



Board of Commissioners

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AGENDA

(Chair May Alter the Agenda)

BENTON COUNTY BOARD OF COMMISSIONERS

Tuesday, January 3, 2023, 9 AM

How to Participate in the Board of Commissioners Meeting			
In-Person	Zoom Video	Zoom Phone Audio	Facebook LiveStream
Kalapuya Building 4500 Research Way Corvallis, OR	Click for Zoom link	Dial 1(253) 215-8782	Click for Facebook LiveStream link
	Zoom Meeting ID: 893 9712 9694		
	Zoom Passcode: 071830		

NOTE: County Service District meetings will immediately follow the Board of Commissioners meeting (911 Emergency Communication Services, Alpine, Alsea, Alsea Human Services, Agricultural Extension Services, Cascade View, Extension Services, Hidden Valley, Library Services, North Albany, South Third)

1. Opening

- 1.1 Call to Order
- 1.2 Introductions
- 1.3 Announcements

2. Election of the 2023 Board Chair and Vice Chair

3. Review and Approve Agenda

4. Comments from the Public

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

5. Work Session

- 5.1 15 minutes – COVID Update from Department Operation Center – April Holland;
Health Services
- 5.2 15 minutes – Update from Benton County Talks Trash Solid Waste Process
Workgroup – Darren Nichols, Community Development

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

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Board of Commissioners Office, (541) 766-6800.

The Board will take a brief recess between the Work Session and Business Meeting

BUSINESS MEETING

6. Consent Calendar

- 6.1 In the Matter of Setting the Board of Commissioners Meeting Schedule for 2023
- 6.2 In the Matter of Designating an Official Newspaper for Benton County for 2023
- 6.3 In the Matter of Approving the December 20, 2022 Board of Commissioners Meeting Minutes
- 6.4 In the Matter of Approving the November 29, 2022 Board of Commissioners Meeting Minutes

7. Old Business

- 7.1 Justice System Improvement Program (JSIP) Bond Measure Package Deliberations and Decision – *Nick Kurth, JSIP Manager; Rick Crager, Financial Services*

8. New Business

- 8.1 Letter of Support for the Corvallis Daytime Drop-in Center Navigation Center – *Suzanne Hoffman, Health Services*
- 8.2 Goods and Services Contract (Faith Hope Charity, Inc.) - Emergency Inclement Weather Services – *Suzanne Hoffman, John Pegg; Health Services*
- 8.3 State Transportation Improvement Fund (STIF) Committee Project and Budget Recommendations for the 2023-25 Biennium – *Gary Stockhoff, Benton Public Works Director; Lisa Scherf, Corvallis Transportation Services Supervisor; Brad Dillingham, Benton Special Transportation Coordinator*

9. Departmental Reports and Requests

- 9.1 Notice of Intent to Apply for a Community Wildfire Risk Reduction Grant – *Bryan Lee, Emergency Operations Manager, Sheriff's Office*

10. 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."

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

Zoom link: <https://us06web.zoom.us/j/89397129694?pwd=Q3JOOWRuRVlZVDclQzgrMzBSeHFpZz09>

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

Tuesday, January 3, 2023

9:00 a.m.

- Present:** Nancy Wyse, Chair; Pat Malone, Commissioner; Xanthippe Augerot, Commissioner; Vance Croney, County Counsel; Joe Kerby, County Administrator
- Staff:** Shannon Bush, Darren Nichols, Inga Williams, Community Development; Rick Crager, Financial Services; Dawn Dale, Jef Van Arsdall, Sheriff's Office; Gabby Dibble, Gary Stockhoff, Public Works; Cory Grogan, Public Information Officer; John Haroldson, District Attorney; Suzanne Hoffman, April Holland, John Pegg, Health; Nick Kurth, JSIP; Bryan Lee, Emergency Management; Amanda Makepeace, BOC Staff; Erika Milo, BOC Recorder; Sarah Siddiqui, Equity, Diversity, & Inclusion
- Guests:** Carol Alley, Peggy Lynch, Arlene Merems, Marge Popp, Mark Yeager, residents; Lori Coppenrath, DLR Group; Brad Dillingham, Benton Area Transit; John Harris, Horsepower Productions; Helen Higgins, Boys & Girls Club of Corvallis; Allison Hobgood, Corvallis Daytime Drop-in Center; Sam Imperati, ICM Resolutions; Hyatt Lytle, Corvallis City Councilor; Alex Powers, Mid-Valley Media; Lisa Scherf, City of Corvallis

Chair Wyse called the meeting to order at 9:01 a.m.

I. Opening:

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

No announcements were made.

II. Election of the 2023 Board Chair and Vice-Chair

MOTION: Augerot nominated Malone as Chair. Wyse seconded the motion, which **carried 3-0.**

MOTION: Malone nominated Augerot as Vice-Chair. Wyse seconded the motion, which **carried 3-0.**

III. Review and Approve Agenda

No changes were made to the agenda.

IV. Comments from the Public

Carol Alley, resident: Alley encouraged the Board to retain the Exotic Animal Ordinance (EAO), which bans traveling wild animal shows at the Benton County Fairgrounds. Alley displayed a photo of abusive training of a baby elephant and referred to similar videos emailed to the Board (exhibit 1). Alley expressed concern about insufficient public notice of the proposed change to the EAO and that the original authors were not part of the decision. Alley described cruel

handling and confinement of animals in traveling shows. Wild animals in shows can also pose a danger to the community.

{Exhibit 1: Alley Letter on Exotic Animal Ordinance}

Mark Yeager, resident: At the December 20, 2022 Board Meeting, Yeager asked the Board to include Coffin Butte Landfill (CBL) as a unique fire risk in the Community Wildfire Protection Plan (CWPP). Staff at that meeting cited a 2021 letter from Adair Village Chief Aaron Harris regarding landfill expansion. Yeager felt that staff mischaracterized the letter's context, which did not apply to associated fire risks at CBL. Yeager emailed the Board, key staff, and Chief Harris about these concerns (exhibit 2). Yeager again asked the Board to include CBL in the CWPP.

{Exhibit 2: Yeager Letter on CWPP}

Yeager commented on the Jail project. In project funding documents, a \$34 million County Capital Funding (CCF) section is cited as a resource, but there is no discussion of the funding mechanism. The 2021-23 budget shows projected reserves at the end of the biennium, which do not equal \$34 million. Yeager asked what specific revenues the County would dedicate to annual debt from this \$34 million, and how the County will meet the debt service coverage requirements for its portion of project funding. Yeager requested articulation of the impacts of shifting resources, and which resources will be shifted to meet the CCF debt obligation. Yeager expressed concerns that the capital debt calculation would be made in April 2023, before the May 2023 bond measure election; that the bond may increase from \$100 million up to \$114 million; and that the Board may suspend Capital Improvement Projects and American Rescue Plan Act grants, creating additional impacts. The public needs to fully understand their choices in the May 2023 election.

Arlene Merems, resident: Merems commented that the stated focus for the EAO work group was that the Ordinance be understandable and enforceable, but this was not the focus of the group's discussion or recommendation. Participants were not familiar with details of animal welfare issues in traveling animal acts. The group did not consider the existing ordinance, and the recommendation for a permit program is not supported by the facts. A violation of the EAO happened because the ordinance did not incorporate edits by co-authors including Merems. Merems offered to clarify the species list as intended and provide guidance to staff. The EAO has strong support from County residents, including a petition to save the EAO which has over 400 signatures.

V. Work Session

5.1 COVID-19 Update from Department Operation Center – April Holland, Health Services

Holland explained that in recent months, there was no single dominant COVID-19 variant. However, in the last two weeks, Omicron sub-variant XBB.1.5 has emerged. XBB is more transmissible than earlier variants, but is not an all-new super-variant. In the northeast United States (US), XBB has increased from an estimated 30% of all circulating variants to 75%. Nationally, XBB has risen from 4% of variants to 40% over December 2022. The estimated proportion in the Pacific Northwest is 18% and is expected to increase. A recent study found that the bivalent COVID-19 booster vaccine helps neutralize the parent variant of XBB.1.5, and is likely to have this effect on XBB. There will probably not be large changes in disease severity, but a new surge in cases still means many hospitalizations and deaths. Holland stressed getting a

bivalent booster and using other protective measures. Home delivery of rapid COVID-19 tests is available at <https://special.usps.com/testkits>.

Malone asked if fully vaccinated individuals are less able to spread COVID-19.

Holland confirmed that this is very true for influenza and somewhat true for COVID-19.

Malone asked if the rapid spread of COVID-19 in China would impact the United States.

Holland replied that detailed data is not available. The Federal government is now requiring proof of negative COVID-19 test for travelers from China to the US. While there are concerns about new variants arising in China, XBB was first found in the US.

5.2 Update from Benton County Talks Trash (BCTT) Solid Waste Process Work Group (WG) – *Darren Nichols, Community Development*

Imperati reported that today a rough draft of the BCTT final report will be submitted to the WG and posted on the County website. The draft provides a structure for subcommittees to add their information. A meaningful draft should be ready for discussion on January 19, 2023. The WG is on schedule and will deliver the final report in March 2023.

VI. Consent Calendar

6.1 In the Matter of Setting the Board of Commissioners Meeting Schedule for 2023

6.2 In the Matter of Designating an Official Newspaper for Benton County for 2023

6.3 In the Matter of Approving the December 20, 2022 Board of Commissioners Meeting Minutes

6.4 In the Matter of Approving the November 29, 2022 Board of Commissioners Meeting Minutes

Wyse noted that the December 20, 2022 minutes, packet page 20, stated: “ If the County does not receive \$5 million from the State, staff suggest that the County backstop by suspending Capital Improvement Projects (CIPs) from the 2023-25 budget, and suspend or defer release of ARPA funding until the bond outcome is known. If the bond fails, the County will have to sacrifice those resources. If the bond passes, staff can insert the CIPs as a supplemental budget.” Wyse asked if that statement should instead read that if the bond fails, those funds would be available.

Augerot replied it depends on whether the County builds the Emergency Operations Center.

Kerby and Crager confirmed Augerot’s comment.

MOTION: Wyse moved to approve the Consent Calendar of January 3, 2023. Augerot seconded the motion, which **carried 3-0.**

VII. Old Business

7.1 Justice System Improvement Program (JSIP) Bond Measure Package Deliberations and Decision – Nick Kurth, JSIP Manager; Rick Crager, Financial Services

Kurth reviewed discussions in December 2022, when the Board selected JSIP funding options four and five for further consideration. The bond measure title is due on February 24, 2023; proposed title language to be presented to the Board in early February 2023. Today, the Board must decide the bond amount and may decide County funding backstop options (if needed). The presentation assumes that the bond amount will be near \$100 million and that additional County borrowing is not an option.

Total estimated cost of all JSIP facilities has decreased from \$179.6 million to \$179.3 million because the County spent \$300,000 less on planning than was budgeted. These resources were provided by Oregon Judicial Department (OJD) in the 2019-21 biennium; unspent funds will be used for design and construction in 2023-25. Total cost of proposed bond measure facilities remains \$114 million. Kurth reviewed the Board's preferred bond package options from the December 20, 2022 Board Meeting: 4. Support a bond measure amount equaling resource needs, or 5. A hybrid funding approach. Both options support all proposed facilities. The con of option four is that it raises the bond amount, raising the annual tax for the average assessed household in Benton County from \$138 to \$160. Option five includes asking the State legislature for \$5 million for the Emergency Operations Center (EOC) and an amount to be determined for a Homelessness Navigation Center (HNC), with a bond amount of \$107-109 million. Cons: additional expense to taxpayers, requires the County to backstop funding for the EOC and potentially the HNC. "Backstop" means a reprioritization of extant resources, with changes in future allocations.

Crager noted that reprioritization could include repurposing funds intended for Capital Improvement Projects (CIPs) and American Rescue Plan Act (ARPA) grants.

Kurth discussed slide 11, Amounts and Options (exhibit 3). Option 1. Increase bond amount to \$114 million. The County would ask the legislature for \$5 million for the EOC, and funds for a 50/50 split on EOC costs in the bond measure. If the legislature rejects the request, the County would have to fund up to \$5 million. Also, if the County allocates up to \$3 million for the HNC, one scenario is that the legislature would approve funding, but the bond measure fails. Then the County would have to decide whether to proceed with its commitment. Hybrid options 2.a., 2.b., and 2.c. reflect how much the County would allocate to the HNC.

Crager noted that there would still be a backstop if the \$114 million bond passes (slide 11, option 1). In any scenario, the County will ask the legislature for \$9 million for the HNC and will backstop up to \$3 million for that.

Kerby asked if the \$9 million request would be made by the Corvallis Daytime Drop-in Center (CDDC) or the County.

Crager replied that will be determined through discussions with Hobgood this week.

Kurth discussed slide 12: Backstop Scenarios for Hybrid Options:

- Scenario 1: legislature rejects EOC funding, approves HNC funding; County backstops \$5 million.
- Scenario 2: legislature rejects EOC funding, approves HNC funding, bond measure fails; County backstops \$5-8 million.

- Scenario 3: legislature approves EOC and HNC funding, bond measure fails, County backstops \$0-3 million.
- Scenario 4: Legislature approves EOC and HNC funding, bond measure passes; no backstop.

Kurth discussed slide 13, Backstop Funding Sources: 1. Capitalize the County share of the old Law Enforcement Building (LEB) or other facilities, such as the Board's former office building; 2. Negotiate site development cost with OJD. Those are unknowns, and less fungible. More fungible sources: 3. Suspend CIPs for biennium. 4. Suspend future ARPA grants; 5. Use a strategic limited budget/ hiring program.

Kerby asked if a strategic limited budget/ hiring program would include managing vacancies, delaying hiring, or other workforce changes.

Crager replied this could include any form of budgetary/administrative restrictions, such as freezing certain positions or restricting materials and supplies.

Kerby noted the County used a similar approach to help manage the budget early in the COVID-19 outbreak.

Augerot did not favor that approach and would prefer to use resources which are not yet allocated.

Kurth discussed slide 14, Backstop Funding Options. The backstop option does not have to be defined in the bond measure, but the Board needs to weigh various funding sources.

Crager added that the County is preparing for budget development, so backstop decisions need to be made in the next two weeks.

Kerby commented that backstop decisions could be delayed till the January 10, 2023 Goal Setting Meeting, but not longer.

Wyse asked Crager to address Yeager's questions about the \$34 million and why that piece is occurring before the bond.

Crager explained that the \$34 million will be put toward County borrowing as part of JSIP. The County is fully funded for JSIP Phase I, the Courthouse (CH) and District Attorney's Office (DAO); \$34 million is the match against the OJD funding that the County is negotiating. Today's discussion covers Phase II, which is all bond dependent. Another aspect is the differences between the budget document and the County's financial statements. The latter show improved growth over what was budgeted; the County planned \$5 million of General Fund reserves, but actually had \$22 million. The County plans that growth over the the 30-year bond, and that is how the County pays back the funds. Staff will need Board approval for the \$34 million of bond borrowing once the OJD funding is secure. This will probably be added to the budget at the end of 2021-23 or the start of 2023-25.

Wyse added that the County is borrowing against future budgets from future property taxes. This will not raise property taxes; it is analogous to getting a mortgage on a house and paying that down over the years. This is a very common tool for jurisdictions to fund large projects.

Malone noted that part of the confusion is comparing future prospects to the current budget; the amount and the backstop will be clear soon.

Crager confirmed. When the OJD funds are secured, Crager will define the borrowing structure.

Wyse added that the \$34 million comes before the bond because it will be used for the CH, which is not part of the bond. The State provides \$25 million of CH funding regardless of whether the bond passes.

Kerby observed that the Phase I CH and Crisis Resource Center are being funded with direct borrowing and other legislative projects. Phase II funds the Correctional Facility, LEB, EOC, HNC, and Children & Family Program relocation through a combination of bond and legislative ask.

MOTION: Wyse moved to set the JSIP bond measure amount at \$114 million, including funding for expanded mental health and homelessness services facilities, a new Correctional Facility, and a new Emergency Operations Center and Sheriff's Office. Wyse withdrew the motion.

Augerot expressed support for the whole JSIP vision and package, but would prefer a bond amount of \$109-110 million in order to be cognizant of cost sensibilities and acceptable risks. JSIP is Augerot's top priority in 2023. Hopefully the County would not have to backstop the remainder of the funding.

Malone also favored a \$108-9 million bond; the County has good options for additional funding and will have to work harder to secure those sources to make up the difference. The County spent \$300,000 less than projected on Phase I, and inflation appears to be slowing.

Wyse stated that homelessness is a top community priority that the Board agreed to address. Wyse felt risk averse in this situation, not wanting to count on State funding that the County might not receive, which would then risk CIP and ARPA funds. Wyse did not favor taking away funds pledged to Corvallis Housing First, CDDC, Unity Shelter, and others. There are also many upcoming CIPs, including scheduled replacement of Information Technology hardware and Law Enforcement ballistic vests and vehicle purchasing. Wyse asked if those items are supported with grant funds or funds the County must provide.

Crager replied that during the budget process, staff factor in the CIPs and estimate liability that could be created through continuing operation costs. That additional cost would be built into the future service budget.

Kerby confirmed that departments would be impacted if the County suspended CIPs. Staff are currently evaluating CIPs for the 2023-25. There are over twice as many proposed projects as usual, about \$6-7 million in requests, though not all will necessarily be approved.

Wyse did not favor a limited budget/hiring approach. County employees need more support, not more pressure. Wyse did not favor risking other parts of County operations and the community.

Augerot estimated a 60-70% probability of getting some legislative funding for the EOC and HNC. Augerot hoped that groups which have received ARPA funding would help support the County's legislative requests. The Board must pledge to seek those additional funds. ARPA

requests are incredibly important for community; Augerot hoped the County would not have to repurpose those funds.

Malone noted that part of the problem is timing; the legislative session has not started. Early discussions indicate there will be potential funds for homelessness/housing and the EOC. The Board should continue to discuss alternative funding sources.

Wyse emphasized that the Board dedicated ARPA funds for a certain intent. The difference between a \$109 million bond and a \$114 million bond is \$22 more in taxes per year on the average assessed house, or \$1.83 per month. Setting the bond at \$114 million gives certainty that the County will not have to use ARPA funds.

Augerot suggested a \$110 million bond, which would allow the County to use parts of ARPA and CIP funds for a \$4 million reprioritization, or to use some of the OJD allocation savings.

MOTION: Augerot moved to set the bond amount at \$110 million with a \$5 million legislative ask for an Emergency Operations Center and a \$9 million legislative ask for homeless services facilities, with a \$3 million County contribution from the bond measure towards the homeless services facilities. Malone seconded the motion, which **carried 3-0.**

Chair Malone recessed the meeting at 10:29 a.m. and reconvened at 10:38 a.m.

Crager reviewed slide 11, option 2a., which would now have a \$4 million legislative ask and a \$6 million bond portion for the EOC.

Augerot asked why staff had placed the change under that project.

Crager replied that the adjustment could be made elsewhere, such as changing the HNC amounts to a \$10 million legislative ask and a \$2 million bond portion.

Malone suggested leaving the EOC legislative ask at \$5 million.

Augerot asked why the legislative ask amount had to change if the bond amount changed.

Crager replied the request did not have to change, but consultants recommended against asking for something in a bond and then asking the State for same thing. The Board could still ask for \$5 million but only need \$4 million.

Augerot clarified wanting to ask less of taxpayers, not ask less of other sources. It is counterintuitive to consider a lower number and then not ask for that from other sources.

Kurth mentioned capitalizing the existing LEB or the Board's former office.

Augerot noted that the Courthouse Annex could also be capitalized. OJD could provide from \$0-4 million. Augerot was hopeful about OJD reallocation funds and that the County could buy down costs with ARPA or CIP funds. Augerot did not want to use staffing cutbacks if possible.

Crager felt very confident about the legislative ask. Crager asked if Augerot and Malone wanted to preserve some of the CIP and ARPA commitments.

Augerot and Malone affirmed.

Augerot stated the CIP process could proceed. The County could still issue ARPA on the regular schedule, saying funding is subject to availability, and the County will not know availability till after the bond vote. Or the County could say there will be limited ARPA grants this year, and possibly a larger final round next year.

Crager summarized that staff should advance CIP and ARPA processes and make preliminary commitments, but with the understanding that the County will not be able to confirm those commitments until the June 15, 2023 legislative session.

Augerot and Malone indicated agreement.

Malone suggested that ARPA projects could be deferred into the next biennium depending on priorities and funding availability. Two more ARPA rounds remain; the County could place fuller funding on immediate allocation, then announce that the final round may depend on other factors. Or the County could modestly reduce the first round and have a bigger reprioritization next year.

