serving low income persons, is familiar with the transportation needs of low income individuals.

“Representative of Persons with Disabilities” is a person representing the needs of disabled transportation system users, and who, through association with programs, agencies, groups, individuals, or facilities serving persons with disabilities, is familiar with the transportation needs of persons with disabilities.

“Representative of Persons with Limited English Proficiency” is a person representing the needs of transportation system users with limited English proficiency, and who, through association with programs, agencies, groups, or local schools, is familiar with the transportation needs of limited English proficiency users

“Representative of Seniors” shall be someone, who may also be a senior, representing the needs of transportation system users age 65 and older, and who, through association with groups, individuals, or facilities serving seniors, is familiar with the transportation needs of elderly users.

“Seniors” are individuals 65 years of age and older.

“Social and Human Service Provider Representative” is a representative of a social, human, or health services agency operating within Benton County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.

“Social Equity Advocate” is an advocate for equity for persons who may be disadvantaged due to but not limited to ethnicity; income or other economic circumstances; limited English proficiency; housing status; citizenship status; gender identity; sexual orientation; or whose work or advocacy it is to advise local government elected officials on matters related to equity.

“Sub-Recipient” means any entity that has entered into an agreement with Benton County in order to complete one or more tasks specified in the agreement between the Oregon Department of Transportation and Benton County.

“Transit Dependent User” shall mean an individual who is dependent on public transportation for mobility due to economic or other reasons.

ARTICLE 4

Function

Section 1. Purpose.

The Committee shall assist the Commissioners in carrying out the purposes of the STIF and prioritizing Projects to be funded by STIF moneys received by the Qualified Entity per OAR Chapter 732, Division 040.

Section 2. Primary Duties.

The Committee shall perform the tasks consistent with the requirements set forth under OAR Chapter 732, Division 040, as follows:

- a) Hold public meetings to assist and advise staff with the development of the County’s local STIF Plan by reviewing and advising on the development, composition, and prioritization of proposed projects by Public Transportation

- Service Providers, consistent with the guidelines promulgated by State administering agencies and the County's allocation process for the distribution of STIF moneys;
- b) Consider the criteria established under OAR Chapter 732, Division 040 when identifying Projects for inclusion in the STIF Plan, including but not limited to: expanded service and frequency in areas with a high percentage of low income households; improved service connections between communities; reduced fragmentation of service and closure of service gaps; maintenance of existing services; and other factors such as geographic equity;
 - c) within the County, of municipalities within the County, and make and publish a determination of where those communities exist for purposes of guiding the STIF Plan;
 - d) It shall be the responsibility of the Advisory Committee to review data, receive, public input, and make a recommendation to Benton County Board of Commissioners as to the areas of Benton County in which there exist high percentages of low-income households, and to publish said determination in Committee meeting minutes.
 - e) Advise regarding the opportunities to coordinate STIF-funded projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.
 - f) Establish, as needed, Work Groups to provide the Committee with additional input on STIF Formula projects. Work Group members may be composed of both Committee and non-Committee members. Input from any Work Groups formed will be considered and documented in the Committee's meeting minutes.
 - g) Recommend to the Board of Commissioners a STIF Plan which includes the prioritization of projects proposed for funding within the Plan;
 - h) Develop processes for review and monitoring of ongoing funded projects and local Plans, which may include reporting and site visits to local public transportation providers receiving STIF project funding;
 - i) Propose any changes to the policies or practices of the Board of Commissioners that the Committee considers necessary to ensure that:
 - 1. A Sub-Recipient has applied moneys received through the STIF in accordance with and for the purposes described in the project proposal.
 - 2. A project proposal submitted by a Sub-Recipient does not fragment the provision of public transportation services.

ARTICLE 5

Subcommittees

Section 1. Creation of Subcommittees.

The Commissioners or Committee may appoint a Work Group to provide additional input on STIF Formula projects. A Work Group may or may not be composed of members of the Committee. Input from the Work Group shall be considered and documented in the Committee's meeting minutes in the completion of its duties as described in OAR 732-040-0030(1).

ARTICLE 6 Membership

Section 1. Number, Qualifications, and Selection of Members.

The Committee will consist of no less than ~~five (5), seven (7)~~ and no more than nine (9) members, appointed directly by the Commissioners, as follows:

- a) To be qualified to serve on the Committee, an individual must:
 1. Use public transportation or Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from Benton County; and
 2. Reside or work in Benton County.
- ~~b)~~ The Committee must be comprised of a majority of public transportation users
- ~~b)c)~~ The Committee must include at least ~~four (4)~~ six (6) members who, ~~separately, are members of or represent each of the following four groups:~~
 1. A low-income person or representative of a low income person ;
 2. A person 65 years or older;
 3. ~~A~~ Two people with different types of a disability who ride paratransit;
 - ~~3-4.~~ A person with a disability who rides fixed route transportation; and
 - ~~4-5.~~ A representative of a Public Transportation Service Provider or a non-profit entity which provides public transportation services.
- ~~e)d)~~ Remaining members may be representatives from any of the following groups:
 1. ~~Local governments, including~~ land use planners;
 2. People with disabilities;
 3. Veterans;
 4. Low-income individuals;
 5. Social equity advocates;
 6. Environmental advocates;
 7. Black, indigenous, and people of color (BIPOC);
 8. Bicycle and pedestrian advocates;
 9. People with limited English proficiency;
 10. Public health, social and human service providers;
 11. Transit users who depend on transit for accomplishing daily activities;
 12. Individuals age 65 or older;
 13. Educational institutions;
 - ~~14. Public Transportation Service Providers;~~
 - ~~15.~~ 14. Non-profit entities which provide public transportation services;
 - ~~16.~~ 15. Neighboring Public Transportation Service Providers;
 - ~~17.~~ 16. Employers; or
 - ~~18.~~ 17. Major destinations for users of public transit.