Referring to slide 14, County backstop funding options (A.-F.), Augerot opined that the most likely scenario is option D., though Augerot would prefer not to do strategic limited budget/hiring. Augerot was not ready to capitalize the LEB.

Kurth clarified that capitalizing the LEB referred to selling the County portion, about 11,000 square feet.

Crager commented that staff hope to attribute the entire \$15 million site development cost (a conservative estimate from architects DLR Group) to the OJD funding.

Wyse stated her top priority is good governance. That rules out strategic limited budget/hiring, which could harm government functions or unnecessarily burden staff. If required to choose, Wyse would prioritize CIPs over ARPA. However, Wyse would prefer to see more details first and decide about backstops at the January 10, 2023 Board Meeting.

Crager noted that staff will soon know the exact CIPs and ARPA projects being requested.

Augerot asked Crager to create a plan showing the process and timing of decisions to redirect funding.

Malone summarized that the Board had narrowed the list to options D. through F., or D. and F. The consensus was to try to keep County functions as intact as possible and see what potential savings can be found in multiple areas to generate the \$4 million that is potentially needed.

Wyse requested clarification of the meaning of “partial” on option D. under OJD Allocation Savings.

Kurth explained that there would be approximately \$0-4 million in savings; a 50% probability of a \$4 million savings is \$2 million.

Wyse summarized that “partial” represents the variable amount.

Crager confirmed.

Kerby stated that staff will bring a timeline to the January 10, 2023 Board Meeting.

Wyse also asked to see potential wording of the motion.

{Exhibit 3: Corrected Bond Funding Presentation}

VIII. New Business

8.1 Letter of Support for the Corvallis Daytime Drop-in Center (CDDC) Navigation Center – Suzanne Hoffman, Health Services; Allison Hobgood, Corvallis Daytime Drop-in Center

Hoffman presented a letter in support of Hobgood's efforts to expand CDDC and create a Homelessness Navigation Center. This addresses several of the Home, Opportunity, Planning, and Equity (HOPE) recommendations that were accepted by the City of Corvallis and the County. Hobgood will use this letter and one from Corvallis in funding requests, including one from the State legislature.

MOTION: Augerot moved to approve the letter of support for the Corvallis Daytime Drop-In Center's Navigation Center. Wyse seconded the motion, which carried 3-0.

8.2 Goods and Services Contract (Faith Hope Charity, Inc.) - Emergency Inclement Weather Services – Suzanne Hoffman, John Pegg, Health Services

Counsel noted that Pegg clarified some wording in the draft contract to address a comment by Counsel.

Hoffman explained that Health issued a request for proposals (RFP) for emergency weather or similar sheltering under specific thresholds. Those thresholds can change with available resources. No proposals were received. One service provider informed Hoffman that this was primarily due to capacity issues and concerns about having enough properly-trained staff to operate such a program. Health's model is the Lane County Egan Memorial Warming Center, contracted to Saint Vincent de Paul. Health provided an alternate plan to Kerby for risk review, considering whether the County could operate the program with existing or new employees. However, Fred Edwards of non-profit Faith Hope Charity, Incorporated (FHC) approached the County about operating the program. The Board must approve because this approach is outside of the competitive process.

Augerot noted that the shelter model has shifted to hotel-based rather than place-based.

Hoffman was pleased that hotel sheltering this is the first model FHC proposed, which will be a better arrangement for logistical reasons such as COVID-19. FHC already secured room commitments from several hotels. However, the model may not work for everyone. In the emergency sheltering set up in December 2022, as many as 30 people were served with less than 24 hours of outreach. If such weather continues, the County might need overflow capacity and options for people who have not been successful in a hotel room.

Responding to a question from Malone, Hoffman replied that project funds come from the ARPA category of the HOPE program. Hoffman and Finance determined that \$50,000 would be sufficient to start the program. Health brought on a project manager and a contract grant writer/

researcher. The County has also applied for a Corvallis grant; the City Council will review staff proposals around January 17, 2023. Staff will seek additional funding sources for the future.

MOTION: Wyse moved to approve the contract, as amended, with Faith Hope Charity, Incorporated for severe weather sheltering. Augerot seconded the motion, which **carried 3-0.**

8.3 State Transportation Improvement Fund (STIF) Committee Project and Budget Recommendations for the 2023-25 Biennium – Gary Stockhoff, Benton Public Works Director; Lisa Scherf, Corvallis Transportation Services Supervisor; Brad Dillingham, Benton Special Transportation Coordinator

Stockhoff explained that staff adapted the list of projects based on feedback from Oregon Department of Transportation (ODOT).

Scherf explained that this biennial funding originally came from House Bill 2017, which included a .01% payroll tax to fund transit in Oregon. Benton County is the qualified entity for that process, so all projects in the County pass through the Board for approval. The list of projects will be submitted to ODOT. Funds become available at the start of the 2023-25 biennium. The County must submit its suballocation methodology. Since an update is not required at this time, the STIF Committee recommends keeping the existing methodology, which is based on each locale's payroll, number of jobs, and number of job sites, plus a ten-factor equity analysis.

Wyse asked if Corvallis was aware of this process.

Scherf replied that the new rules require that all public transportation service providers be informed of decisions around suballocation methodology, so Corvallis has a representative on the Committee who has attended all these discussions and has no objections.

Malone asked why the Community of Alsea was not represented in the suballocation formula.

Scherf replied that any unincorporated communities are represented by the County.

Malone asked about funding for Linn-Benton Loop (LBL), which serves the whole territory.

Scherf replied that LBL receives Federal funds which require match funding; the match is split between Linn and Benton Counties. Allocation amounts shown in Attachment A are just a starting point; allocation is project-based, not grant-based.

MOTION: Augerot moved to reaffirm the suballocation methodology for distribution of STIF funds in Benton County. Wyse seconded the motion, which **carried 3-0.**

Scherf noted that the Committee will update the methodology in two years.

Malone requested a list of Committee members.

Kerby asked Stockhoff to forward Committee minutes to Board.

Scherf explained that staff review project applications that come in through ODOT. Many are returning projects. The ODOT funding amount estimate was received in September 2022. ODOT

asked the County to add 20% because these plans cannot be modified during the biennium. ODOT had the County list more projects than have available funds, so the Committee ranked the projects to know which to drop. Total program amount is \$8.2 million; collections are \$7.4 million. A reserve of almost \$700,000 could be used to bridge the gap. The Committee also evaluated how much funding is designated for operations projects, and determined that funding should be sufficient to sustain these projects into the future.

Stockhoff added that there was a large carry-over from the previous biennium, and ODOT did not favor the County's Unanticipated Projects of Regional Significance approach; all anticipated projects must now be on the list.

Scherf added that ODOT does not want the County to carry over a large reserve. The reserve built up due to projects delayed by the COVID-19 pandemic.

Malone asked if a project can be added during the biennium.

Scherf stated that ODOT does not want that to happen in future.

Augerot asked about the status of ridership and drivers.

Dillingham replied that fixed-route services such as the Coast-Valley Express and 99 Express are doing well. Ridership is down nationally since the pandemic, but Benton Area Transit (BAT) ridership is at 150% of pre-pandemic levels because the County reduced fares and staff better aligned BAT schedules with other services such as Amtrak. BAT lift services (paratransit) numbers are still down about 40% from pre-pandemic levels, but have stayed consistent in 2022. BAT has found enough drivers to maintain service levels, but other agencies are struggling. While STIF provided funding to expand services, finding additional drivers is difficult.

Augerot noted that Linn-Benton Community College and Oregon Cascades West Council of Governments will provide driver training, which should help.

MOTION: Wyse moved to approve the projects and associated budgets for the Biennium 2023-25 Benton County STIF Formula Payroll Projects (\$7,562,500) (Attachment B); the STIF Formula Population Funded Projects (\$496,474) (Attachment C); and Federal 5310 Urban and Rural Projects (\$572,166) (Attachment C). Wyse withdrew the motion.

Scherf described project funding sources, including payroll (transit tax), Statewide General Fund, and Federal 5310 funding. Any reserve would be allocated to BAT.

Augerot asked if the funding amounts were similar to past amounts.

Dillingham replied that all project amounts will increase slightly in the 2023-25 biennium.

Scherf added that because all funding is allocated to projects, the County's population-based funding rose from \$440,000 in this biennium to \$496,000 in the next biennium. Federal 5310 funding for paratransit fell from \$595,000 to \$572,000. In sum, rural funding decreased and urban funding increased.

Augerot asked if that would cause a problem for demand services.

Scherf replied that remains to be seen. Costs could rise in the next biennium.

Dillingham noted that the majority of BAT lift service is urban.

Augerot requested more reporting on that area in future.

Wyse asked whether to include the parenthetic dollar amounts in the motion.

Counsel replied that omitting the numbers would provide some flexibility.

MOTION: Wyse moved to approve Biennium 2023-25 Benton County STIF Formula Payroll Projects (Attachment B); the STIF Formula Population Funded Projects (Attachment C); and Federal 5310 Urban and Rural Projects (Attachment C). Augerot seconded the motion, which **carried 3-0.**

IX. Departmental Reports and Requests

9.1 Notice of Intent to Apply for a Community Wildfire Risk Reduction (CWRR) Grant – *Bryan Lee, Emergency Operations Manager, Sheriff's Office*

Lee explained that CWRR grants are administered through the Oregon State Fire Marshal, a result of Senate Bill 762. This grant targets wildfire mitigation projects. The application deadline is January 31, 2023. The County will apply for the full \$500,000, to be used for a project coordinator position, education campaigns, vegetation mitigation, and planning projects, as outlined in the County CWPP. The State confirmed that the County can use its updated draft CWPP, which will be updated just after the grant deadline. The total funds available for Counties are \$5 million, and not all Counties will apply for their total allotment. Although Benton is rated as a lower fire-risk county, the grant takes that into account.

MOTION: Wyse moved to allow Benton County Emergency Management to apply for the Community Wildfire Risk Reduction Grant through the Oregon State Fire Marshall. Augerot seconded the motion, which **carried 3-0.**

X. Other

No other business was discussed.

XI. Adjournment

Chair Malone adjourned the meeting at 12:10 p.m.



Pat Malone, Chair

DocuSigned by:



Erika Milo, Recorder

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

CONSENT CALENDAR

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

In The Matter of Setting the)
Meeting Schedule of the Benton) ORDER #D2023-001
County Board of Commissioners)

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

IT APPEARING to the Board that is in the best interest of the Board of Commissioners
to meet regularly and publicly.

THEREFORE, IT IS HEREBY ORDERED that the Board of Commissioners will meet on
the following schedule:

As necessary on the first, second, third, and fourth Tuesday and/or other times as needed, time
and place as noticed per ORS 192.640.

BE IT FURTHER ORDERED that this schedule shall remain in force until superseded.

Adopted this 3rd day of January, 2023.

Signed this 3rd day of January, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

Pat Malone, Chair

Xanthippe Augerot, Vice Chair

Nancy Wyse, Commissioner

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

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County Board of Commissioners)**

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BENTON COUNTY BOARD OF COMMISSIONERS

Pat Malone

Pat Malone, Chair

- DocuSigned by:

2nd of August

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Xanthippe Augerot, Vice Chair

DocuSigned by:

Nancy Zell

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Nancy Wyse, Commissioner

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

In The Matter of Designating an)
Official Newspaper for Benton) ORDER #D2023-002
County)

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

THAT pursuant to Oregon Revised Statutes 193.020 it is necessary for various County
departments to publish legal notices in designated official county newspapers.

THEREFORE, IT IS HEREBY ORDERED that the Corvallis Gazette Times is designated
as the official Benton County Board of Commissioners newspaper for legal publications.

Adopted this 3rd day of January, 2023.

Signed this 3rd day of January, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS

Pat Malone, Chair

Xanthippe Augerot, Vice Chair

Nancy Wyse, Commissioner

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

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County)**

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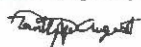
Signed this 3rd day of January, 2023.

BENTON COUNTY BOARD OF COMMISSIONERS



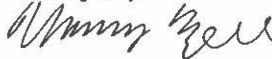
Pat Malone, Chair

DocuSigned by:



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Xanthippe Augerot, Vice Chair

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Nancy Wyse, Commissioner

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

Zoom link: <https://us06web.zoom.us/j/88006666008?pwd=QzM3RU5LS0xLU2xsSGV3d1h2a29lZz09>

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

Tuesday, December 20, 2022

9:00 a.m.

- Present:** Nancy Wyse, Chair; **Xanthippe Augerot**, Commissioner; **Pat Malone**, Commissioner; **Joe Kerby**, County Administrator
- Staff:** **Jenny Anderson**, Assessment; **Shannon Bush**, **Darren Nichols**, **Greg Verret**, **Inga Williams**, Community Development; **Laurel Byer**, **Gary Stockhoff**, Public Works; **Chelsea Chytka**, **Bryan Lee**, Emergency Operations Center; **Rick Crager**, Finance; **Cory Grogan**, Public Information Officer; **John Haroldson**, District Attorney; **Lindsey Hendren**, **Nick Kurth**, JSIP; **Suzanne Hoffman**, **April Holland**, **Damien Sands**, Health; **Erika Milo**, BOC Recorder; **Doug Seirup**, **Jef Van Arsdall**, Sheriff's Office; **Sarah Siddiqui**, Equity, Diversity, & Inclusion; **Matt Wetherell**, Juvenile Department
- Guests:** **Kayla Bordelon**, Oregon State University Extension Service; **Lori Coppenrath**, DLR Group; **Michael Curran**, **Leo Williamson**, Oregon Department of Forestry; **Chris Edmonds**, Coastline PR; **John Harris**, Horsepower Productions; **Rachel Hall**, **Peggy Lynch**, **Tim Roach**, **Mark Yeager**, residents; **Sam Imperati**, ICM Resolutions; **Alex Powers**, Mid-Valley Media; **Michael Skipper**, CFM Advocates

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

I. Opening:
A. Introductions
B. Announcements

No announcements were made.

II. Comments from the Public

Mark Yeager, resident: Yeager, a civil and environmental engineer and member of the Solid Waste Advisory Council (SWAC), commented that the Community Wildfire Protection Plan (CWPP) discussion of wildfire risk in Strategic Planning Area 3 omits Coffin Butte Landfill (CBL). CBL presents an increased risk of human-caused wildfires, especially due to over 800 vehicle trips per day. Distribution and compaction of waste and methane processing and flaring could ignite or contribute to a wildfire. CWPP Appendix E omits a 1999 fire that closed CBL for over a week. These issues have been raised with County staff since March 2022, but concerns have been dismissed. The CWPP needs to address these risks.

III. Review and Approve Agenda

No changes were made to the agenda.

IV. Work Session

4.1 COVID Update from Department Operations Center – April Holland, Health Services

Holland reported that the Centers for Disease Control (CDC) COVID-19 case rate in Benton County is 123 per 100,000 residents, up from 112 two weeks ago. Local positivity rate increased from 5% one month ago to 10.8%. A rate over 10% can indicate high transmission and the need for more testing. COVID-19 cases are undercounted. Statewide, there were 370 COVID-19 hospitalizations as of November 29, 2022; while still elevated compared to September-October 2022, cases decreased to around 329 yesterday. COVID-19 wastewater signals are flat in most areas of Oregon. The Oregon Health Sciences University forecast predicts a statewide decline over the next two months. However, hospitalizations and deaths are expected to increase until then.

Influenza activity is decreasing nationally, but the west coast still has high case numbers. In Oregon, 33.3% of influenza tests are positive, up from 29% the week before. Influenza-like complaints are also high. One hundred people received influenza and/or COVID-19 vaccines at last week's local COVID-19 clinics. The influenza vaccine is available at provider offices and pharmacies, and is recommended for everyone six months and older.

Respiratory Syncytial Virus hospitalizations are still high but have begun to decline, and the decline is projected through the rest of the season. However, Oregon hospitals remain severely strained. On December 14, 2022, there were 254 available beds in Oregon, the lowest since January 6, 2022, and the number of people boarding (in the Emergency Room waiting for admission) has averaged above 300 since the end of November 2022. Governor Kate Brown's recent Executive Order gave hospitals greater flexibility in staffing beds for pediatric patients, and has now expanded to include adults. County Health is passing information to providers (including medication shortages) and assessing stores of an antiviral medication for influenza. The Communicable Disease team continues to support schools and long-term care facilities with COVID-19 outbreaks. Several schools started break early to decrease transmission. Everyone can help decrease transmission with vaccines and boosters, masking indoors, and other preventive measures.

Malone asked if COVID-19 and influenza vaccines reduce severity of those illnesses.

Holland confirmed that vaccination protects against severe illness and death. The influenza vaccine also helps prevent ongoing transmission from those who contract it.

Malone asked about new emerging variants.

Holland replied that there are many sub-variants of Omicron, but none are causing new surges, though Europe has seen some case increases. As China changes its COVID-19 policy, Health will monitor for new developments.

Kerby asked if Holland anticipated changes in the Oregon Health Authority (OHA) or local Health position about requiring indoor masking.

Holland shared that OHA recommends indoor masking at this time. Holland did not anticipate additional measures, barring some new variant.

4.2 Update from Benton County Talks Trash (BCTT) Solid Waste Process Work Group (WG) – *Darren Nichols, Community Development*

Imperati presented the BCTT WG schedule (exhibit 1). At the previous WG meeting, subcommittees presented findings and recommendations, then WG members suggested improvements. Today's WG member survey will capture any missing topics or disagreements.

- January 4, 2023: report rough draft goes to relevant subcommittees.
- January 19, 2023: report draft two presented at WG meeting; comments to be incorporated in draft three.
- January 25-February 10, 2023: SWAC, Disposal Site Advisory Committee (DSAC), and Planning Commission (PC) provide feedback on draft three.
- February 23, 2023: feedback reported at WG meeting.
- February 27-March 6, 2023: WG polling and public survey on key findings/recommendations.
- March 16, 2023: final WG meeting and polling.
- March 21, 2023: every WG member can provide member statements in report appendices.
- March 24, 2023: final report to Board.
- March 28, 2023: WG presentation to Board.

Augerot noted that the communications team should be prepared to promote the survey, as the comment period is short. High-level summaries will be needed to direct people through the report.

Imperati noted that the key document the public will be polled on will be an executive summary drafted by Imperati and edited by the Public Outreach and Information Subcommittee (POIS).

Malone asked for details about the public polling.

Imperati explained that each subcommittee will identify key topics which will be used for an opt-in online survey including a comment box. Results can be reported quickly. The POIS will work with County Public Information to publicize the survey. Once the survey is posted, another public engagement initiative will go out. Imperati will try to allow more time for the survey.

Nichols noted that the SWAC and PC meetings also provide opportunities for public comment.

Imperati added that at the previous WG meeting, retired attorney Virginia Gustafson Lucker volunteered and was approved as a legal consultant to the Legal Subcommittee. Lucker to subcontract with Imperati.

{Exhibit 1: BCTT Key Dates}

4.3 CFM Advocates Federal Team Overview – Rick Crager, Financial Services; Michael Skipper, CFM Advocates

Crager explained that the County issued a request for proposals for assistance with Federal and State lobbying. CFM provides both services.

Skipper explained that CFM Advocates is a Portland-based public affairs firm with offices in the Cities of Salem and Washington, District of Columbia (DC). CFM has expertise helping municipal governments in the Pacific Northwest, as well as transit agencies, non-profit organizations, and water districts. Skipper introduced the CFM team. Benton County's two main avenues to Federal funding are grants and appropriations (earmarks). CFM helps brainstorm, identify projects and funding streams, and prioritize a Federal agenda. CFM writes the bulk of

grant and earmark applications, provides advocacy with Federal agencies, members of Congress, and other electeds, and provides communications materials. CFM has secured over \$145 million in the past three years for public and non-profit clients in the region. CFM also works closely with National Association of Counties (NACo) to coordinate funding requests and strategy.

Malone asked about the status of the omnibus bill in Congress, which may include spending opportunities for Oregon.

Skipper replied that the bill was released last night, and is expected to pass later this week.

Malone noted the Board will probably travel to DC in early February 2023.

Skipper and Crager to craft the Board's Federal agenda, to be ready for Board review at the end of January 2023. CFM to schedule meetings and provide talking points.

Augerot shared that attending the NACo Legislative Conference has been useful, and it will help to have a clear County-wide agenda.

Skipper suggested that visiting DC a day before or after the conference would provide better opportunity to meet with electeds.

Kerby noted that CFM's grant expertise led the County to utilize the firm for Federal and State assistance. Skipper to meet department directors and discuss priority projects today.

Crager concurred that CFM's grant expertise is significant, as the County has lacked capacity to write effective grant applications. To make best use of CFM's capacity, department directors need to provide subject matter expertise.

Chair Wyse recessed the meeting at 9:55 a.m. and reconvened at 10:00 a.m.

4.4 Community Wildfire Protection Plan Final Draft – Darren Nichols, Community Development; Chelsea Chytka, Bryan Lee, Emergency Operations Center

Williams reviewed the development of the CWPP (exhibit 2).

- December 2020: CWPP Steering Committee established.
- March 2022: two public surveys conducted.
- May 2022: draft CWPP put on hold until Oregon Wildfire Risk Map (OWRM) was published.
- November 2022: Steering Committee started to revise the CWPP, with a review from an Oregon State University Regional Fire Specialist.
- December 8, 2022: staff updated the Benton County Fire Defense Board (FDB) and requested a final list of projects.
- Next: Oregon Department of Forestry (ODF) reviews the plan.
- January 2023: plan returns to FDB for approval.
- February 2023: plan goes to Board of Commissioners for approval.

Williams explained that a CWPP is collaboratively developed by local and State government agency representatives in consultation with Federal agencies and others. The purpose is to identify and prioritize areas for hazardous fuel reduction treatments; the plan must recommend measures that homeowners and communities can take. Staff have exceeded the minimum criteria.

The vision for wildfire management and adaptability is for the County's population to be wildfire aware and prepared for fire emergencies and for all properties to be adapted to local wildfire risk. A table describes goals, objectives, policies, strategies, and actions to fulfill this vision/mission. (See packet document "CWPP Final Draft w_track changes 1" for changes to the table since last presented to the Board in May 2022). The Department of Land Conservation and Development (DLCD) will base new rules and regulations on the OWRM. County staff will review local codes. Staff are having issues with evacuation routes from new subdivisions. Five high priority strategies:

1. Disseminate information about fire-resistant construction and adaptations. There is no increase in cost for fire-resistant materials.
2. Complete county-wide evacuation assessment.
3. Evaluate critical transportation routes identified for inadequacies.
4. Outreach and education.
5. Track mandatory and proactive code updates.

Chytka reviewed projects under consideration. Projects are based on fire agency Strategic Planning Areas (SPAs) created in the 2009 plan process, which were based on geographic and planning boundaries, not County maintenance areas. There are 94 proposed projects for 2023. Chytka summarized projects for the Urban Area, Farm Area, Northern Forest Area, Western Forest Area, and Coastal Range Area. Future update considerations: projects list multiple components, so it is hard to tell when projects are complete. Projects are not extensively vetted or prioritized through fire agencies or the CWPP Steering Committee prior to publication. A web-based project update tool would increase transparency. Once projects are prioritized, staff can work on grant funding applications.

Lee explained the CWPP is required in order to access many grants, and is related to the Natural Hazard Mitigation Plan (NHMP), which covers all hazards. This became a separate Federal funding source accessible to local jurisdictions. Every \$1 spent on mitigation decreases \$6 on response, so the Federal Emergency Management Agency (FEMA) is creating more mitigation grants. CWPP focuses on mitigation rather than evacuation or response. Each district/organization has its own response plans. There is considerable public interest in a local fire risk map, but Lee recommended not pursuing one due to limited staff time and the OWRM. Federal and State grants always refer to the Federal map, and are not targeted at the local tax lot level. A local risk map could have unintended impacts on homeowner's insurance policies. Staff want to do more work on outreach and defensible space. Some residents will challenge the OWRM map, presenting opportunities for feedback.

Williamson added that local risk maps generate much community confusion. ODF supports Lee's proposal to use the OWRM. Local efforts mainly focus on SPAs and prioritizing projects.

Curran agreed that a County map that differs from the OWRM would create public confusion, especially related to enforcement. The improved CWPP should increase the County's likelihood of receiving grants for fuels reduction and defensible space improvements.

Augerot praised staff for using broad community engagement to arrive at prioritization in the CWPP and NHMP; it is necessary to engage all landowners to make a difference across the landscape. Augerot asked for clarification of the intersection between actions and projects. Prioritization on the project list does not necessarily align with the priority actions that Williams listed. A project high on the list but not mentioned in the area review is addressing the Greenberry Gap, as required by Oregon statute. Augerot asked how the Board will move forward

there. Augerot concurred with Yeager's earlier comment that the landfill is a fire risk which should be mentioned in the CWPP.

Malone expressed concerned about the number of projects. It is critical to prioritize projects. Malone supported mitigation efforts, planning, and self-organizing communities.

Lee explained that rural fire districts are struggling with volunteer capacity. Levels of community participation are mixed, with some areas over- or under-represented despite targeted outreach. The main focus is priorities. Staff time and project time are also factors. There is a narrow seasonal window for mitigation work. The biggest staff effort now is forming relationships with fire districts and asking them to help prioritize.

Augerot praised staff for hiring a consultant to do a county-wide evacuation statement. Augerot had heard from rural fire districts that a big challenge is not being sure if landowner bridges can support fire equipment. Augerot asked if there were funds to help landowners get bridge ratings.

Lee replied that some grants cover rating (though not necessarily improvements). Identifying all bridges is also needed in some areas.

Curran noted that if Senate Bill 762 passes, there will be more State grant programs.

Williamson mentioned hiring a new community wildfire forester for Benton County, Jake Ruhl, who will add capacity to seek new grants, prioritize projects, and be a liaison.

Wyse asked for staff feedback about landfill fire concerns.

Williams replied this issue came up during the Conditional Use Permit review for landfill expansion. One review criterion is that expansion will not significantly increase fire hazard, fire suppression cost, or risks to fire suppression personnel. Williams read a statement from Adair Village Fire Chief Aaron Harris that the department did not feel there would be any increased fire risks or costs associated with expansion. Based on that, Williams did not include the landfill as an issue in the CWPP.

Lee noted this is an area of crossover between CWPP and NHMP; the landfill is one of several infrastructure areas with both human-caused and natural-caused issues. Discussion at the State and FEMA level is ongoing about planning for such overlaps. During emergency response, the source of the problem matters less, but does matter for education and mitigation.

Kerby asked if Lee had talked to Williams, Van Arsdall, and/or Nichols about a possible funding request to the County budget.

Lee confirmed there are plans to submit policy packages for project funding. Lee has talked to Van Arsdall and Crager, but more discussion with Nichols is needed in the next few weeks. The intention is to find as many funding options as possible.

Augerot noted that describing elevated risk at the landfill could also apply to the Hewlett-Packard facility. The risk should be acknowledged, but possibly not in the CWPP. Augerot approved of a public portal and suggested contacting Crager about the software Finance is using to provide public information about American Rescue Plan Act (ARPA) funding.

Chytka to contact Crager.

Kerby encouraged Lee to consider policy packets and examine how the County can incorporate these projects into the budget process, such as grant matching funds. Kerby asked about follow-up conversations with Van Arsdall, Nichols, or others about additional internal staff capacity.

Lee had talked to Van Arsdall about a position focused on mitigation and recovery, project coordination, and outreach.

Nichols noted that Van Arsdall contacted Nichols about this yesterday. Nichols envisioned an approach with a planning component and an emergency response and preparedness component. DLCD is getting more involved in wildfire planning from a land use standpoint. Other components include building codes, evacuation (involving Stockhoff and Public Works), and fuels reduction, which might involve Natural Areas, Parks & Events off-season crews.

Kerby to ask Skipper about applicable Federal resources.

Malone asked about OSU Extension Service Regional Fire Specialist Kayla Bordelon and how that position fits with this effort.

Curran explained that regional fire specialists serve as a local resource on forest management for land owners. OSU has a coastal fire specialist, who services most of Benton County, and a mid-Willamette Valley specialist (Bordelon).

Lee noted Carrie Berger is OSU Fire Program Manager. Specialists can do defensible space education and Firewise promotion, but mostly focus on the fire-adapted landscapes program.

{Exhibit 2: Williams presentation}

V. Consent Calendar

5.1 In the Matter of Appointments to the Following Road Districts:

Brownly-Marshall	Colin Gillin
Chinook	Maureen Puettmann
Country Estates	Sharron Navarro
Mary's River Estates	Joe Chambers
McDonald Forest Estates	Fred Eisenlohr; DeWayne Irvin
Oakwood Heights	Sean Nealon
Ridgewood	Beverly Kennedy
Rosewood Estates	Greg Henderson
Vineyard Mountain	Sarah Grotelueschen
Westwood Hills	Susan Swanson

5.2 In the Matter of the Following Advisory Board and Committee Appointments:

Budget	Chas Jones
Environment and Natural Resources	Larry O'Keefe
Food Service	Eric Howitt
Historic Resources	Autumn Peterson, Bob Honneffer
Library	Laura Foley
Planning	Catherine Biscoe, John Greydanus, Greg Hamann, Ed Provost, Andrew Struthers

5.3 In the Matter of Approving the December 6, 2022 Board of Commissioners Meeting Minutes

5.4 In the Matter of Approving the December 28, 2021 Board of Commissioners Meeting Minutes

MOTION: Malone moved to approve the Consent Calendar of December 20, 2022. Augerot seconded the motion, which **carried 3-0.**

VI. New Business

6.1 Funding for Expansion/Relocation of Children and Family Program Behavioral Health Center in Justice System Improvement Program (JSIP) Bond Measure – Nick Kurth, JSIP Manager; Suzanne Hoffman, Health Department Director; Damien Sands, Behavioral Health Director

Kurth explained that addressing mental health challenges is a top County priority. The JSIP bond measure will now include funding for expanded mental health services facilities. Expanding the downtown mental health Crisis Center to include child/youth services proved problematic based on building design and cost; a new option is needed. There is a correlation between youth suicides and county-level availability of mental health services. The Children and Family Program (CFP) is currently in an overcrowded space with increased wait times. Health has submitted Capital Improvement Project (CIP) requests to expand the CFP from 3,400 square feet to 5,000 square feet. JSIP community engagement confirmed a desire for expanded services.

Staff recommend including funding in the JSIP bond measure for expanded mental health services facilities with a preferred option of relocating the CFP from its leased downtown location to the County's Sunset Building in expanded, renovated space. The Sunset Building has space and is co-located with Developmental Diversity and other Health personnel. Using the Kalapuya Building high estimate of \$300 per square foot for renovation, total cost is consistent with the bond funding amount under consideration. There is ample parking. The proposal fills a gap in services, aligns with County Health priorities and bond objectives, is easy to communicate to the public, is survey tested, and has no major location sensitivity. Cost to be discussed under item 7.1.

Sands explained that access to services is a big concern. Over the past decade, 10- to 24-year-olds in Benton County have experienced a huge uptick in symptoms and issues from depression and substance abuse. Suicidality in this group increased 60% during this time, and suicide is now the leading cause of death among Oregonians age 18 to 24. Mobile Response and Stabilization Service (MRSS) is a national best practice for children and families experiencing behavioral health crisis. MRSS aims to keep children and youth in the community and to promote care in the least restrictive environment. The State has given the County a large award to establish a mobile response team, but staff capacity and office space are a challenge. Eric Bowling (Health) and his crisis team currently respond one-to-one to mental health events. Interfacing with children, youth, and young adults requires two Qualified Mental Health Professionals and a Qualified Mental Health Assistant or peer support specialist. This proposal will bring in funds to expand existing services that are desperately needed.

Hoffman added that when this service started two years ago, the County had revenue, ability to hire qualified staff, and a program manager, but lacked space. Staff spaces at Sunset changed with the opening of the Kalapuya Building. The current leased space lacks expansion room.

Sands was preparing to bring this up for the 2023-25 budget; the JSIP bond presents a new opportunity.

Augerot strongly supported including this service, which is supported by JSIP surveys, the region-wide community health assessment, recent community discussions at the JSIP mental health forum, and meetings with organizations that represent underserved community members.

Wyse and Malone concurred with Augerot.

Malone asked how the Juvenile Department, also at Sunset, fits into the proposal.

Hoffman shared that Wetherell was part of the conversation and felt co-location would be beneficial for improved access and coordination.

Sands noted that mental health and juvenile justice are closely related and involve many of the same individuals. Anyone going through the judicial system needs supports for behavioral health or substance use. Integration between onsite education and behavioral health is part of Juvenile Justice now.

Hoffman added that the Oregon Department of Human Services office is across the street from Sunset.

Responding to a question from Wyse, Kurth estimated that the proposal would cost a maximum of \$1.5 million.

Kerby asked about Sunset Building zoning.

Kurth replied that the City of Corvallis considers these programs to be social services, which are not specifically permitted in the research/technology zone. However, Jay Yaich, Corvallis Planning, told Kurth that the City is planning an inventory of current uses in that zone. The County can make a good case for this nexus of services.

MOTION: Malone moved to include funding in the Justice System Improvement Program bond measure for expanded mental health services facilities with a preferred option in support of relocating the Children and Family Program to the County's Sunset Building and providing renovated, expanded space. Augerot seconded the motion, which **carried 3-0.**

6.2 2023 Hands Across Corvallis Event Sponsorship – Board Chair Nancy Wyse

Wyse explained that Angela Hibbard requested sponsorship for the fundraiser event.

Augerot noted that the event supports the Corvallis Public Schools Foundation, which works with unhoused and housing insecure children and those with mental health needs.

Wyse suggested a \$1,000 donation.

Kerby shared that Board sponsorships budgeted \$5,000 for the biennium, with \$1,300 remaining.

MOTION: Augerot moved to support the Corvallis Public Schools Foundation Hands Across Corvallis annual fundraiser at \$500. Malone seconded the motion, which **carried 3-0.**

6.3 Ratification of Benton County's Letter of Support for Protecting Periurban Ecosystems – Joe Kerby, County Administrator; Darren Nichols, Community Development Director

Wyse noted the letter was signed last week. Mark Shepard, Corvallis City Manager, verified there were no concerns.

Nichols explained that County stormwater processes are changing in March 2023, so more projects will need to consider stormwater before and after construction. To aid compliance, Nichols and Bush contacted Meghna Babbar-Sebens, an OSU civil engineer with stormwater management expertise who is working on an international project that could benefit a local partner.

Bush explained that Babbar-Sebens is working with colleagues on grant-supported pilot projects to identify causes of and community solutions to water quality issues. This letter of support is a preliminary piece of the grant application. The County role in the project is minimal; staff provide the issue seeking resolution by the academic team and help lead discussions.

Nichols added that the County would receive expert help in communicating stormwater requirements to the public or developing a new tool to help property owners and contractors evaluate options.

Responding to a question from Augerot, Bush replied that grant funding sources include the Nature Conservancy and the Wildlife Conservation Fund.

MOTION: Augerot moved to ratify the letter of support which has been submitted on behalf of this proposal for Dr. Babbar-Sebens. Malone seconded the motion, which **carried 3-0.**

Malone asked for a definition of the term 'periurban.'

Augerot explained the term means the periphery of the urban area, the Urban Growth Boundary.

Nichols added that most examples for stormwater management are highly developed systems. The County has less intense urban development, so erosion and sediment control measures for property owners are different. Staff want to create a stormwater management program to keep sediment out of rivers in a way that is more appropriate for these types of land owners.

Augerot commented that the relevant Watershed Councils and Water Conservation District would be very interested in this effort, and work with the same landowners.

Chair Wyse recessed the meeting at 11:40 a.m. and reconvened at 11:47 a.m.

VII. Old Business

7.1 Justice System Improvement Program (JSIP) Bond Measure Package Deliberations – Nick Kurth, JSIP Manager

Kurth explained that this is the beginning of bond package deliberations, which may continue on January 3, 2023. The total JSIP facilities estimate of \$179.6 million is unchanged. However, the Oregon Courthouse Capital Construction and Improvement fund was not created with a campus in mind. The allocation for overall site development costs needs to be adjusted relative to the Courthouse (CH) portion to be split with the Oregon Judicial Department (OJD). Architects DLR Group and project management consultants Otak CPM have provided cost estimates that staff will submit to OJD, but the amount that is considered 'reasonable cost' is subject to negotiation. Out of caution, staff are adding \$4 million to the proposed amount for bond measure facilities, for a total of \$108.7 million (not including the mental health and homelessness services allocation).

Crager expressed confidence in the DLR estimates, but OJD negotiation could still leave the County short of funding without the additional bond amount.

Wyse asked if the \$4 million figure came from CH site development cost, which the County previously thought would be funded by OJD.

Kurth replied that \$4 million is the net allocation of site development costs that were being attributed to the CH project, which the County would split with OJD. When amounts are reallocated, the CH piece gets smaller, creating savings on the County side, but the amount for County-only projects increases, so the net effect is a \$4 million transfer to the County's responsibility for site development costs.

Augerot noted DLR is saying that if the County only builds the District Attorney's Office (DAO) and CH on the campus site, all site costs would be borne by that project, so it could be argued that these are not separable costs.

Crager concurred. If the County is unable move forward with the rest of campus, it would be necessary to return to OJD for site development funding. To be prudent, staff added this expansion, but as a starting point, staff will still propose that this part of the project bear the entire cost.

Malone asked about a timetable on negotiations with OJD.

Crager replied negotiations are moving as fast as possible; the project also must be approved by the United States Department of Justice. The master agreement for the entire project should be finalized in the first week of January 2023; funding agreements for each component should be complete in February 2023, which must be in place before the State issues bonds at the end of March 2023.

Malone asked if negotiations would conclude before May 2023, when the form of the project would be more clear.

Crager replied that was likely. If the project ends up only including the CH, the County would renegotiate the DAO agreement. This transfer provides a backup in case the entire site development is not included with OJD funding. However, the County will have to select a bond amount before that is known.

Kurth explained that expanded mental health and homelessness services facilities were predicted to cost \$3-5 million. The Board previously targeted a bond amount near \$100 million. Facilities

cost estimates are now \$108.7 million even without the added services, so there is a gap to bridge. Additional borrowing is not an option.

Wyse asked how the \$3-5 million figure was determined.

Kurth explained that the proposal for mental health services is to fund up to \$1.5 million to relocate the Children and Family Program to the Sunset Building. For homelessness services, the preferred project was Corvallis Daytime Drop-in Center (CDDC). The County has discussed use of bond funds, but those must be applied towards a County-owned facility or land.

Crager added that the County cannot use these resources as gap funding.

Kurth noted that purchasing land for the homelessness facility, projected at \$1-1.5 million, would cost considerably less than a facility, projected at \$12-15 million. County strategy was to provide some foundational money and seek the rest from the Legislature through multiple channels. Up to \$3 million felt right and is typical in terms of 20-25% matching amounts.

Crager added that in the Board-approved State legislative agenda, Priority 2: Homelessness specified a spending range of \$1-9 million. If this is the County's entire project and the County does not buy land, \$9 million is the legislative request because that funding must come through the County to be combined with the County's bond money for full ownership. Or the County owns and leases the land, and the service provider makes its own legislative request.

Kurth added that staff propose that the Board fund up to \$3 million for homelessness services.

Augerot commented that the navigation center is the Board's preferred option for homelessness services, but if CDDC receives legislative and congressional funds, CDDC might not need County help and the County could put the up to \$3 million towards another project for the unhoused.

Kurth concurred.

Wyse favored flexibility and determining project cost, rather than throwing funds at the problem.

Augerot felt confident that if the County did not fund the navigation center, there would be another project addressing housing/homelessness that the County could leverage by acquiring land or a facility to lease to the operator. Benton County needs a cold weather/warm weather/smoke shelter and a tiny house area like the one the City of Albany is discussing.

Wyse agreed that other good projects could be found, but disliked the uncertainty. Wyse asked if the County would have to own a tiny village.

Augerot replied that the County would own the land and have an operator run the site.

Kurth concurred. If the Board authorizes up to \$3 million for homelessness services facilities, the County may decide before bond measure filing to buy land, in which case the County will not need the up to \$3 million. The bond measure does not specify funding allocation; the County is not required to issue all the bonds that were described. The measure language will say 'may include'. Staff are trying to quantify total base needs in order to consider bond amounts. That amount may change by the time the County files.

Crager assured the Board that staff were working towards the plan of a navigation center, estimated at \$12 million. Crager felt the legislative request would be more likely to succeed if the County had a bond measure to help support that project.

Responding to a question from Malone, Kurth and Crager confirmed that staff proposed adding up to \$4.5 million to the bond package.

Wyse asked about the impact on taxpayers if the County did not issue the additional bonds.

Crager replied that the tax rate staff established is sufficient to pay for those bonds. If the Board decides to issue fewer bonds, the Board can adjust to meet that debt service. Or the Board could pursue another option than the navigation center.

Augerot asked about cutting back to \$2 million on homelessness services.

Kurth explained that was the reason for the language ‘up to \$3 million.’ When the Board considers the total bond amount, an exact amount could be set for either homelessness or mental health services.

Augerot asked if a preliminary vote was needed on this topic.

Kurth replied it would be helpful to give staff a sense of total needs to craft a bond measure.