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Section 2. Ex Officio Members.

The Committee may additionally consist of any the following ex officio members, appointed by the Board of Commissioners as follows:

- a) One (1) County representative;
- b) One (1) CAMPO representative; ~~and,~~
- ~~c) Any additional representatives which the Board of Commissioners deems appropriate.~~

Section 3. Terms of Office.

Terms are three (3) years. Any member may serve two (2) successive terms if reappointed by the Board of Commissioners; partial terms shall not be counted toward the successive term limit. Terms begin on July 1 and end on June 30 or when the board position is filled, whichever is later. Terms shall be staggered, with either two or three members' terms expiring each year.

Section 4. Member Responsibilities.

All Committee members must regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and fulfill other duties as appointed by the Chair.

Section 5. Termination of Membership.

The Board of Commissioners may remove Committee members as follows:

- a) Failure to attend two or more consecutive regular Committee meetings. The Board of Commissioners may declare a member's position vacant when the member has had two (2) absences in one year or no longer meets the residency or work requirement;
- b) For cause following public hearing, for reasons including, but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare conflict of interest, or incompetence;
- c) Without cause pursuant to Benton County Code Chapter 3.035.

Section 6. Vacancies and Appointment Procedure.

The timing of appointments to vacant seats will be ~~at the discretion of the Board of Commissioners. Appointments to vacant positions described Article 6, Section 1, (2), must be~~ appointed prior to the next meeting of the Committee, if at all possible. Appointments to vacant seats will be for the duration of the unexpired term of that position and shall not count toward the successive term limit.

The Commissioners will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the County. ~~Consideration may~~ Priority will also be given to individuals within these categories who are users of public transportation services provided within the County.

- a) Individuals interested in membership will apply through the office of the Benton County Board of Commissioners.
- b) The Commissioners will interview each applicant within two weeks and, if of receiving the application requested, staff will provide input on each applicant.
- c) The Commissioners shall make the final decision for each appointment and inform the applicants of their decision within two weeks.

ARTICLE 7

Officers

The following officers shall be elected from the Committee membership during the first meeting of each fiscal year (July 1 to June 30 constitutes a fiscal year):

- a) **Chair:**
The Chair is responsible for conducting Committee meetings according to Roberts Rules of Order. The Chair may not initiate a motion, but may second one.
- b) **Vice Chair:**
The Vice Chair is responsible for conducting Committee meetings in the absence of the Chair.

ARTICLE 8

Advisors

The Committee and any Work Groups may call on laypersons and professionals as advisors without voting rights to provide technical assistance, expert guidance and advice, data support and analysis to the extent deemed appropriate by the Committee.

Use of advisors by the Committee will be coordinated by the Chair or Work Group members through County staff assigned to the Committee.

ARTICLE 9

Meetings

Section 1. Regular Meetings.

Meetings will be held a minimum of ~~two~~four times per year, so as to be more responsive than required by statute, but and may be held more frequently to carry out the purposes of the Committee. These meetings will be held in public, ~~by~~ accessible facilities and shall also provide for virtual attendance. Meeting dates shall be selected one year in advance and posted on the Benton County website by December 31 of the previous year. (i.e., meetings for 2023 will be decided in 2022 and posted prior to December 31, 2002.) If a meeting is rescheduled, the County website and all members shall be updated within two (2) days of the change.

Section 2. Special Meetings.

Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the public written notice at least ~~three (3)~~ten (10) calendar days before the meeting.

Section 3. Quorum.

A simple majority of the appointed and filled voting membership constitutes a quorum. All business conducted with a majority vote of the quorum will stand as the official action of the

Committee.

Section 4. Voting.

Each Committee member, except ex officio members has one vote. A Committee member is not

permitted to vote on any funding decision in which they are an applicant for funds.

Section 5. Staff.

Administrative staff to the Committee will be determined by the Commissioners in consultation with the County Administrator. Staff to record the proceedings of the Committee will also be provided by the County.

Section 6. Agenda.

The Chair, with the assistance of the County-provided staff, will prepare the agenda of items requiring Committee action.

Section 7. Meeting Notice.