{Exhibit 3: Updated JSIP Bond Package Presentation}

MOTION: Malone moved to approve funding expanded mental health and homelessness services facilities for approximately \$3 to \$5 million, with approximately \$1.5 million allocated to the expansion/relocation of the Benton County Children and Family Program and \$1.5 to \$3 million for the homelessness and housing services navigation center. Augerot seconded the motion. Wyse asked if the motion worked with the navigation center. Kurth affirmed. Motion **carried 3-0.**

Crager summarized that resource needs totaled \$114 million. Crager described bond package options. Option 1. Reduce scope of project. Remove Sheriff’s Office (SO) from bond package, keep EOC and Correctional Facility (CF) as standalone facilities. Retain funding to renovate existing Law Enforcement Building (LEB) and expand into the old Board of Commissioners building. The State legislative agenda includes \$5 million for a new EOC. Pro: lowers bond amount to \$80-90 million. Cons: does not align with the vision of an integrated Justice System (JS) campus, does not align with best practices of an integrated SO, safety concerns of separating SO from CF, investment in existing LEB and old BOC increases program cost and may not be the most cost-effective investment. Requires reprioritization of resources and risks losing \$5 million from the State.

Malone stated this option did not fit his vision of the Board’s goal.

Augerot concurred. Remodeling the LEB for both County and Corvallis Police Department (CPD) needs would mean a much bigger footprint for that building, which is not a wise investment. DLR already looked at those options.

Kurth noted that study looked strictly at the County portion, not including CPD needs.

Augerot concurred, but the Corvallis Facilities Master Plan prioritizes expanding the building for CPD needs.

Wyse also disliked this option.

Crager described option 2a: reconfigure scope and reprioritize budget resources. Reduce facility mix by leaving Patrol Division in existing LEB. Build a smaller SO with the EOC and design for expansion at a later date. Include funding to renovate existing LEB. Still have \$5 million for EOC. Pro: lowers bond to approximately \$99 million. Cons: does not align with vision or best practices, safety concerns in separating Patrol staff from CF.

Option 2b: reconfigure scope and reprioritize budget and/or resources. Defer building a new DAO and relocate DAO to existing LEB. Build new CH and design for addition of DAO at a later date. Include funding to renovate existing LEB. Still have \$5 million for EOC. Pros: lowers bond to \$99 million. DAO would have at least 2,000 square feet more in the LEB than would be available in the new CH. Deferring the DAO impacts fewer employees than leaving Patrol in the LEB. Transfers more site development cost to the CH project, which is shared with OJD. Cons: does not align with vision/best practices, investment in existing LEB adds to total facilities cost. Requires reprioritization of current resources and potential budget reduction of \$5 million if no State funding.

Malone asked if there was a decent chance of receiving \$5 million for the EOC.

Crager confirmed. Crager described option 3: pursue additional State resources with County backstop/reconfigure. Maintain full proposed facility mix. State legislative agenda includes requesting \$5 million for EOC and \$10 million for SO. Pros: lowers bond amount to approximately \$99 m. Board has approved requesting \$5 million; this could be increased to \$15 million. Cons: CFM thinks a \$10 million LEB request is unlikely to succeed. Same disadvantages as option 2a. Requires reprioritization of current resources and potential budget reduction of \$5 million if no State funding. Patrol remains in existing LEB if no State funding. The County can backstop \$5 million, but not \$15 million.

If the County does not receive \$5 million from the State, staff suggest that the County backstop by suspending Capital Improvement Projects (CIPs) from the 2023-25 budget, and suspend or defer release of ARPA funding until the bond outcome is known. If the bond fails, the County will have to sacrifice those resources. If the bond passes, staff can insert the CIPs as a supplemental budget.

Option 4: support a bond measure amount equaling resource needs (up to \$114 million). Maintain the full proposed facility mix. Pros: aligns with vision and safety needs, avoids expense of interim investments and construction cost escalation, maximizes operational savings from an integrated campus, possibility of selling or leasing the County portion of the existing LEB. Con: additional expense to taxpayers (from \$138 per household per year at \$95 million to \$160 per household per year at \$114 million). The figure \$138 has been used in much of the polling. There have been some interest rate reductions in the past three months, so the County accrued some savings since September 2022. Staff included a cushion in the cost estimate.

Option 5: hybrid of options 3 and 4. Maintain full proposed facility mix. Still receive \$5 million for EOC. \$1-3 million budget reduction or resource re-prioritization; mixing and matching. EOC funding is a strong request, but other requests to the State may be challenging. Bond amount

totals \$106-108 million. The potential backstop grows. If the County used \$3 million from CIPs and \$4 million from ARPA, those funds would be gone.

Kerby added that the County typically budgets about \$3 million per biennium for CIPs, and departments are assembling budget requests now. If the County could not advance the \$3 million, that would impact many department projects.

Crager liked the term ‘suspend:’ bank the resources for now, add the projects back in a supplemental budget. ARPA funds were planned to go out in March 2023, but would be delayed until probably May-June 2023. Or the County could wait and issue grants in fall 2023. Option 5 has more potential backstop risks.

Augerot preferred option 5. A bond of about \$108 million feels comfortable considering 7-8% inflation, and best preserves the Board’s vision. JSIP is a very high priority; the County has spent five years working with community members to get it right.

Crager estimated that with a \$108 million bond and \$5 million from the State, the County would need \$1-3 million more, likely \$2 million. The balance would be for the navigation center. If the County backstops \$3 million from CIPs and \$3 million from ARPA, it can still issue \$1 million of ARPA grants in March 2023.

Augerot approved of that approach.

Malone felt comfortable with a bond amount over \$100 million. The County’s share of the CH has gone up \$5 million from original estimates, the Board may add \$4 million in site development costs, and the cost of the CF has gone up. The County does not know how much funding OJD will provide. Given the fixed costs of issuing a bond measure, it is better to issue one that is the right size now than to issue another bond later.

Wyse observed that the cost of the new CH is burdening the County the most; one option is not to build a new CH. However, Wyse did not prefer that option. Best practices have been the foundation of JSIP. The Board has said it would keep the bond measure under \$100 million, but Wyse did not like changing intentions for CIPs and ARPA grants. Wyse favored changing the bond to \$114 million to achieve best practices.

Augerot felt that staff estimates included a cushion and there is a good chance of receiving EOC funds. Still, the cost with all those factors is \$114 million. Augerot suggested a bond amount from \$108-114 million.

Wyse noted this is taxpayer money, but the increase equates to a few dollars difference per year for each household.

Kurth added there would be a difference of about \$10 per year per household.

Wyse stated that amount is not as impactful to taxpayers as the positive impacts of JSIP.

Malone favored a \$108-109 million bond amount. Requesting slightly less than what is ideal shows the Board is a good steward of taxpayer money and will do everything possible to complete the project and look for external resources.

Kurth commented that options 4 and 5 provide the option to capitalize the extant LEB. Responding to a question from Kerby, Kurth explained that the average housing assessed value in the community is \$266,000, or a market value of \$450,000.

Malone asked if staff anticipated new information in the next few weeks.

Crager replied it would be too early for news about the State request, though other information could come in. All these amounts include an interest rate cushion. \$114 million is a worst case estimate; actual cost may be lower.

Augerot summarized that the Board preferred option 4 or 5, ruling out options 1-3. Augerot preferred not to make the decision until January 3, 2023, to see what the community says.

Wyse and Malone concurred.

Malone asked Edmonds' perspective on the \$5 million request for the EOC.

Edmonds replied that all current JSIP projects were well received by the community; the EOC was not a major driver for or against the overall bond. This means the community would probably support the County proceeding with the EOC with whatever funding vehicle. When CFM began work for the County six months ago, the County had already expressed a desire to keep the bond under \$100 million. Residents understand that much has changed since then, including inflation. Community engagement has shown that the population feels ready to back this big step forward in the JS approach. Treatment is just as important as accountability. Surveys found that what was provided and outcomes were much more important to residents than the amount. This is a wise investment.

7.2 In the Matter of the Second Reading and Approval of Ordinance No. 2022-0315, Amending Benton County Code, Chapter two, to Replace the Contract Appeal Process – Gary Stockhoff, Public Works

Stockhoff explained that Counsel made the changes requested by the Board.

MOTION: Augerot moved to approve Ordinance #2022-0315 amending Benton County Code Chapter 2 to replace the Contract Appeal Process and to conduct a second reading. Malone seconded the motion, which **carried 3-0.**

Augerot read the Ordinance aloud (short title). Effective January 19, 2023.

7.3 In the Matter of Adopting Order No. 2022-083, Revising Fees for Permits, Applications, and Services in Public Works, Community Development, and Planning Division for 2023 – Gary Stockhoff Public Works; Darren Nichols, Community Development

Stockhoff explained there were no changes to the Work Session version. The no-spray fee was removed. The stormwater fee may change; staff will return if necessary.

MOTION: Augerot moved to approve Order #2022-083 setting fees for Public Works, Community Development and the Planning Division. Malone seconded the motion, which **carried 3-0.**

VIII. Departmental Requests & Reports**8.1 Notice of Intent to Apply for Community Paths Grant, Pathways for North Benton County Communities – Laurel Byer, Public Works**

Byer explained that Greenbelt Land Trust (GBLT) and Oregon Department of Transportation (ODOT) approached the County about this grant opportunity. The organizations have been working with the Owens Farm Partnership on path connections between the City of Corvallis and the Community of Adair Village, Jackson Frazier Wetland, Cheldelin Middle School, Crescent Valley, and more. Connecting the Owens Farm complex, Jackson Frazier, and GBLT lands over Highway 99 would require a bridge; the application will request \$660,246 in State funding to study bridge placement and cost, to be followed by other grants for site improvements. This will create more alternatives for outdoor recreational transportation and walking to education and employment. The organizations simply want the County's support; GBLT will front the \$76,000 in match costs.

Malone noted that another potential partner on the west side of Highway 99 is Good Samaritan Regional Medical Center (GSRMC), which wants to connect an area north of the existing campus with GBLT. GSRMC encourages staff and patients to use the paths. This study helps tie parcels together for a more robust experience.

Augerot suggested a future crossing in South Corvallis.

Malone shared that a crossing is being discussed between Adair Village and McDonald Forest.

Byer noted this project could be a model for other areas.

MOTION: Malone moved to approve the Notice of Intent to Apply for funding through the Community Paths Program for the Pathways for North Benton County Communities. Augerot seconded the motion, which **carried 3-0.**

8.2 Notice of Intent to Apply for Community Paths Grant, Corvallis to Albany Multi-Use Path: North Albany Refinement Plan – Laurel Byer, Public Works

Byer explained that in North Albany, staff wanted to align a path underneath the railroad trestle, but Union Pacific refused. Byer proposed a grant to fund a study to determine how to connect the path from Northwest Rainwater Lane and over or under Highway 20 to the path near Northwest Scenic Drive. The County has Community Paths funding and is in right-of-way negotiations to build the portion between Pilkington and Merloy Avenues, and has a portion being revamped to rebuild between Northwest Hickory Street and Rainwater Lane. Staff will request about \$424,000, with the County providing \$48,526 in match funds. Gas tax funds can be used on portions which parallel Highway 20, but portions outside of a road right-of-way will be paid from the General Fund.

MOTION: Malone moved to approve the Notice of Intent to Apply for funding through the Community Paths Program for the Corvallis to Albany Multi-Use Path: North Albany Refinement Plan. Augerot seconded the motion, which **carried 3-0.**

Byer added that grant applications are due in January 2023, with funds available for the 2024-25 fiscal year.

8.3 In the Matter of Order No. D2022-016, Granting Exceptions to the Benton County Code, Chapter Two, to Purchase from a Sole Source Vendor – Axon Enterprise, Inc. – Sheriff Jef Van Arsdall; Deputy Sheriff Doug Seirup

Van Arsdall explained that the Sheriff's Office undertook a vendor study five years ago and selected Axon for body cameras, in-car cameras, and Tasers. Axon is the only provider of Tasers. If Axon is approved, the County will receive upgrades in all three platforms.

MOTION: Augerot moved to approve Order D2022-106 authorizing the use of a sole source exception to the process described in Benton County Code 2.275 to contract with Axon Enterprise, LLC for body-worn cameras, in-car cameras, and Tasers for the Benton County Sheriff's Office. Malone seconded the motion, which **carried 3-0.**

8.4 In the Matter of Adopting Order No. 2022-086 for the 2023 Revised Fee Schedule for the Assessment Department – Jenny Anderson, Assessment

Anderson explained that staff request an average overall increase of 13.42% and three new fees: a statute-driven fee for senior deferral late-filed applications, unrecorded document processing fees, and a tiny home park model processing fee. The last increase was in January 2021. Staff put an overall \$25 increase on most fees. It is difficult to compare neighboring counties, as some do not charge or are inconsistent. If approved, additional revenue would help recoup some personnel costs, which increased 20% when comparing 2019-21 actuals to 2022-23 service levels. Staff project a 23% increase in personnel costs after the 2023-25 biennium. In future, staff plan to propose smaller increases annually.

MOTION: Malone moved to adopt the revised 2023 fee schedule for the Department of Assessment, Order #D2022-086. Augerot seconded the motion, which **carried 3-0.**

IX. Other

No other business was discussed.

X. Adjournment

Chair Wyse adjourned the meeting at 1:41 p.m.

Nancy Wyse, Chair

Erika Milo, Recorder

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

Page 25 of 124
MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS
Tuesday, November 29, 2022

Zoom link: <https://us06web.zoom.us/j/85020906496?pwd=eFRjMnhPSloyVzMzYzMzT3FwUGtLZz09>

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

9:00 a.m.

- Present:** Nancy Wyse, Chair; **Pat Malone**, Commissioner; **Xanthippe Augerot**, Commissioner; **Joe Kerby**, County Administrator; **Vance Croney**, County Counsel
- Staff:** **Rick Crager**, Finance; **Amanda Makepeace**, BOC staff; **Gary Stockhoff**, Public Works; **Cory Grogan**, Public Information Officer; **Sean McGuire**, Sustainability; **Erika Milo**, BOC Recorder; **Darren Nichols**, **Daniel Redick**, **Greg Verret**, Community Development; **Jef Van Arsdall**, Sheriff
- Guests:** **Michael Gelardi**, Gelardi Law; **John Harris**, Horsepower Productions; **Julie Jackson**, Republic Services; **Alicia Lucke**, **Ryan Vogt**, Oregon Cascades West Council of Governments; **Peggy Lynch**, **Debbie Palmer**, **Jennifer Williams**, residents; **Alex Powers**, Mid-Valley Media

1. Opening

1.1 Call to Order

Chair Wyse called the meeting to order at 9:01 a.m.

1.2 Introductions

1.3 Announcements

There were no announcements.

2. Comments from the Public

Debbie Palmer, resident: Palmer explained that Chintimini Wildlife Center (CWC) is the only all-species wildlife rehabilitation center in the area. Donations to CWC are down 90%, creating a 256% decline in net revenue. CWC serves Benton, Linn, Lane, Lincoln, and Marion Counties. Palmer suggested that these counties join to pledge funds for CWC operations.

3. Review and Approve Agenda

No changes were made to the agenda.

4. Work Session

4.1 Discussion Regarding Amending Benton County Code Chapter 2, to Replace the Contract Appeal Process – Gary Stockhoff, Director of Public Works

Stockhoff explained that the proposed code amendment resulted from a protest of an awarded contract, which the Board heard in October 2022. In current code, a protest goes directly to the Board for a Public Hearing. Counsel and Stockhoff felt that these items should not go directly to the Board. The proposed change brings protests first to the contracting agent (staff), then the County Administrator (CA). This is consistent with many other counties. A Public Hearing on

this proposal will be held on December 6, 2022, with a second reading on December 20, 2022 and effective date of January 19, 2023. The goal is to complete this change before a large contract is awarded on January 20, 2023.

Counsel explained that the current contract appeals process was established in 1985. Departments now have more expertise. Most jurisdictions have moved away from the governing body hearing appeals. This is a more streamlined process to ensure that the people most familiar with the contracting process and the award make the determination.

Wyse asked if a department director has a role in approving the contract winner.

Stockhoff stated that is true of most departments.

Wyse agreed that the process should be updated, but expressed concern that sending the appeal to the director could be seen as bias or conflict of interest. Wyse proposed that appeals first go to the CA, then to the Board to decide if the CA acted in an arbitrary and capricious manner. Wyse felt that community members should be able to take the issue to the highest level of responsibility. Part of Board duties is to be a set of impartial eyes. This still gives CA the bulk of the decision-making power, but gives the Board oversight. Wyse suggested that other alterations could be made, such as tightening up the process, lengthening the appeal period, or charging a nominal administrative fee.

Augerot also expressed concerns about the impartiality of a department director to review an appeal for contracted work. Augerot preferred that the CA perform the primary review of the appeal, with an option to appeal to the Board if the matter cannot be resolved by the CA.

Malone opined that after the October 2022 appeal, there needed to be a change from coming directly to the Board. Malone was in favor of the CA being involved.

Stockhoff shared that in the proposed code, once the director sends notice of a potential award, an applicant has seven days to file an appeal. The appeal goes to the CA, usually within two weeks; then the protestor has another seven days to appeal to the Board. Stockhoff asked if the suggested change needed to be made in a Public Hearing, or as a regular agenda item.

Counsel noted it is much more challenging to schedule a Public Hearing than an agenda item within a tight timeframe, which was the biggest hurdle with the previous appeal. A Public Hearing is not required.

Wyse preferred to keep the Public Hearing. The community should have an opportunity to weigh in. Wyse clarified that in her suggestion, the Board would only be evaluating the CA's approach, not the appeal itself.

Counsel commented there would be even less need for a Public Hearing in that case.

Wyse agreed, but preferred in general to receive public input.

Kerby noted that the County did not have a CA when the original code was developed. The Board delegates authority to the CA. Kerby favored narrowing the appeal process to the Board. While department directors are usually involved in the decision-making, the County usually has an evaluation team, especially for larger contracts. Kerby expressed concern about lengthening the appeal timeframe, which could delay a project.

Wyse clarified that her meaning was to be more flexible if changes to the timeframe were needed.

Malone noted that discontinuing the Public Hearing process would not exclude public testimony at the beginning of a meeting, or elsewhere in the agenda if the Chair wishes. Malone agreed with Kerby about the need for timeline efficiency.

Malone and Augerot favored not including a Public Hearing in the appeal process.

Counsel favored a first level appeal to the CA, then a second appeal to the Board, to be placed on an agenda. Counsel asked if the Board appeal would be limited to only the arbitrary and capricious decision, or cover the entire appeal.

Augerot asked if the term ‘arbitrary and capricious’ would also cover perceived bias/conflict of interest by the CA.

Counsel replied that could be added to the code.

Malone noted that proposals are typically evaluated by five to seven people, which provides a range of viewpoints.

Stockhoff added that the County has worked to diversify perspectives on its panels.

Wyse asked if the process was outlined in a policy, or in code.

Stockhoff replied that in the proposed code, section 2.805 contains seven items and lays out the timeframes. Staff could change subsection 3 to the Chief Executive Officer and change subsection 5 to the Board judging the CA; the rest of the code would stay the same.

Wyse asked if the current process was written anywhere.

Augerot replied that the County has contract policies which Counsel re-worked, including policies that stipulate processes for certain contract value amounts. The Board could add that a contract over a certain value would undergo a formal team review process, without being too prescriptive about the process.

Counsel added that all County requests for proposal include information about the process. Proposals are usually reviewed by at least three people. Current policy outlines general expectations rather than process specifics. Counsel suggested returning to this aspect after the appeal code update.

Wyse agreed that a highly prescriptive policy was not necessary, but that makes it even more important to have the appeals process.

Augerot concurred with returning to a Work Session to examine process in current review policy and adding some general language about the Board’s values and approach, so there is a basis to judge the CA’s decision.

Counsel summarized that staff would bring an amendment to the proposed Chapter 2 code on December 6, 2022, and raise the policy matter at a future Work Session.

4.2 Update from Oregon Cascades West Council of Governments (COG) – Ryan Vogt, Executive Director, Alicia Lucke, Community Services Program Manager; Oregon Cascades West Council of Governments

Vogt shared that Community and Economic Development Director Jenny Glass is leaving the organization, so COG will begin recruitment for the position. When Vogt started work at COG, the organization lacked a documented strategic plan and a current mission statement or vision statement. Staff developed a new mission and vision statement and five values, to be approved by the COG Board next week and shared with the Board of Commissioners in January 2023. Priorities for the next two to three years include:

- Increased partnerships and participation, including a priority on unification work with Community Services Consortium (CSC).
- Internal trainings on equity, diversity, and inclusion (EDI). In future, COG will offer trainings to member agencies.
- Operational excellence.
- Increased visibility and brand awareness, ensuring that eligible clients know how to access services.
- Innovation, exploring program expansion and future niches.

Vogt reported on the Bias Incident Response System project. Contractor Zelo International has largely completed the work in the original contract. However, participation in public outreach was low, particularly with Black, Indigenous, and People of Color groups such as the National Association for the Advancement of Colored People (NAACP). Zelo is working on recommendations and discussing additional engagement.

Lucke described bias response focus groups held in the Cities of Corvallis, Albany, and Newport. Corvallis and Albany groups had good Latino representation. In 2020, Oregon created a bias reporting hotline. From 2020 to 2021, there was a 600% increase in referrals from community partner agencies, so there is opportunity for COG to be a liaison between the hotline and communities. COG found outreach opportunities through an elected officials survey, although officials did not agree about the level of bias in the region. The Corvallis Chamber of Commerce wants to conduct outreach to marginalized business owners. COG has a stakeholders group that helped develop outreach questions and locations. Former Benton County EDI Coordinator JoeHahn and staff from Albany and Lincoln Counties also helped. Reporting alone is not enough.

Wyse noted that community members have asked the Board about this topic. Reporting is not enough, but it is a start; otherwise many people will not believe that bias exists in their community.

Augerot described feedback that some community members are frustrated that COG received bias response funding a while ago, primarily from Corvallis, but not much action or change has happened. Augerot agreed it is important to deepen findings; working with the NAACP, Casa Latinos Unidos (CLU) and other Latino-facing community groups will help determine what can be done now rather than perpetual study.

Vogt had heard similar concerns, particularly from Corvallis residents. The City of Corvallis decided to engage in a larger conversation with COG. It took months to get enough momentum that the COG Board wanted staff to engage in that. It has been at least 18 months since Corvallis put aside funds for bias response. Also, COG was asked to hire a contractor to find out what the

community knows and wants, not to provide a solution. Additional investment in that solution has not been contemplated yet. With the final report, COG will ask if officials want to take on next steps, or have COG advance that. COG is not a leader in this space.

Malone asked for an update on CSC-COG unification.

Vogt noted this has been an ongoing conversation for about seven years. The term ‘merger’ can be problematic for staff. Governing Boards of CSC and COG have asked staff to examine crossover of populations served so as to work more closely and reduce consumer barriers. Vogt is discussing this with CSC Director Pegge McGuire; by the time P. McGuire retires, hopefully the two organizations can operate as one, at least in the Benton County and Albany area, with the exception of Inter-Governmental Agreements that require separate entities. The vision is to co-locate and offer universal eligibility. CSC and COG have agreed to purchase the same software solution for Human Resources (HR) and Finance, and to use the same hardware standards. CSC and COG will co-locate in Corvallis once a site is found. The Albany CSC office will move all operations into COG’s building.

Malone agreed that ‘merger’ was not the right term, and praised the effort to find common ground.

Lucke shared that Veterans Services had funding carried over from the previous fiscal year, which will be used to make Veterans Services Officer (VSO) Ian Briggs a permanent employee. COG is performing a salary study of represented staff, including comparisons with Lincoln and Columbia Counties. Lucke now has an administrative assistant, Melissa Wright, and will have an Oregon State University (OSU) work-study student/veteran to help with outreach. Staff work closely with the Older Adult Health Behavioral Initiative and will partner on a six-week depression intervention program for people showing signs of depression who are still waiting for clinical intervention.

Vogt added that the Veterans Services relationship with CSC has waned; staff are ensuring that CSC, COG, and Samaritan Health Services veterans teams are communicating. Executive directors will discuss the three programs investing together and/or co-housing.

Kerby to set up a meeting with COG. The County’s veterans services contract expires at the end of June 2023. Kerby recommended looking at mutual infrastructure now.

Augerot requested a future update on the Stand by Me financial literacy program.

Lucke shared that COG just held the program’s first in-person training, hosted by CLU.

Chair Wyse recessed the meeting at 10:19 a.m. and reconvened at 10:26 a.m.

5. Consent Calendar

5.1 In the Matter of Approving the October 4, 2022 Board Meeting Minutes

5.2 In the Matter of Approving the October 18, 2022 Board Meeting Minutes

5.3 In the Matter of Approving the November 1, 2022 Board Meeting Minutes

5.4 In the Matter of Approving the November 14, 2022 Board Meeting Minutes

5.5 In the Matter of Approving the November 15, 2022 Board Meeting Minutes

5.6 National Association of Counties 2023 Membership Renewal

MOTION: Malone moved to approve the Consent Calendar of November 29, 2022. Augerot seconded the motion, which **carried 3-0.**

6. New Business

6.1 Proposed Sale of County-owned Property – Rick Crager, Financial Services; Michael Gelardi, Gelardi Law

Crager explained that the County is usually required to sell property through an auction process; however, the County can accept offers if the property is deemed not useable and is valued under \$15,000. Lot 400 is farm land and lot 700 is a piece of private road, both surrounded by property owned by Hubbard Family, LLC (HFL). Department heads of Natural Areas, Parks & Events (NAPE), Public Works, and Community Development have confirmed there is no public use of the land. The County Assessor confirmed that the land is valued at about the same amount as the offer, \$2,500-2,600. Gelardi has provided comparables to demonstrate this is a fair price. Crager worked on the title conveyance with Counsel. This is all documented in the proposed Resolution.

Gelardi, counsel to HFL, explained that HFL owns about 500 acres of farmland adjacent to the two parcels. The County acquired the parcels through past tax foreclosures. HFL will integrate lot 400 into its hazelnut orchard operation. HFL owns the rest of the road; this will unify ownership and management.

Wyse asked if the quitclaim deed was in the packet.

Counsel replied the deed was not in the packet, but is done now and will be provided tomorrow. The motion authorizes the Chair sign the deed.

MOTION: Malone moved to approve Resolution #R2022-017 to accept an offer of \$2,500 from Hubbard Family LLC to convey the ownership of the currently owned properties identified as Tax Lot 15-4-8-400 and 15-4-7-700. Augerot seconded the motion, which **carried 3-0.**

7. Department Reports and Requests

7.1 Republic Services Annual Refuse Rate Index (RRI) Adjustments to Solid Waste Collection Rates – Daniel Redick, Community Development

Redick explained that these rates apply in parts of Benton County outside city limits. Part of the RRI is calculated from the Cost of Living Index (CLI) and disposal costs from Republic Services (RS). Following the CLI would mean an 8.8% increase for adjusted rates, but RS has chosen to do a 4% rate increase, for an average increase of \$1.17 per month per residential customer. Responding to a question from Wyse, Redick replied that RRI adjustments do not require Board action, and will take effect January 1, 2023.

Augerot and Malone expressed appreciation for not increasing the rate the full amount, given general inflation.

Redick noted that rates increased 3% in 2020, 2.9% in 2021, and 4% in 2022.

7.2 Statewide Transportation Improvement Fund (STIF) Review and Approval of Unanticipated Projects of Regional Significance (UPRS) – Gary Stockhoff, Benton County Public Works

Stockhoff explained that STIF had a carryover balance from 2019-21. In 2021-2023, projects were programmed based on projected revenues, leaving unobligated funds in the UPRS category so later projects could be processed through the STIF Committee. The new STIF Committee reviewed and approved projects on October 26, 2022, including a Corvallis-Benton bus garage upgrade, helping COG with a mobility hub, and providing fareless Benton Area Transit rides for the rest of the biennium (\$15,000). The County does not collect much fare revenue, perhaps not even enough to cover staff time. In early January 2023, the committee will determine whether to extend fareless rides for 2023-2025. Since the October 2022 meeting, the committee has added \$125,000 in the discretionary category for Fleet security fencing and lighting, including a card lock gate system. The County's back fleet has experienced vandalism and gas theft. This was a high cost estimate.

MOTION: Augerot moved to approve the UPRS. Malone seconded the motion, which **passed 3-0.**

7.3 *Board of Commissioners/County Administration Department Goals – Joe Kerby, County Administrator; Sean McGuire, Sustainability Coordinator

Chair Wyse recessed the meeting at 11:06 a.m. and reconvened at 11:17 a.m.

McGuire explained that Kerby is drafting the Board of Commissioners Office goals for the next biennium. All departments must have three to five goals, with at least one related to climate goals. Augerot had provided feedback in writing (exhibit 1). Department functions have been divided into the Equity, Diversity & Inclusion (EDI) Program, JSIP, the Sustainability Program, Public Information, and Administrative Activities. McGuire requested Board feedback on priority topics to include.

Wyse favored the topics listed under Equity, Diversity, and Inclusion.

Malone praised integrating goals with budget discussions.

McGuire asked how the organization can support JSIP regardless of the bond measure outcome.

Augerot noted that the County has a split system, with the Willamette Criminal Justice Council staffed by the District Attorney's Office, and JSIP Manager Kurth in the Board's Office, with goals including a data dashboard to show improvements. It is important to build synergy between the two areas, co-locating or merging positions, so the County has a system-wide employee to monitor the overall program and its effectiveness.

Wyse noted the County is working with lobbyists on JSIP funding; some of those requests will occur after the bond measure.

Augerot concurred; Federal lobbying will definitely continue after the bond measure.

Malone noted a significant facilities component, creating sustainable buildings such as the Kalapuya Building that reflect County values and goals.

Augerot added if repurposing the historic Courthouse might fit in that category. The current lead on that is McKee, who is leaving the organization, so it is important to consider who will carry that focus forward. Regarding Sustainability, Augerot hoped McGuire would continue to work on the Sustainable Materials Management Plan (SMMP).

McGuire noted that he and Jen Brown (Sustainability) serve on the Benton County Talks Trash Work Group and the SMMP sub-committee.

Malone stated that sustainability is key to all the County's efforts, not a separate topic.

Augerot prioritized a previously discussed County-wide water use initiative. Internal water use is monitored by the Sustainability Program, but external use has not been monitored. Augerot recently discussed water planning with Polk County Commissioner Craig Pope. Polk County has hired consultants for a county-level water planning process, using American Rescue Plan Act (ARPA) funding. Pope or Polk Community Development staff could discuss these activities with the Board. Augerot recommended working in tandem.

Malone stressed developing partnerships, including State and Federal lobbying efforts now that the County has hired a government relations firm. There is significant sustainability funding available, especially at the Federal level.

For Public Information, Kerby advocated drafting a policy to standardize the County's community engagement process across departments.

The Board expressed support for that item.

Under Administrative Activities, Wyse asked for clarification on "implement new website trainings for all editors for WordPress; goal of up-to-date and visually data-rich website."

Augerot explained that the new County website will be hosted on WordPress, so staff will need training to update the site. Augerot requested more maps/graphical information, such as dashboards for JSIP, greenhouse gas emissions, and health metrics. The County need to show trends and service delivery over time, communicating and developing plans for improvement.

Wyse expressed full support for website improvement.

Augerot listed generic support for the Board's legislative agenda, including legislative breakfasts.

Responding to a question from Wyse, McGuire clarified that the suggested topics in the document were only from Augerot, not the department.

Kerby added that staff will use feedback from the Board and staff to create one or two goals in each area. The goals will drive budget decisions.

Malone expressed support for continuing to hold hybrid meetings, which is better for attendance and sustainability.

Wyse asked that in future, staff include meeting information in the packet in advance and provide a blurb on the intention of the discussion.

McGuire was working with Information Technology to develop an online tracking system that aggregates program expenditures. Staff plan to implement that system with the new website, which goes active on July 1, 2022.

Malone expressed support for the administrative goal of good and accessible minutes.

Augerot stressed the importance of being able to easily look up past discussions.

Kerby praised Brown for establishing the Kalapuya Building sustainability lobby display, which is powered by and features data about energy generated by County solar panels.

{Exhibit 1: Guidance on BOC Goals for Fiscal Year 2023-25}

8. Information Sharing

8.1 Nancy Wyse, Chair

Wyse to present Deputy Jim Weikel's retirement letter. Wyse attended the Monroe City Council meeting to give a short update on County projects.

8.2 Pat Malone, Commissioner

Malone announced that NAPE Director Lynne McKee is leaving the organization; Jesse Ott will be Interim Director beginning mid-December 2022. Kerby's vision of combining two small departments into NAPE created more depth and resilience. In mid-November 2022, the Board attended the Association of Oregon Counties (AOC) Annual Conference in Eugene, Oregon. Malone thanked Crager for drafting the Board's 2023 legislative priorities, which will help focus the Board's intentions for the County's government relations team.

8.3 Xanthippe Augerot, Commissioner

Augerot had been working on Behavioral Health and Justice System intersections. Augerot will no longer be co-chair of the AOC Public Safety Committee, but will continue to participate. Augerot will attend the Justice System presentation for Casa Latinos Unidos on December 3, 2022, to be given in Spanish with interpreters. Augerot will attend the Oregon Business Summit in Portland and the AOC/Oregon Business Institute dinner in December 2022. On December 10, 2022, Augerot and Lincoln County Commissioner Kaety Jacobson will host a "Commissioners Corner" event at the Alsea Library with Oregon Senator Dick Anderson and Representative David Gomberg. Many Lincoln County residents cross the county line to use Alsea services.

8.4 Joe Kerby, County Administrator

Kerby shared that today's City Manager Meeting will include Eddie Provost to represent the Community of Alsea. Kerby had met twice with Provost to discuss projects needing assistance. Three County staff members are now involved with Alsea Community Effort (ACE), including Ott, who is providing information to Provost about managing some timberland donated to ACE. Crager is helping ACE with the County ARPA funding process; ACE will likely apply in early 2023. Brown will consult with ACE on solar projects. Kerby recognized NAPE Director Lynne McKee, who is leaving the organization as of December 16, 2022; Kerby asked the Board to present an award to McKee at the December 6, 2022 Board Meeting. NAPE Director recruitment should begin later this week. EDI Coordinator Sarah Siddiqui started work yesterday and will

spend the next month doing a listening tour of electeds, department heads, and stakeholders. Kerby and staff are engaged in the budget process and will work with the Board and Finance to establish the current level of service.

9. Other

No other business was discussed.

10. Adjournment

Chair Wyse adjourned the meeting at 11:49 a.m.

Nancy Wyse, Chair

Erika Milo, Recorder

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

OLD BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 01/03/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Nick Kurth

Phone Extension * 6076

Meeting Attendee Name * Nick Kurth, JSIP Manager; Rick Crager, Chief Financial Officer

Agenda Item Details



Item Title * Justice System Improvement Program (JSIP) Bond Measure Package Deliberations and Decision

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 * 60 minutes

Board/Committee Involvement *

☐ Yes

☒ No

Advertisement*

☐ Yes

☒ No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

On December 20, 2022, the Commissioners received updated JSIP financial information, agreed to fund expanded mental health and homelessness services facilities up to \$4.5 million from bond measure proceeds, and considered five JSIP bond amounts and funding options. Two of the five options resonated with the Commissioners, with either option funding all proposed JSIP facilities, including expanded mental health and homelessness services facilities, a new Correctional Facility, and a new Emergency Operations Center and Sheriff's Office. The first option funded all proposed JSIP bond facility needs fully from the bond measure (at a bond amount of approximately \$114 million). The second option uses a combination of proposed legislative-funding and bond measure proceeds to meet bond measure needs (at a cost of approximately \$109 million or less, depending on the mix). The Commissioners need to align on one of the two remaining options.

Options *

- 1) Set bond amount at approximately \$114 million (funding all proposed JSIP bond facility needs from bond proceeds)
- 2) Set bond amount at \$109 million, with \$5 million legislative ask for Emergency Operations Center, and \$9 million legislative ask for homeless services facilities (with \$3 million County contribution from bond measure).
- 3) Set bond amount at \$108 million, with \$5 million legislative ask for Emergency Operations Center, and \$10 million legislative ask for homeless services facilities (with \$2 million County contribution from bond measure).
- 4) Defer decision

Fiscal Impact *

- ☒ Yes
☐ No

Fiscal Impact Description *

The County is contemplating a JSIP bond measure of approximately \$109 to \$114 million. Cost to taxpayers with a home at the mean assessed value of \$266,000 is in the range of \$150 to \$160 annually, depending on the final bond amount.

2040 Thriving Communities Initiative

Mandated Service? ^{*} ☒ Yes ☐ No

2040 Thriving Communities Initiative

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

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

Mandated Service Description ^{*} If this agenda checklist describes a mandated service or other function, please describe here.
Service elements of law enforcement and the Health Department that will operate from facilities proposed for the JSIP bond measure are mandated.

Values and Focus Areas

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

Core Values ^{*} Select all that apply.

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

Explain Core Values Selections ^{*} The Justice System Improvement Program Vision: The residents of Benton County require an effective, efficient, and equitable criminal justice system that maintains public safety and holds people accountable while providing treatment opportunities that address underlying causes of criminal behavior.

Focus Areas and Vision ^{*} Select all that apply.

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

Explain Focus Areas and Vision Selection ^{*} The Justice System Improvement Program Vision: The residents of Benton County require an effective, efficient, and equitable criminal justice system that maintains public safety and holds people accountable while providing treatment opportunities that address underlying causes of criminal behavior.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Staff is providing options for the Commissioners' consideration, but is not recommending a particular option.

Meeting Motions* I move to ...
Set the JSIP bond measure amount at \$____, including funding for expanded mental health and homelessness services facilities, a new Correctional Facility, and a new Emergency Operations Center and Sheriff's Office.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

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

Comments (optional) Meeting materials to follow

If you have any questions, please call ext.6800

**Department
Approver**

JOE KERBY

1. Department Approval Comments Signature 	4. County Administrator Approval Comments Signature 
2. Counsel Approval Comments Signature 	5. BOC Final Approval Comments Signature 
3. Finance Approval Comments Signature 	

Building Better Outcomes

Benton County Justice System Improvement Program

Benton County Board of Commissioners Meeting
January 3, 2023

Nick Kurth, *Justice System Improvement Program Manager*
Rick Crager, *Chief Financial Officer*



Overview

- BOC meeting on 12/6 provided overview of JSIP deliverables, community engagement, financials, and next steps
- BOC meeting on 12/20:
 - ✓ Reviewed updated financials
 - ✓ Aligned on funding for expanded MH and homelessness services facilities
 - ✓ Selected 2 of 5 funding options for further consideration
- Final decision on January 3, 2023
- Additional Deadlines:
 - ✓ February 24 bond measure title
 - ✓ March 16 bond measure notice
- May 16: bond measure

Objectives

1. Provide updated costs estimates and summarize impacts
2. Determine preferred option for bond package and bond amount
3. Determine County backstop funding strategy (if necessary)

Assumptions

1. Targeting bond amount near \$100 million
2. Additional borrowing is not an option

Cost Updates

- Total of all JSIP facilities estimate decreased from \$179.6 million to \$179.3 million (spent \$300K less on planning than budgeted)
- Total of facilities proposed for bond measure unchanged at \$114 million

Bond Package Options from December '22

1. Reduce the scope of the project
2. Reconfigure scope and reprioritize budget/resources
3. Pursue additional State resources with County backstop/reconfigure
4. Support bond measure amount equaling resource needs
5. Hybrid of above

Bond Package Options

- ~~1. Reduce the scope of the project~~
- ~~2. Reconfigure scope and reprioritize budget/resources~~
- ~~3. Pursue additional State resources with County backstop/reconfigure~~
4. Support bond measure amount equaling resource needs
5. Hybrid of above

Note: Remaining two funding options support full suite of proposed CJSI facilities

Bond Package Options - Current

1. Support bond measure amount equaling resource needs
2. Hybrid of above

Note: Remaining two funding options support full suite of proposed CJSI facilities

Option #1: Bond Measure Amount Equals Resource Needs

Description	Pros	Cons
Maintain full proposed facility mix	Aligns with vision of integrated justice system campus and integrated Sheriff's Office	Additional expense to taxpayers (from \$138 at \$95 million to \$160 at \$114 million)
Bond amount set at approx. \$114 million	Avoids safety issues with leaving Sheriff's Patrol Division in existing LEB	
	Avoids expense of interim investments and construction cost escalation in the future	
	Maximizes operational savings from integrated campus	
	Creates possibility of selling or leasing County portion of existing LEB	

Option #2: Hybrids

Description	Pros	Cons
Maintain full proposed facility mix	Aligns with vision of integrated justice system campus and integrated Sheriff's Office	Additional expense to taxpayers (\$107 - \$109 million)
State legislative agenda includes \$5.0 million for EOC and TBD for homelessness navigation center	Avoids safety issues with leaving Sheriff's Patrol Division in existing LEB	Requires County to "backstop" funding for EOC and potentially for homelessness navigation center
Bond amount to approx. \$107 to \$109 million	Avoids expense of interim investments and construction cost escalation in the future	
	Maximizes operational savings from integrated campus	
	Creates possibility of selling or leasing County portion of existing LEB	