All meeting materials, including agenda, minutes from the prior meeting, staff reports, and supporting materials, will be provided electronically to Committee members and published on the Benton County STIF Advisory Committee website at least ~~seven (7)~~ fourteen (14) calendar days before a regular Committee meeting. If unusual circumstances require a special meeting to accomplish the work of the Committee, notice will be provided in the manner described above, at least ~~three (3)~~ ten (10) calendar days before such special meeting.

Section 8. Minutes.

Draft minutes representing the discussion, motions and subsequent action taken by the Committee will be prepared and posted on the Benton County STIF Advisory Committee website within ten (10) business days of the meeting.

ARTICLE 10

Public Records, Meeting Law, and Public Engagement

Section 1. Public Records and Meeting Law.

The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to Oregon public records and meetings. Committee agendas, minutes, staff reports, exhibits, meeting packets and bylaws will be archived in accordance with OAR 166-150, County and Special District Retention Schedule.

Section 2. Public Engagement.

The Committee will seek public engagement in all its deliberative processes. County staff will publicize ~~key-all~~ meetings and hold public forums ~~as-needed~~ to ensure appropriate and transparent public access to information and public participation in priority-setting exercises.

ARTICLE 11

Parliamentary Procedure

The Committee will use Robert's Rules of Order in carrying out its work.

ARTICLE 12

Conflict of Interest

A potential or actual conflict of interest must be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020) prior to participating in any discussion on the matter causing the conflict. A member declaring an actual of interest may not vote upon any motion which requires declaration of an actual conflict of interest.

ARTICLE 13

Bylaws and Amendments

Section 1. Bylaws.

The Committee shall maintain written Bylaws pursuant to OARS 732-040-035 that that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.

Section 2. Review of Bylaws.

The Committee shall periodically review its Bylaws and update them as required, but no less frequently than every three (3) years. Committee Bylaws will be reviewed by the County Counsel and presented to the Commissioners for adoption if changes are proposed. The Commissioners may also elect to review Committee Bylaws at any time.

Section 3. Amendments.

Committee Bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

ARTICLE 14

Review of Sub-Recipient Proposals (Population-Based Funding)

Section 1. Availability of Funding.

Benton County Staff will make a determination on whether population-based funding will be made available depending on the funding needs of the Benton County Special Transportation Program. If funding for the Benton County Special Transportation Program is sufficient, Benton County staff will make funds available for project proposals from Special Transportation providers who provide service within Benton County. Benton County holds the right to deny or provide this opportunity at its discretion.

Section 2. Project Proposals.

If population-based funding is made available, Benton County staff will advertise the

opportunity on the Benton County website, in the local newspaper, and on appropriate social media channels. Client-only providers who provide service within Benton County will submit proposed projects to Benton County staff. Benton County staff will remove redundant project proposals from consideration and will advance all remaining eligible projects to the Committee for review.

Section 3. Project Review.

The Committee will provide a recommendation of projects to be funded using the available Benton County population-based funding to the Board of Commissioners. All unallocated funds will be provided to the Benton County Special Transportation Program.

ARTICLE 15

Review of Sub-Recipient Proposals (Payroll-Based Funding)

Section 1. Develop Suballocation Methodology.

Per OAR Section 732-042-0010, staff will work collaboratively with Public Transportation Service Providers and other potential Sub-Recipients, as relevant, to develop a suballocation methodology. This will be presented to the STIF Committee for review and recommendation to the Board of Commissioners. The methodology will, to the extent possible and using the best available data, assign funding that is proportionate to the amount of employee payroll tax revenue generated within the geographic territory of each Public Transportation Service Provider. This data will be updated not less than every 6 years.

Section 2. Apply an Equity Analysis.

Following development of the initial suballocation methodology, and using the best available data, staff will prepare an equity analysis and present it to the STIF Committee for review and recommendation to the Board of Commissioners. The equity analysis may adjust the assigned percentages of funding to each PTSP developed in the suballocation methodology. This is the starting point for how available revenues from the STIF program will be distributed and is not a guarantee of funding to PTSPs. Using census data, the equity analysis will take into account the following attributes for each STIF revenue-generating Benton County community:

- a) Percentage of persons who are BIPOC;
- b) Percentage of estimated households below 200% of the federal poverty line;
- c) Percentage of persons with Low-English Proficiency
- d) Percentage of persons who are Seniors;
- e) Percentage of persons who have disabilities;
- f) Housing affordability;

Section 3. Project Proposals.

Public Transportation Service Providers who provide service within Benton County, as well as other eligible applicants who provide public transportation within Benton County, submit proposed projects to Benton County staff. Benton County staff will advance all projects that are eligible for the STIF program to the Committee for review.

Section 4. Project Review.

Using the assigned percentages as a guide to distributing Benton County's STIF funds, the Committee will use the criteria defined by OAR 732-042-0020(5) to recommend to the Board of Commissioners projects for inclusion in the Benton County STIF Plan. To assist the Committee in its work, staff will summarize and present information on ongoing operations projects and one-time capital projects. This will ensure that operation projects (services) that are funded can be maintained in future cycles, assuming stable funding from the State of Oregon.

Adopted this ____ day of July, 2022

Signed this ____ day of July, 2022

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner

APPROVED AS TO FORM:

Vance Croney, County Counsel