Amounts (\$ millions) and Options

Option	EOC		Homelessness		County Backstop	Bond Amount
	Legislative Ask	Bond Funding	Legislative Ask	Bond Funding		
#1. Increase bond amount to equal facility needs	\$0	\$10	\$0	\$3	\$0	\$114
#2a. Hybrid – A	\$5	\$5	\$9	\$3	\$5/\$8	\$109
#2b. Hybrid – B	\$5	\$5	\$10	\$2	\$5/\$7	\$108
#2c. Hybrid – C	\$5	\$5	\$11	\$1	\$5/\$6	\$107

Backstop Scenarios for Hybrid Options

Scenarios	Backstop Amount
Legislature rejects EOC funding, approves navigation center funding	\$5.0 million
Legislature rejects EOC funding, approves navigation center funding (bond measure fails)	\$5 - \$8 million
Legislature approves EOC funding, approves navigation center funding (bond measure fails)	\$0 - \$3 million
Legislature approves EOC funding, approves navigation center funding (bond measure passes)	\$0 million

County Backstop Funding Sources

Sources	Amount	Fungibility
Capitalize County share of old LEB	≈ \$3.5 million	Lower
Negotiate site development cost with OJD	≈ \$0 - \$4 million	Lower
Suspend CIP for biennium	≈ \$3.0 million	Higher
Suspend future ARPA funding	≈ \$1 - \$4 million	Higher
Strategic limited budget/hiring program	≈ \$1 - \$2 million	Higher
TOTALS	≈ \$9.5 - \$16.5 million	



County Backstop Funding Options

Option	Suspend CIP	Suspend ARPA	Capitalize County Portion LEB	OJD Allocation Savings	Strategic Limited Budget or Hiring
A.	Full	Full			
B.	Full	Partial			Full
C.			Full	Full	
D.	Partial	Partial		Partial	Partial
E.	Partial	None	Full	Partial	Partial
F.	Partial	Partial	Partial	Partial	Partial

Objectives

1. Provide updated costs estimates and summarize impacts
2. Determine preferred option for bond package and bond amount
3. Determine County backstop funding strategy (if necessary)



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Benton County



Page 59 of 124
Benton County
Justice System Improvement Program
Cost Estimate and Funding Overview
Updated: December 19, 2022

Project Initiative	Current Cost Estimate	Resources Committed								Total Committed Resources	Total Uncommitted Resource
		County Resources			State Resources			Federal Resources			
		American Rescue Plan Act	Capital Financing	General Fund Reserves	American Rescue Plan Act	Oregon Judicial Dept. - OCCCIF	General Fund	FEMA - EOC Grants	DHHS - HRSA Grants		
<u>Mental Health Crisis Center</u>											
Site Development	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000	\$ -
Architectural and Engineering	\$ 507,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 507,500	\$ -	\$ -	\$ 507,500	\$ -
Jurisdictional Fees	\$ 266,026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,026	\$ -	\$ -	\$ 266,026	\$ -
Construction Costs	\$ 5,000,660	\$ -	\$ -	\$ -	\$ 1,250,000	\$ -	\$ 2,750,660	\$ -	\$ 1,000,000	\$ 5,000,660	\$ -
Furniture, Fixtures, and Equipment	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ 700,000	\$ -
Contingency	\$ 563,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 563,056	\$ -	\$ -	\$ 563,056	\$ -
County Cost	\$ 512,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 512,760	\$ -	\$ -	\$ 512,760	\$ -
Total Mental Health Crisis Center	\$ 7,700,002	\$ -	\$ -	\$ -	\$ 1,250,000	\$ -	\$ 5,450,002	\$ -	\$ 1,000,000	\$ 7,700,002	\$ -
<u>Community Safety and Justice Campus</u>											
<u>Phase I</u>											
Land Acquisition	\$ 5,477,700	\$ 3,977,700	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,477,700	\$ -
Courthouse Pre-Planning	\$ 408,447	\$ -	\$ -	\$ 204,223	\$ -	\$ -	\$ 204,223	\$ -	\$ -	\$ 408,447	\$ -
Courthouse Construction	\$ 34,417,627	\$ -	\$ 16,598,371	\$ -	\$ -	\$ 16,023,479	\$ 1,795,777	\$ -	\$ -	\$ 34,417,627	\$ -
Courthouse Site Development	\$ 7,868,408	\$ -	\$ 3,794,647	\$ -	\$ -	\$ 4,073,761	\$ -	\$ -	\$ -	\$ 7,868,408	\$ -
District Attorney Construction	\$ 8,000,000	\$ -	\$ 8,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000,000	\$ -
District Attorney Site Development	\$ 2,026,612	\$ -	\$ 2,026,612	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,026,612	\$ 0
Owners Representation	\$ 1,010,000	\$ -	\$ -	\$ 1,010,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,010,000	\$ -
Law Enforcement and EOC Site Development	\$ 6,024,937	\$ -	\$ 1,999,162	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,999,162	\$ 4,025,775
Subtotal - Phase I	\$ 65,233,731	\$ 3,977,700	\$ 33,918,792	\$ 1,214,223	\$ -	\$ 20,097,240	\$ 2,000,000	\$ -	\$ -	\$ 61,207,955	\$ 4,025,776
<u>Phase II</u>											
Law Enforcement and EOC Site Development	\$ 4,355,887	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,355,887
Demolition of Current Jail	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Correctional Facility Construction Cost	\$ 57,747,176	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,747,176
Law Enforcement and EOC Facility Construction Cost	\$ 43,399,140	\$ -	\$ -	\$ 333,333	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 1,333,333	\$ 42,065,807
Subtotal - Phase II	\$ 106,002,203	\$ -	\$ -	\$ 333,333	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 1,333,333	\$ 104,668,870
Total Community Safety and Justice Campus	\$ 171,235,934	\$ 3,977,700	\$ 33,918,792	\$ 1,547,556	\$ -	\$ 20,097,240	\$ 2,000,000	\$ 1,000,000	\$ -	\$ 62,541,288	\$ 108,694,646
<u>Mental Health and Homelessness Service Facilities</u>											
Site Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Soft Construction Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Mental Health and Homelessness Service Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>JSIP Program Support</u>											
Program Management	\$ 383,200	\$ -	\$ -	\$ 383,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 383,200	\$ -
Total JSIP Program Support	\$ 383,200	\$ -	\$ -	\$ 383,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 383,200	\$ -
TOTAL	\$ 179,319,136	\$ 3,977,700	\$ 33,918,792	\$ 1,930,756	\$ 1,250,000	\$ 20,097,240	\$ 7,450,002	\$ 1,000,000	\$ 1,000,000	\$ 70,624,490	\$ 108,694,646

Resource Summary	
Total County Resources	\$ 39,827,248
Total State Resources	\$ 28,797,242
Total Federal Resources	\$ 2,000,000
Total Uncommitted Resources (County Bond)	\$ 108,694,646
Total Project Resources	\$ 179,319,136

Building Better Outcomes

Benton County Justice System Improvement Program

Benton County Board of Commissioners Meeting
January 3, 2023

Nick Kurth, *Justice System Improvement Program Manager*
Rick Crager, *Chief Financial Officer*



Overview

- BOC meeting on 12/6 provided overview of JSIP deliverables, community engagement, financials, and next steps
- BOC meeting on 12/20:
 - ✓ Reviewed updated financials
 - ✓ Aligned on funding for expanded MH and homelessness services facilities
 - ✓ Selected 2 of 5 funding options for further consideration
- Final decision on January 3, 2023
- Additional Deadlines:
 - ✓ February 24 bond measure title
 - ✓ March 16 bond measure notice
- May 16: bond measure

Objectives

1. Provide updated costs estimates and summarize impacts
2. Determine preferred option for bond package and bond amount
3. Determine County backstop funding strategy (if necessary)

Assumptions

1. Targeting bond amount near \$100 million
2. Additional borrowing is not an option

Cost Updates

- Total of all JSIP facilities estimate decreased from \$179.6 million to \$179.3 million (spent \$300K less on planning than budgeted)
- Total of facilities proposed for bond measure unchanged at \$114 million

Bond Package Options from December '22

1. Reduce the scope of the project
2. Reconfigure scope and reprioritize budget/resources
3. Pursue additional State resources with County backstop/reconfigure
4. Support bond measure amount equaling resource needs
5. Hybrid of above

Bond Package Options

- ~~1. Reduce the scope of the project~~
- ~~2. Reconfigure scope and reprioritize budget/resources~~
- ~~3. Pursue additional State resources with County backstop/reconfigure~~
4. Support bond measure amount equaling resource needs
5. Hybrid of above

Note: Remaining two funding options support full suite of proposed CJSI facilities

Bond Package Options - Current

1. Support bond measure amount equaling resource needs
2. Hybrid of above

Note: Remaining two funding options support full suite of proposed CJSI facilities

Option #1: Bond Measure Amount Equals Resource Needs

Description	Pros	Cons
Maintain full proposed facility mix	Aligns with vision of integrated justice system campus and integrated Sheriff's Office	Additional expense to taxpayers (from \$138 at \$95 million to \$160 at \$114 million)
Bond amount set at approx. \$114 million	Avoids safety issues with leaving Sheriff's Patrol Division in existing LEB	
	Avoids expense of interim investments and construction cost escalation in the future	
	Maximizes operational savings from integrated campus	
	Creates possibility of selling or leasing County portion of existing LEB	

Option #2: Hybrids

Description	Pros	Cons
Maintain full proposed facility mix	Aligns with vision of integrated justice system campus and integrated Sheriff's Office	Additional expense to taxpayers (\$107 - \$109 million)
State legislative agenda includes \$5.0 million for EOC and TBD for homelessness navigation center	Avoids safety issues with leaving Sheriff's Patrol Division in existing LEB	Requires County to "backstop" funding for EOC and potentially for homelessness navigation center
Bond amount to approx. \$107 to \$109 million	Avoids expense of interim investments and construction cost escalation in the future	
	Maximizes operational savings from integrated campus	
	Creates possibility of selling or leasing County portion of existing LEB	

Amounts (\$ millions) and Options

Option	EOC		Homelessness		County Backstop	Bond Amount
	Legislative Ask	Bond Funding	Legislative Ask	Bond Funding		
#1. Increase bond amount to equal facility needs	\$0	\$10	\$9	\$3	\$0/\$3	\$114
#2a. Hybrid – A	\$5	\$5	\$9	\$3	\$5/\$8	\$109
#2b. Hybrid – B	\$5	\$5	\$10	\$2	\$5/\$7	\$108
#2c. Hybrid – C	\$5	\$5	\$11	\$1	\$5/\$6	\$107

Backstop Scenarios for Hybrid Options

Scenarios	Backstop Amount
Legislature rejects EOC funding, approves navigation center funding	\$5.0 million
Legislature rejects EOC funding, approves navigation center funding (bond measure fails)	\$5 - \$8 million
Legislature approves EOC funding, approves navigation center funding (bond measure fails)	\$0 - \$3 million
Legislature approves EOC funding, approves navigation center funding (bond measure passes)	\$0 million

County Backstop Funding Sources

Sources	Amount	Fungibility
Capitalize County share of old LEB	≈ \$3.5 million	Lower
Negotiate site development cost with OJD	≈ \$0 - \$4 million	Lower
Suspend CIP for biennium	≈ \$3.0 million	Higher
Suspend future ARPA funding	≈ \$1 - \$4 million	Higher
Strategic limited budget/hiring program	≈ \$1 - \$2 million	Higher
TOTALS	≈ \$9.5 - \$16.5 million	



County Backstop Funding Options

Option	Suspend CIP	Suspend ARPA	Capitalize County Portion LEB	OJD Allocation Savings	Strategic Limited Budget or Hiring
A.	Full	Full			
B.	Full	Partial			Full
C.			Full	Full	
D.	Partial	Partial		Partial	Partial
E.	Partial	None	Full	Partial	Partial
F.	Partial	Partial	Partial	Partial	Partial

Objectives

1. Provide updated costs estimates and summarize impacts
2. Determine preferred option for bond package and bond amount
3. Determine County backstop funding strategy (if necessary)



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Benton County

NEW BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 01/03/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Health Services

Contact Name * Suzanne Hoffman

Phone Extension * 6805

Meeting Attendee Name * Suzanne Hoffman, Nick Kurth, Allison Hobgood (tentative)

Agenda Item Details



Item Title * Letter of support for Corvallis Daytime Drop-In Center's Navigation Center

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 Letter of Support

Estimated Time * 15 minutes

Board/Committee Involvement * ☐ Yes ☒ No

Advertisement *

☐ Yes

☒ No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

CDDC is the only daytime community resource and navigation center in Benton County for people who are experiencing homelessness and is often the first point of service contact, bridging connections to additional services such as shelter, housing, mental and physical health, and employment. To increase capacity and meet the growing need for services, CDDC has determined that a larger, more accessible building is key to better and more effectively serve vulnerable people in our community.

The JSIP's May 2023 bond measure includes funding for expanded homelessness services facilities, and CDDC's Navigation Center could be a preferred project for the funding.

Similarly, creating a Navigation Center in Benton County could also address Benton County HOPE Advisory Board recommendations 1, 3, 6, and 7 around data coordination; care coordination; augmented sheltering; and a one stop resource center for those most in need.

Options *

Approve the letter of support as written,
Approve the letter of support with modifications,

OR

Do not approve the letter of support

Fiscal Impact *

- ☐ Yes
- ☒ No

2040 Thriving Communities Initiative

Mandated Service? * ☐ Yes ☒ No

2040 Thriving Communities Initiative

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

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

Values and Focus Areas

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

Core Values *

Select all that apply.

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

Explain Core Values Selections *

The vision for the Navigation Center includes low-barrier, non-congregate emergency shelter, space for multiple partner agencies to provide services, and continued drop-in space for daytime respite, resulting in a “one stop” model that addresses the myriad needs guests face, such as basic needs, healthcare, behavioral healthcare, employment resources, and affordable housing services.

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 *

Goals of the Navigation Center include increased access to social services, additional shelter capacity, and improved collaboration among community partners – all which support guests in securing and maintaining permanent housing.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Staff recommends approving the letter of support for the Corvallis Daytime Drop-In Center's Navigation Center

Meeting Motions* I move to ...
...approve the letter of support for the Corvallis Daytime Drop-In Center's Navigation Center.

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.

Nav Ctr Ltr of Support Template 121322-BOC.docx 67.22KB

Comments (optional)

If you have any questions, please call ext.6800

**Department
Approver**

SUZANNE HOFFMAN

1. Department Approval Comments Signature <i>Suzanne Hoffman</i>	4. BOC Final Approval Comments Signature <i>Amarda Makepeace</i>
2. Counsel Approval Comments Signature <i>Teresa Farley</i>	
3. County Administrator Approval Comments Signature <i>Joseph Kerby</i>	



Office: (541) 766-6800
Fax: (541) 766-6893
4500 SW Research Way
Corvallis, OR 97333
co.benton.or.us

January 3, 2023

Re: Corvallis Daytime Drop-in Center Navigation Center

In support of the Benton County Navigation Center:

Benton County Board of Commissioners supports Corvallis Daytime Drop-in Center (CDDC) in the development and operation of a new Navigation Center for people experiencing homelessness and/or with low-income in Corvallis, Oregon. We are a key stakeholder in a comprehensive network of support for vulnerable populations experiencing or at risk of homelessness.

CDDC is the only daytime community resource and navigation center in Benton County for people who are experiencing homelessness. CDDC is often the first point of service contact, bridging connections to additional services such as shelter, housing, mental and physical health, and employment. They work closely with many partners to serve the population in need.

To increase capacity and meet the growing need for services, CDDC has determined that a larger, more accessible building is key to better and more effectively serve vulnerable people in our community. A larger space would better accommodate the 40-70 daily guests, 8 staff, 40+ weekly volunteers, and collaborative service providers that already use the current space. The vision for the Navigation Center includes low-barrier, non-congregate emergency shelter, space for multiple partner agencies to provide services, and continued drop-in space for daytime respite, resulting in a "one stop" model that addresses the myriad needs guests face, such as basic needs, healthcare, behavioral healthcare, employment resources, and affordable housing services.

CDDC has convened a strategic group of committed partners to address the needs of our homeless neighbors and create this new Navigation Center. Benton County provides many services and employs dedicated staff members who support and serve our community members experiencing homelessness.

Benton County Health Services is a critical partner in the community safety net and includes behavioral health, public health, developmental diversity, and community health center services. Benton County Health Services, in partnership with the City of Corvallis and the

Community Services Consortium, is part of a joint, coordinated effort to positively impact homelessness in Benton County, with significant input from the Hope, Opportunity, Planning and Equity (HOPE) community advisory board.

Benton County's Justice System Improvement Program is a multi-year project developed in partnership with a diverse cross-section of County staff, technical experts, and community stakeholders to improve treatment and accountability in the justice system, and to strengthen overall community health and safety. The program involves the development of a number of new facilities, as well as expanded mental health crisis programs and services to support individuals experiencing homelessness.

Our support for this project includes:

- Benton County Health Services' continued work in partnership with the CDDC as an engaged provider of services, and co-location of resources at the future Navigation Center
- The Justice System Improvement Program's May 2023 bond measure, which includes funding for expanded homelessness services facilities, with CDDC's Navigation Center the preferred project for the funding

Goals of the Navigation Center include increased access to social services, additional shelter capacity, and improved collaboration among community partners – all which support guests in securing and maintaining permanent housing. By creating a Navigation Center in Benton County, we would also address Benton County HOPE Advisory Board recommendations 1, 3, 6, and 7 around data coordination; care coordination; augmented sheltering; and a one stop resource center for those most in need.

We, the Benton County Board of Commissioners, enthusiastically support Corvallis Daytime Drop-in Center's efforts to develop and operate this new Navigation Center to expand their essential service to people experiencing homelessness and with low-income in our community.

Respectfully Submitted,
BENTON COUNTY BOARD OF COMMISSIONERS



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Fax: (541) 766-6893
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Corvallis, OR 97333
co.benton.or.us

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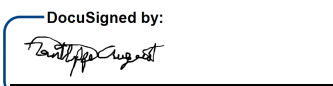
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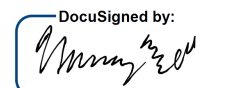
Respectfully Submitted,

BENTON COUNTY BOARD OF COMMISSIONERS

DocuSigned by:

744FC1377E0E4AF...
Pat Malone
Chair

DocuSigned by:

829B24BF3C13426...
Xanthippe Augerot
Vice Chair

DocuSigned by:

85593F1F843F4FD...
Nancy Wyse
Commissioner

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 01/03/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Health Services

Contact Name * Suzanne Hoffman

Phone Extension * 6805

Meeting Attendee Name * Suzanne Hoffman, John Pegg

Agenda Item Details



Item Title * Goods & Services Contract (Faith Hope Charity, Inc) - Emergency Inclement Weather Services

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 *

On 10/31/2022, Benton County, through its Health Department initiated a Request for Proposals (RFP) to solicit applications from qualified and experienced organizations/agencies to provide for and operate an inclement weather shelter, to include activations for cold weather, extreme heat and poor air quality. On 11/14/2022, RFP 2123-13 for Emergency Inclement Weather Services closed with no bids.

Since the competitive procurement process was unsuccessful, but Benton County still has need of the goods/services driving the RFP, we have negotiated with a provider who later expressed interest, resulting in this contract with Faith Hope Charities, Inc.

Options *

Approve the contract

OR

Not approve the contract

Fiscal Impact *

- ☒ Yes
☐ No

Fiscal Impact Description *

\$50,000 is budgeted for this fiscal year of the current biennium in the HOPE budget, which will be allocated to cover this cost (see Exhibit 1 in the contract, page 22).

Benton County Health Department has also applied to the City of Corvallis for additional grant funding of up to \$250,000 per year for the next three years. The City's review of that application is ongoing.

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 *

Shelters will serve multiple constituencies including young adults, men, women, families, and veterans in Benton County experiencing houselessness. The establishment of inclement weather and clean air shelters has been identified as a priority community need and we are committed to standing them up quickly and efficiently

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 inclement weather sheltering activates per the criteria set out in the BCHD Cold Weather Response Plan (2022) and the BCHD Extreme Heat Response Plan (2022), with the capability to accommodate overnight needs arising from seasonal weather and emergent environmental needs. Inclement weather including cold weather and extreme heat can expose individuals with inadequate shelter to potentially life threatening situations.

Recommendations and Motions

Item Recommendations and Motions

Staff
Recommendations * Health Department recommends approving the contract with Faith Hope Charity, Inc. for severe weather sheltering.

Meeting Motions * I move to ...
...approve the contract with Faith Hope Charity, Inc for severe weather sheltering dependent upon review and approval by County Counsel.

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.

50XXXX FAITH HOPE AND CHARITY FOR SEVERE
WEATHER SERVICES (2123-PH).pdf 1.45MB

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

Department Approver SUZANNE HOFFMAN

1. Department Approval Comments Signature <i>Suzanne Hoffman</i>	4. BOC Final Approval Comments Signature <i>Amara Hakepeace</i>
2. Finance Approval Comments Signature <i>Debbie Sessions</i>	
3. County Administrator Approval Comments Signature <i>Manna Koriattowski</i>	

BENTON COUNTY

GOODS & SERVICES CONTRACT

This is an agreement by and between BENTON COUNTY, OREGON, a political subdivision of the State of Oregon, hereinafter called COUNTY, and Faith Hope Charity Inc., a 501 (c) 3 organization, hereinafter called CONTRACTOR.

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

WHEREAS, this contract has been let under the small or intermediate procurement, RFP or sole source processes pursuant to Benton County Code (BCC) ch. 2, and

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 the date of full execution of this agreement, and shall terminate on to November 30, 2023.

2. SERVICES TO BE PROVIDED: COUNTY will use CONTRACTOR to manage the severe weather sheltering services. Services shall be provided in accordance with the Scope of Work as described in Attachment B. Contractor shall be considered a Business Associate of the County and perform all work in accordance to the rules and regulations of HIPAA as described in Attachment C.

3. PAYMENT: The total amount paid to CONTRACTOR for the contract period shall not exceed \$50,000. To be paid upon completion of the services or delivery of the goods contemplated by this contract or within 30 days of receipt of invoice. Agreement may be amended upon the County receiving additional funding for services.

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. CONTRACTOR shall obtain pre-employment criminal record checks of staff hired to provide client services under this agreement. This check is required under ORS Chapter 181 for all purveyors of Community Mental Health Services that provide care, treatment, education, training, instruction, supervision, placement services, recreation or support to children, the elderly or persons with disabilities.

7. 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.

8. 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.

9. 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.

10. 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, by mail or email, receipt requested. Notices sent by mail should be addressed as follows:

COUNTY: Benton County Health Department
Suzanne Hoffman, Director
4077 SW Research Way
Corvallis, OR 97333

CONTRACTOR: Faith Hope and Charity Inc.
460 W Madison Ave. Suite #5
Corvallis, OR 97333
info@faithhopeandchaityinc.com
(541) 974-2394

Bills, invoices and payments sent by mail to COUNTY should be addressed as follows:

Benton County Health Financial Services
P.O. Box 579
Corvallis, OR 97339
HDPurchasing@Co.Benton.OR.US

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.

11. 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.

12. 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.

13. 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.

14. 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.

If required by law or Benton County, CONTRACTOR shall have or obtain pre-employment criminal record checks of staff hired to provide client services under this agreement. This check is required under ORS Chapter 181 for all purveyors of Community Mental Health Services that provide care, treatment, education, training, instruction, supervision, placement services, recreation or support to children, the elderly or persons with disabilities

15. EXTRA (CHANGED) WORK: Only the Department Head may authorize extra (and/or changed) work. Failure of the CONTRACTOR to secure Department Head 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 County Administrator.

16. 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.

17. 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 County Administrator upon request.

18. NON APPROPRIATION: CONTRACTOR understands and agrees that COUNTY'S payment obligation under this agreement is contingent on COUNTY receiving appropriations, limitations, or other expenditure authority sufficient to allow COUNTY, in the exercise of its reasonable administrative discretion, to continue to make payments under this agreement.

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

20. 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.

21. 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 _____ day of _____, 202__.

FAITH HOPE AND CHARITY INC.

BENTON COUNTY

Date: _____

Health Department Director
Date: _____

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

CERTIFICATION OF INSURANCE REQUIREMENTS

Contractor shall at all times maintain in force at Contractor's expense for insurance noted below.

Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 or CCB (Construction Contractors Board) for all subject workers. Contractor and all subcontractors of Contractor with one or more employees must have this insurance unless exempt under ORS 656.027. **Employer's Liability Insurance with coverage limits of not less than \$1,000,000 must be included. THIS COVERAGE IS REQUIRED.** If Contractor does not have coverage, and claims to be exempt, Contractor must indicate exemption within their Bid/Proposal submittal letter with qualified reasons for exemption, see ORS 656.027. Out-of-state Contractors with one or more employees working in Oregon in relation to this contract must have Workers' Compensation coverage from a state with extraterritorial reciprocity, or they must obtain Oregon specific Workers' Compensation coverage ORS 656.126.

Professional Liability insurance covering any damages caused by error, omission or any negligent acts of the Contractor, its subcontractors, agents, officers, or employees' performance under this Contract. **Combined single limit per occurrence shall not be less than \$2,000,000. Annual aggregate limit shall not be less than \$2,000,000.**

☐ If this box is checked, the limits shall be \$1,000,000 per occurrence and \$1,000,000 in annual aggregate.

☒ Required by County ☐ Not Required by County

Commercial General Liability insurance with coverage satisfactory to the County on an occurrence basis. **Combined single limit shall not be less than \$2,000,000 per occurrence for Bodily Injury and Property Damage and annual aggregate limit for each shall not be less than \$2,000,000.** Coverage may be written in combination with Automobile Liability Insurance (with separate limits). **Annual aggregate must be on a "per project basis".**

☐ If this box is checked, the limits shall be \$1,000,000 per occurrence and \$2,000,000 in annual aggregate.

☐ If this box is checked, the limits shall be \$5,000,000 per occurrence and \$5,000,000 in annual aggregate.

☒ Required by County ☐ Not Required by County

Automobile Liability covering all owned, non-owned, or hired vehicles. If there are no owned autos this coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). **Combined single limit per accident shall not be less than \$2,000,000.**

☐ If this box is checked, the limits shall be \$1,000,000 per accident.

☐ If this box is checked, the limits shall be \$5,000,000 per accident.

☒ Required by County ☐ Not Required by County

Property of Others in Transit (Cargo) covering all County owned property / equipment being hauled by contractor. **Limit per occurrence shall not be less than \$100,000.**

☐ Required by County ☒ Not Required by County

Coverage must be provided by an insurance company authorized to do business in Oregon or rated by A.M. Best's Insurance Rating of no less than A-VII or County approval. Contractor's coverage will be primary in the event of

loss. Contractor shall furnish a current Certificate of Insurance to the County. Contractor is also responsible to provide renewal Certificates of Insurance upon expiration of any of the required insurance coverage.

Contractor shall immediately notify the County of any change in insurance coverage. The certificate shall also state the deductible or retention level. The County must be listed as an Additional Insured by endorsement of any General Liability Policy on a primary and non-contributory basis. Such coverage will specifically include products and completed operations coverage.

The Certificate shall state the following in the description of operations: "Additional Insured Form (include the number) attached. The form is subject to policy terms, conditions and exclusions". A copy of the additional insured endorsement shall be attached to the certificate of insurance. If requested complete copies of insurance policies shall be provided to the County.

Certificate holder should be: ____ BENTON COUNTY ____, Corvallis OR 97330 . Certificates of Insurance can be emailed to karen.vaughn@co.benton.or.us

Attachment B

Scope of Work

Activation:

Faith Hope and Charity Inc. (FHC) will activate and operate hotel sheltering services during:

- a. Weather events in which the temperatures are forecasted by the National Weather Service (NWS) to be 30 degrees or less overnight. Accumulations of over 1” of snow in a 24 hour period and/or freezing rain lasting overnight.
- b. NWS HeatRisk forecasts areas of Benton County at one or more of the following:
 - i. Very high risk: Level 4, Magenta for 1 or more days.
 - ii. NWS issues an Excessive Heat Warning or Advisory indicating:
 1. At least two days of temperatures above 100 degrees, or
 2. At least two days when heat and humidity feel like 105 degrees or more.
 - iii. Night time temperatures above 80°F
 - iv. Increased reports of heat related illnesses, medical emergencies or mortality reported by local healthcare providers or other credible sources
 - v. Heat Emergency declaration by Benton County Emergency Management or the Governor’s Office
- c. When the Air Quality Index (AQI) for the area reaches 300 (Hazardous).
- d. Activation may occur when there is a risk to public health, upon mutual agreement of the Benton County Health Department Director or designee and Faith Hope Charity Inc.

Program services:

Due to limited resources, this program will prioritize especially vulnerable clients for sheltering; including families with children, individuals with illnesses or chronic conditions, marginalized community members, and those with special needs. This program is to provide overflow sheltering to supplement and not as an alternative to existing shelters.

Upon activation, FHC’s partnered hotels will provide rooms for sheltering. Two hotels can provide sheltering for eight (8) individuals and two (2) families with a cost per person estimate of \$133.97. Clients will be under the management and supervision of FHC and are not considered the hotel’s responsibility.

FHC will provide transportation to and from hotels and other resources using the FHC-owned sixteen (16)-passenger van. Each individual’s transportation and personal item storage needs will be considered on a case-by-case basis. Clients will be able to access transportation using predetermined pick-up/drop-off locations. FHC can provide accessibility for individuals with mobility and other special needs. Law Enforcement and First Responders may direct or drop off individuals to shelters.

Hotel Sheltering check-in will be from 4PM to 8PM in the evening and a minimum of one FHC staff member will be at each hotel check-in location or qualified volunteer.

Clients may bring personal items to hotels. Items will be limited to what can be fit into FHC provided storage bins. Personal items not allowed in hotel rooms will be labeled and stored in a secured location until check-out. An Amnesty Box will be provided for any prohibited items.

Clients will receive personal care items and a resource guide of local accessibility for basic needs, encouraging them to accept additional local resources during the day hours. A 24-hour phone number will be provided to report concerns.

Hotel policy will determine whether or not pets may be accepted into the program hotel rooms. Wheelchair accessible rooms will be on the ground floor. Families with children may request an alternate bed or cot in room. Families exceeding capacities set by hotel policies can be split into multiple rooms under the condition that any children be accompanied by a guardian 18 years or older in the additional room. Other special requests and needs will be evaluated and addressed individually.

FHC will not attempt to proselytize and not require any clients to participate in any religious practice.

Security:

FHC will partner with Knight Vision Security to provide unarmed security at each sheltering location during activation. Knight Vision Security services include checking in with hotel staff to discuss any concerns during regularly scheduled rounds and responding to on-call requests that may require room access if necessary. At least once per night, security guard(s) will walk by the outside of the rooms to monitor if there are any reasons to knock on the door and check in with clients. If they hear or see something that is a cause for concern, they will knock to request access and a FHC staff member or volunteer will have a conversation with the client. They will engage in a face-to-face conversation or view the room(s) to ensure no additional occupants are present, as needed.

Communications:

FHC will use its existing networks to communicate shelter activation, pick-up locations, and other information as needed regarding this program.

Cleaning Service:

FHC will provide a cleaning service to safely remove excessively unsanitary conditions prior to the hotel's housekeeping staff entry as needed.

Outreach:

A resource pamphlet will be provided to clients at check-in. This guide will list activities and resources to attend during the mandatory daily check-out daytime hours. FHC staff may perform Psychological Support Services (PSS) intakes for specific individuals when time allows and as requested.

Examples:

- Corvallis Bus Schedule CTS (Free)
- Meal Guide (Local Hot Meals)
- Walk-in Clinic, Community Outreach Inc. (COI) Hours
- Benton County Community Health Center
- Corvallis Daytime Drop-in Center.

Personal care items will be available to clients as needed/requested.

Examples:

- Toothbrushes/toothpaste
- Menstrual products
- Warming items such as blankets or sleeping bags

Timeline/Data Collection:

FHC will collect and report daily the number of individuals served, number of rooms by type, including REALD (Race, Ethnicity, Language, or Disability) & SOGI (Sexual Orientation or Gender Identity) data. This data will be entered in HMIS or reported to Benton County Health Department.

The FHC Consultant will collect, organize, and report this data to Benton County Health Department (BCHD), and will assist in ongoing program development.

Cost Breakdown:

EXHIBIT 1

ATTACHMENT C

BUSINESS ASSOCIATE AGREEMENT

This is an agreement by and between BENTON COUNTY, OREGON, a political subdivision of the State of Oregon, hereinafter called COUNTY, and Faith Hope Charity Inc., hereinafter called CONTRACTOR.

COUNTY will make available and/or transfer to CONTRACTOR certain Information, in conjunction with goods or services that are being provided by CONTRACTOR to COUNTY, that is confidential and must be afforded special treatment and protection.

CONTRACTOR will have access to and/or receive from COUNTY certain Information that can be used or disclosed only in accordance with this agreement and the HHS Privacy Regulations.

To the extent required by 42 U.S.C. 1171 *et seq.* enacted by the Health Insurance Portability and Accountability Act of 1996 and regulations promulgated thereunder, CONTRACTOR assures COUNTY that CONTRACTOR will appropriately safeguard protected health information made available to or obtained by CONTRACTOR.

CONTRACTOR further agrees to comply with 42 CFR Part 2 and other laws, if applicable, relating to protected health information and with respect to any task or other activity CONTRACTOR performs on behalf of COUNTY, to the extent COUNTY would be required to comply with such requirements

For purposes of this agreement, the following terms shall apply:

- A. CONTRACTOR shall be considered a BUSINESS ASSOCIATE;
- B. COUNTY shall be considered a COVERED ENTITY;
- C. HHS Privacy Regulations shall mean the Code of Federal Regulations (C.F.R.) at Title 45, Sections 160 and 164, as amended by the HITECH Act;
- D. Individual shall mean the person who is the subject of the Information, and has the same meaning as the term 'individual' is defined by 45 C.F.R. 164.501;
- E. Secretary shall mean the Secretary of the Department of Health and Human Services (HHS) and any other officer or employee of HHS to whom the authority involved has been delegated;
- F. Information shall mean Public Health Information (PHI) as defined in 45 CFR 164.501, limited to the information created or received by CONTRACTOR on behalf of COUNTY;;
- G. Unsecured Protected Health Information is PHI that is not secured through the use of a technology or methodology specified by the Secretary in guidance or as otherwise defined in §13402(h) of the HITECH Act; and

- H. Breach is defined in §13400 of the HITECH Act and includes the unauthorized acquisition, access, use or disclosure of PHI that compromises the security or privacy of such information.

CONTRACTOR agrees it shall:

1. Not use or further disclose such information other than as permitted or required by this agreement. CONTRACTOR shall not, except as necessary for the proper management, administration and performance of its duties under this agreement, use, reproduce, disclose, or provide to third parties, any confidential document or information relating to the COUNTY or clients of COUNTY without the prior written consent or authorization of the COUNTY or of the client. If CONTRACTOR uses such information for the purposes set forth above, it will only do so if the disclosure is required by law or CONTRACTOR obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purpose for which CONTRACTOR disclosed it to the person. CONTRACTOR shall ensure that its personnel, employees, affiliates and agents maintain the confidentiality of patient health information and business information of COUNTY.
2. Not use or further disclose the information in a manner that would violate the requirements of applicable law, if done by COUNTY.
3. CONTRACTOR shall be directly responsible for full compliance with the relevant requirements of the HHS Privacy Rules and Regulations to the same extent as COUNTY.
4. CONTRACTOR agrees to implement administrative, physical, technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the electronic PHI that it creates, receives, maintains or transmits on behalf of COUNTY as required by 45 CFR §164, Subpart C.
5. Report to COUNTY any use or disclosure of such information not provided for by this agreement of which CONTRACTOR becomes aware. CONTRACTOR will promptly notify COUNTY of a Breach of Unsecured PHI following the first day on which CONTRACTOR (or CONTRACTOR's employee, office or agent) knows or should have known of such Breach. CONTRACTOR's notification to COUNTY must:
 - Be made to COUNTY no later than 60 calendar days after discovery of the Breach, except where a law enforcement official determines that a notification would impede a criminal investigation or cause damage to national security;
 - Include the individuals whose Unsecured PHI has been, or is reasonably believed to have been, the subject of a Breach; and
 - Be in substantially the same form as the attached Exhibit A.
6. CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect that is known to CONTRACTOR of a use or disclosure of PHI or Breach of unsecured PHI by CONTRACTOR in violation of this contract.
7. Ensure that any subcontractors or agents to whom CONTRACTOR provides protected health information received from COUNTY agree to the same restrictions and conditions that apply to CONTRACTOR with respect to such information.

8. Make available protected health information in accordance with applicable law, i.e., the Code of Federal Regulations (C.F.R.) at Title 45, Sections 160 and 164 and the HITECH act.

9. Maintain standard records, pursuant to this agreement, and to provide such records and other necessary information to the COUNTY as may be requested in writing and as permitted by law. CONTRACTOR agrees that all records kept in connection with this agreement are subject to review and audit by the COUNTY upon reasonable notice of a minimum of 14 work days from the date of written request by the COUNTY.

10. Make CONTRACTOR'S internal practices, books, and records relating to the use and disclosure of protected health information received from COUNTY available to the Secretary of the United States Health & Human Services for purposes of determining COUNTY'S compliance with applicable law (in all events, CONTRACTOR shall immediately notify COUNTY upon receipt by CONTRACTOR of any such request, and shall provide COUNTY with copies of any such materials).

11. Upon termination of this agreement, CONTRACTOR shall promptly return all protected health information received from COUNTY. If the return of protected health information is not feasible, CONTRACTOR shall continue the protections required under this contract to the protected health information consistent with the requirements of this Attachment and the HIPAA privacy standards.

DATED this ____ day of _____, 2022

Faith Hope Charity Inc.

BENTON COUNTY

Date: _____

Suzanne Hoffman, Heath Department Director
Date: _____

**NOTIFICATION TO BENTON COUNTY ABOUT A
BREACH OF UNSECURED PROTECTED HEALTH INFORMATION**

This notification is made pursuant to Section C5 of the Business Associate Agreement between:

- Benton County, and
- Faith Hope Charity Inc. (Contractor).

Contractor notifies County that there has been a breach of unsecured (unencrypted) protected health information (PHI) that Contractor has used or has had access to under the terms of the Business Associate Agreement.

Description of the breach: _____

Date of the breach: _____

Date of the discovery of the breach: _____

Number of individuals affected by the breach: _____

The types of unsecured PHI that were involved in the breach (such as full name, Social Security number, date of birth, home address, account number, or disability code): _____

Description of what Contractor is doing to investigate the breach, to mitigate losses, and to protect against any further breaches: _____

Contact information to ask questions or learn additional information:

Name: _____

Title: _____

Address: _____

Email Address: _____

Phone Number: _____

ATTACHMENT D
FEDERAL TERMS AND CONDITIONS

- I. Debarment, Suspension, Ineligibility and Voluntary Exclusion. The Contractor certifies by accepting grant funds that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from participation in this transaction by any Federal department or agency. (This certification is required by regulations published May 26, 1988, implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 69 and 28 CFR Part 67.)
- II. No Supplanting. The Contractor certifies that Federal funds will not be used to supplant State or local funds, but will be used to increase the amount of funds that, in the absence of Federal aid, would be made available for law enforcement activities.
- III. Compliance with Applicable Law. The Contractor shall comply with all applicable laws, regulations, and guidelines as written or as amended, of the State of Oregon, the Federal Government and the Criminal Justice Commission (CJC) in the performance of this Agreement. Without limiting the generality of the foregoing, Contractor shall comply with all laws, rules and guidelines set forth in the most recent version of the *Grant Management Handbook* published by CJC, including but not limited to:
 - A. The provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 38, Equal Treatment Regulations; Part 42, Non-Discrimination/Equal Employment Opportunity Policies and Procedures; Part 46, Protection of Human Subjects; Part 54, Title IX Regulations; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures, and Federal laws or regulations applicable to Federal assistance programs.
 - B. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646).
 - C. Section 102(a) of the Flood Disaster Protection Act of 1973, P.L. 93-234, 87 Stat.97, approved December 31, 1976.
 - D. Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.).
 - E. National Environmental Policy Act of 1969, 42 USC 4321 et seq.
 - F. Flood Disaster Protection Act of 1973, 42 USC 4001 et seq.
 - G. Clean Air Act, 42 USC 7401 et seq.
 - H. Clean Water Act, 33 USC 1368 et seq.
 - I. Federal Water Pollution Control Act of 1948, as amended, 33 USC 1251 et seq.
 - J. Safe Drinking Water Act of 1974, 42 USC 300f et seq.
 - K. Endangered Species Act of 1973, 16 USC 1531 et seq.
 - L. Wild and Scenic Rivers Act of 1968, as amended, 16 USC 1271 et seq.

- M. Historical and Archaeological Data Preservation Act of 1960, as amended, 16 USC 469 et seq.
- N. Coastal Zone Management Act of 1972, 16 USC 1451 et seq.
- O. Coastal Barrier Resources Act of 1982, 16 USC 3501 et seq.
- P. Indian Self-Determination Act, 25 USC 450f.
- Q. Hatch Political Activity Act of 1940, as amended, 5 USC 1501 et seq.
- R. Animal Welfare Act of 1970, 7 USC 2131 et seq.
- S. Demonstration Cities and Metropolitan Development Act of 1966, 42 USC 3301 et seq.
- T. Federal Fair Labor Standards Act of 1938 (as appropriate), as amended, 29 USC 201 et seq.
- U. 28 CFR Part 46 and all USDOJ Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

IV. Standard Assurances and Certifications Regarding Lobbying.

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor agrees to complete and submit Standard Form- LLL "Disclosure Form to Report Lobbying", in accordance with its instructions.
- C. The CJC will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Sub-Contractors will certify and disclose accordingly.
- D. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

V. Certification of Non-discrimination.

The Contractor, and all its subcontractors, certifies that no person shall be excluded

from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this Agreement on the basis of race, color, age, religion, national origin, disability, or gender. Contractor shall comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3789d); the Victims of Crime Act (42 U.S.C. 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. 5672(b)); Title VI the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. 794); the Americans with Disabilities Act of 1990 (42 U.S.C. 12131-34); the Education Amendments of 1972 (20 U.S.C. 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. 6101-07); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42, Subparts C, D, E, G, and I, and pt. 54 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations).

In accordance with Federal civil rights laws, the Contractor shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

In the event that a Federal or State court or administrative agency, such as BOLI, makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability or gender against the Contractor or any of its subcontractors, the Contractor or any of its subcontractors will forward a copy of the finding to CJC. CJC will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

The addresses for CJC and OCR are as follows:

Oregon Criminal Justice Commission
885 Summer Street, NE
Salem, Oregon 97301

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

VI. Systems Requirements.

- A. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, the Office of Justice Programs (OJP) requires the Contractor to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Contractor shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: http://www.it.ojp.gov/gsp_grantcondition. Contractor shall document planned approaches to information sharing and describe compliance to the GSP and

appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

- B. Any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, Contractor may be fined as per 42 U.S.C 3789g(c)-(d). Contractor may not satisfy such a fine with federal funds.
- C. Contractor understands and agrees that – (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
- D. To avoid duplicating existing networks or information technology systems in any initiatives funded by OJP, Bureau of Justice Assistance (BJA) for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the Contractor can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed information technology system.

VII. Services to Limited-English-Proficient (LEP) Persons.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, the CJC and Contractors are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Contractors are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for Contractors to assist them in complying with Title VI requirements.

The guidance document can be accessed on the Internet at www.lep.gov.

- VIII. Equal Employment Opportunity Plan (EEOP). The Contractor will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and the DJCS, if it has received a single reward of \$500,000 or more. If the Contractor receives \$25,000 or more and has 50 or more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For public Contractor agencies receiving less than \$25,000, or public Contractor agencies with fewer than 50 employees, regardless of the amount of the award, the Contractor will provide an EEOP Certification

Form to the OCR certifying it is not required to submit or maintain an EEOP. EEOP Certification Forms are available at: <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>:

If required to formulate an EEOP, the Contractor must maintain a current copy on file which meets the applicable requirements. **The Contractor must complete the EEOP certification and submit the Certification or the EEOP document (as applicable) within 60 days of contract execution.**

IX. National Environmental Policy Act (NEPA); Special Condition for U.S. Department of Justice Grant Programs.

- A. Prior to obligating grant funds, Contractor agrees to first determine if any of the following activities will be related to the use of the grant funds. Contractor understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the Contractor, subcontractor or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:
1. new construction;
 2. minor renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year floodplain;
 3. a renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; and
 4. implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.
- B. Application of This Special Condition to Contractor's Existing Programs or Activities: For any of the Contractor's or its subcontractors' existing programs or activities that will be funded by these grant funds, the Contractor, upon specific request from the Bureau of Justice Assistance, agrees to cooperate with the Bureau of Justice Assistance in any preparation by the Bureau of Justice Assistance of a national or program environmental assessment of that funded program or activity.

X.. Certification Regarding Drug Free Workplace Requirements. Contractor certifies that it will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in

the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

- B. Establishing a drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The Contractor's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - C. Requiring that each employee engaged in the performance of the grant be given a copy of the employer's statement required by paragraph (1).
 - D. Notifying the employee that, as a condition of employment under the award, the employee will:
 - 1. Abide by the terms of the statement; and
 - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
 - E. Notifying the Contractor within ten days after receiving notice from an employee or otherwise receiving actual notice of such conviction.
 - F. Taking one of the following actions, within 30 days of receiving notice, with respect to any employee who is so convicted:
 - 1. Taking appropriate personnel action against such an employee, up to and including termination; or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
 - G. Making a good faith effort to continue to maintain a drug-free workplace.
- XI. No Text Messaging While Driving. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," Contractor is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Agreement and to establish workplace safety policies and conduct education, awareness and other outreach to decrease crashes caused by distracted drivers.

EXHIBIT 1

Cost breakdown

2 Hotels, 6 rooms per hotel (5 shelter rooms + 1 storage room per hotel), 1 employee per hotel, 1 guard per night, est cleaning							Budget	Overhead (15%)
ASSET	QUANTITY	COST PER NIGHT	COST PER HR	HRS PER NIGHT	START UP COST	Subtotals	\$50,000	\$7,500.00
Hotel Rooms	12	\$100.00	-	-	-	\$1,200.00		
Employees	3	-	\$18.00	6.00	-	\$324.00		
Other Employees	1	-	-	-	\$90.00	\$90.00		
Security Guard	1	-	\$39.00	4.00	-	\$156.00		
Cleaning Services	-	-	\$75.00	0.50	-	\$37.50		
Supplies (per person) including a meal	16	\$21.00	-	-	-	\$336.00		
					Per night	\$2,143.50	\$38,459.00	
					Total Nights	17.94		
					Total of individuals housed for 17 nights	287.07		
Room Breakdown	Total Persons							
8 individual rms (1 per room, 4 shelter rms per hotel)	8.00							
2 family rms (4 per room)	8.00				Per Person Cost	\$133.97		
Supplies Start up Cost	Item	QTY	Cost per item	Subtotal				
Cleaning Services	as needed			\$550.00				
https://www.amazon.com	Hand Warmers (40pk)	5	\$19.00	\$95.00				
https://www.amazon.com	Storage Bins	20	\$40.00	\$800.00				
https://www.amazon.com	Toothbrushes (200 pk)	1	\$31.00	\$31.00				
https://www.amazon.com	Toothpaste (36pk)	6	\$25.00	\$150.00				
https://www.amazon.com	Deodorant (36pk)	6	\$40.00	\$240.00				
https://www.amazon.com	Water bottles (40pk)	11	\$30.00	\$330.00				
https://www.amazon.com	Fleece Blankets (24pk)	5	\$115.00	\$575.00				
https://www.amazon.com	Sanitizer (24pk)	10	\$27.00	\$270.00				
https://www.amazon.com	Sleeping Bags	20	\$49.00	\$980.00				
https://www.amazon.com	Menstrual Pads (124pk)	1	\$20.00	\$20.00				
Total				\$4,041				

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 01/03/23

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Gary Stockoff

Phone Extension * 5417666010

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

Agenda Item Details



Item Title * Review and Approve STIF (Statewide Transportation Improvement Fund) Committee Project and Budget Recommendations for the 2023-25 Biennium

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 min

Board/Committee Involvement *

☐ Yes

☒ No

Advertisement*

☒ Yes

☐ No

List each publication name and date

Gazette Times 11/01/2022

Names/Dates of
Publications

Item Issues and Description

Item Issues and Description	
Identified Salient Issues *	The STIF committee conducted meetings on November 28, December 12, and December 19 to discuss the funding methodology for the upcoming project cycle; hear project funding requests from agencies and sub-providers; and forward a list of prioritized projects to the Board of Commissioners for consideration. At the November 28 meeting, the STIF Committee reaffirmed the suballocation methodology first recommended by the Committee and adopted by the Board of Commissioners in 2018. That methodology relied on four different inputs: average annual employment (jobs), number of business establishments, total payroll, and a factor that incorporated 10 different factors related to equity measures. The methodology must be updated no less than every six years, and the STIF Committee intends to do that in the next cycle. The results of this are listed on Attachment A and were used as the starting point for distribution to Public Transportation Service Providers in Benton County. The projects (and budget amounts) listed on Attachment B and Attachment C were considered at the December 19 meeting. The STIF Committee unanimously approved all three items and forward the recommendations to the Board of Commissioners for their review and approval. The deadline for submitting the approved projects to the Oregon Department of Transportation (ODOT) is January 18, 2023.
Options *	1) Reaffirm the suballocation methodology for distribution of STIF funds in Benton County. Review and approve the projects and associated budget for: • Biennium 2023-25 Benton County STIF Formula Payroll Projects (\$7,562,500) (Attachment B); and • STIF Formula Population Funded Projects (\$496,474) (Attachment C); and • Federal 5310 Urban and Rural Projects (\$572,166) (Attachment C). 2) Reject any or all of the proposed recommendations and direct staff to address areas of concern.
Fiscal Impact *	☐ Yes ☒ No

2040 Thriving Communities Initiative

Mandated Service? * ☒ Yes
☐ No

2040 Thriving Communities Initiative

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

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

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

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 recommended projects help maintain and enhance existing regional transit services and ensure Benton County is meeting our responsibilities regarding paratransit services.

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 recommended projects help maintain and enhance existing regional transit service and ensure Benton County is meeting our responsibilities regarding paratransit services.

Recommendations and Motions

Item Recommendations and Motions

Staff

Recommendations *

- Reaffirm the suballocation methodology for distribution of STIF funds in Benton County.
- Review and approve the Project and Program budgets as recommended by the STIF Committee.

Meeting Motions *

I move to ...

1) reaffirm the suballocation methodology for distribution of STIF funds in Benton County.

AND (separate motions)

2) I move to approve the projects and associated budgets for the:

- Biennium 2023-25 Benton County STIF Formula Payroll Projects (\$7,562,500) (Attachment B); and
- STIF Formula Population Funded Projects (\$496,474) (Attachment C); and
- Federal 5310 Urban and Rural Projects (\$572,166) (Attachment C).

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 FY23-25 STIF Sub-Allocation Methodology.pdf	32.89KB
Attachment B FY23-25 STIF Payroll Project Recommendations.pdf	209.69KB
Attachment C FY23-25 STIF Federal 5310 Urban and Rural Projects.pdf	152.85KB

Comments (optional) The funds for the above-named programs are derived from various state and federal funding sources.

If you have any questions, please call ext.6800

**Department
Approver**

GARY STOCKHOFF

1. Department Approval Comments Signature <i>Gary Stockhoff</i>	4. BOC Final Approval Comments Signature <i>Hanka Kwiakowski</i>
2. Counsel Approval Comments Signature <i>Teresa Farley</i>	
3. County Administrator Approval Comments Signature <i>Joseph Kerby</i>	

Attachment A

Suballocation Allocation Formula in Benton County September 2022 Estimate				
City / County	Four-Factor Mean Percentage *	FY 2023	FY 2024	FY23-25
STIF Allocation		\$ 2,099,122	\$ 2,204,980	\$ 4,304,102
North Albany	3.05%	\$ 64,023	\$ 67,252	\$ 131,275
Adair Village	0.75%	\$ 15,743	\$ 16,537	\$ 32,281
Corvallis	77.02%	\$ 1,616,744	\$ 1,698,276	\$ 3,315,019
Monroe	1.00%	\$ 20,991	\$ 22,050	\$ 43,041
Philomath	3.99%	\$ 83,755	\$ 87,979	\$ 171,734
Benton County	14.19%	\$ 297,865	\$ 312,887	\$ 610,752
Total	100%	\$ 2,099,122	\$ 2,204,980	\$ 4,304,102

FY 2023-25 Benton County STIF Formula Payroll Project Rankings			
#	Project	Request	Rank
BAT-1	Coast to Valley Express Expanded Service	\$ 160,000	1
ATS-1	Linn-Benton Loop Preservation of Service	\$ 99,000	2
ATS-2	Linn-Benton Loop Expanded Service	\$ 725,000	2
CTS-1	Corvallis Transit System Expanded Service	\$ 2,155,000	2
PC-1	Philomath Connection Expanded Service	\$ 164,000	2
CTS-2	Transit Support Position	\$ 205,000	3
BAT-3	5311 Formula Grant Match	\$ 115,000	4
BAT-8	Fareless BAT Lift	\$ 52,500	5
PC-2	Fareless Philomath Service	\$ 60,000	5
COG-1	Seamless Transit Continuing Operations	\$ 54,000	6
BAT-2	Preventative Maintenance	\$ 100,000	7
COG-3	LBCC Driver Training Center	\$ 60,000	8
BAT-6	99W Service Pilot Discretionary Grant Match & Additional Funding	\$ 170,000	9
ATS-4	Linn-Benton Loop Bus Purchase Match	\$ 90,000	10
BAT-7	99W/CARES Vehicle Overrun	\$ 300,000	10
BAT-9	Bus Purchases Match	\$ 155,000	10
BAT-11	Bus Purchases (Full Project)	\$ 770,000	10
ATS-3	ATS expansion, North Albany Expanded Service	\$ 150,000	11
COG-2	OSU Mobility Hub Construction Match	\$ 300,000	12
BAT-4	Administration and Licensing	\$ 45,000	13
CTS-4	Mid-life Rebuild for CTS Buses	\$ 140,000	14
BAT-10	Bus Stop Amenities	\$ 50,000	15
CTS-5	Bus Stop Amenities	\$ 200,000	15
PC-3	PC Bus Stop Amenities	\$ 24,000	16
COG-4	OSU Mobility Hub Construction Full Project	\$ 1,500,000	17
BAT-5	Service Advertising	\$ 24,000	18
CTS-3	CTS & PC Garage Solar Roof Installation	\$ 240,000	19

Total Request	\$ 7,562,500
Reserve Amount	\$ 695,072
Total Program Amount	\$ 8,257,572

STIF Formula Population Fund Projects						
Project ID	Agency	Project Title	FY21-23 Request (if applicable)	Request for FY24	Request for FY25	TOTAL Request for FY23-25
POP-1	Benton County	"BAT Lift" Special Transportation Services	\$ 399,234	\$ 217,043	\$ 231,431	\$ 448,474
POP-2	Grace Center	Community Outing Program & Client Transportation Services	\$ 7,500	\$ 4,000	\$ 4,000	\$ 8,000
POP-3	OCWCOG	Senior Companion Program	\$ 7,000	\$ 7,000	\$ 7,000	\$ 14,000
POP-4	Janus House	Janus House / Mental Health Association of Benton County	\$ 9,600	\$ 6,000	\$ 6,000	\$ 12,000
POP-5	City of Albany	North Albany Call-a-Ride Service	\$ 10,000	\$ 7,000	\$ 7,000	\$ 14,000
Providers who did not reapply			\$ 7,000	\$ -	\$ -	\$ -
			\$ 440,334	\$ 241,043	\$ 255,431	\$ 496,474

Federal 5310 Urban and Rural Projects						
Project ID	Agency	Project Title	FY21-23 Funds	Request for FY24	Request for FY25	TOTAL Request for FY23-25
5310-R	Benton County	"BAT Lift" Special Transportation Services	\$ 363,356	\$ 111,590	\$ 111,590	\$ 223,180
5310-SU	Benton County	City of Corvallis & Philomath Paratransit	\$ 232,185	\$ 174,493	\$ 174,493	\$ 348,986
			\$ 595,541	\$ 286,083	\$ 286,083	\$ 572,166

NOTE: The total of project requests are meant to use all Benton County allocated funds without a reserve

DEPARTMENTAL REPORTS AND REQUESTS

BOC Agenda Checklist - Initial Review

Agenda Placement and Contacts

Suggested Agenda Date 01/03/23

[View Agenda Tracker](#)

Suggested Placement* BOC Tuesday Meeting

Department* Sheriff's Office

Contact Name* Bryan Lee

Phone Extension* 6114

Meeting Attendee Name* Bryan Lee

Agenda Item Details

Item Title* Notice of Intent to Apply for a Community Wildfire Risk Reduction 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

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

This Notice of Intent informs the Board of Commissioners about the Benton County Sheriff's Office Emergency Management Division's intent to apply for a new State-sponsored grant program under the Oregon State Fire Marshal (OSFM) called the Community Wildfire Risk Reduction Grant. This grant is a direct mitigation measure pushed forward under SB762 in response to the Labor Day 2020 Wildfire in Oregon. This funding is designed to be used on mitigation projects, activities, efforts, and/or personnel to coordinate wildfire mitigation projects outlined in the Community Wildfire Protection Plan (CWPP).

This grant is competitive and is on a three-year performance period. The grant itself is new and does not comprise Federal pass-through funding. There is \$5 million available to County-level jurisdictions with additional funds available for municipalities and agencies. Each County level jurisdiction may apply for projects totaling not more than \$500,000.

Options *

1. Allow Benton County Emergency Management to apply for the grant
2. Do not allow Benton County Emergency Management to apply for the grant.

Fiscal Impact *

- ☒ Yes
☐ No

Fiscal Impact Description *

If awarded, this grant may fund an FTE (fulltime equivalent employee) responsible for project coordination, as well as funding toward listed CWPP projects such as education and outreach campaigns, vegetative mitigation projects, and others. Without these funds, the Benton County Sheriff's Office would not be requesting additional funding to complete mitigation activities.

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 ***

This grant would directly fund a mitigation project designed to increase community resilience to disasters through mitigation. This would better prepare our communities and individuals to respond to and recover from natural, and human caused disasters, threats, and changes. Additionally, this grant will help address the ongoing impacts of climate change on our natural environment and how it pertains to wildfire and other natural hazard risks.

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 *

Following the Labor Day 2020 Wildfires, the State of Oregon passed Senate Bill 762, which set forth numerous critical changes to better prepare communities for disasters. This grant program is a direct result of that Senate Bill and seeks to prepare communities at the local level through mitigation projects outlined in the CWPP and Mitigation focused plans.

Recommendations and Motions

Item Recommendations and Motions

Staff

Recommendations *

Allow Benton County Emergency Management to apply for the Community Wildfire Risk Reduction grant through Oregon State Fire Marshall.

Meeting Motions *

I move to ...
 ...allow Benton County Emergency Management to apply for the Community Wildfire Risk Reduction grant through Oregon State Fire Marshall.

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.

Community Wildfire Risk Reduction Grant 2022 a... 431.31KB

Notice of Intent to Apply Community Wildfire Risk... 36KB

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

Department Approver JEFRI VANARSDALL

Department Approval

Comments

Signature

Jef Van Arsdall

County Administrator Approval

Signature

Joe Kutz

NOTICE OF INTENT

BENTON COUNTY

DATE: January 3, 2023

DEPARTMENT: BCSO

CONTACT: Bryan Lee

PHONE: 541-766 6114

TYPE OF NOTICE ☒ New Grant
☐ Supplement
☐ Renewal

GRANT DUE DATE: 01/31/2023

PROJECT TITLE: Community Wildfire Risk Reduction Grant through OSFM

GRANT DURATION: FY2023-2025

STATEMENT OF POLICY:

The County Board of Commissioners must approve, prior to submission, all new, or renewals of all loans or grants sought from any public or private source. For further statement of policy see the grant administration policies in the current edition of the Budget Manual.

Board of Commissioner review will ensure objectives of proposed grant funded programs are consistent with county policies and those financial obligations, if any, imposed by the grant, now or in the future are accounted for in county financial planning.

If available, a complete copy of the grant application shall be attached to this form

GRANT SUMMARY/ABSTRACT:

The Oregon Office of the State Fire Marshall (OSFM) has opened the 2022 Community Wildfire Risk Reduction Grant. This grant stems from funding allocated through Senate Bill 762 following the catastrophic Labor Day 2020 Wildfires. The grant is a three-year performance period, competitive, and counties may apply for projects totaling not more than \$500,000. Allowable costs for this grant include personnel costs for staff to manage grant program activities and projects, individual mitigation project completion, defensible space programs, education, and outreach projects, community common area projects, vegetative fuel reduction programs, and other similar wildfire mitigation activities. This is the first year this grant is being offered and it will help the County complete projects listed in the Community Wildfire Protection Plan as well as the Natural Hazard Mitigation Plan.

We are going to apply for a personnel position, a project for a wildfire education and outreach publication, evacuation plan, and vegetation fuels reduction projects.

COUNTY COMMITMENTS

STAFFING: NO ☐ YES ☒

If yes, Permanent ☒ Limited Duration ☐
 Using existing staff

FINANCIAL: NO ☐ YES ☐ If yes, amount: _____

The match is requested from general funds.

FINANCIAL SUMMARY*

FEDERAL SOURCES \$ 500,000

STATE SOURCES \$

COUNTY SOURCES \$ 0

TOTAL REVENUE \$500,000

DEPARTMENT HEAD COMMENTS:

 Jef Van Arsdall, Sheriff

 Date

BUDGET OFFICE REVIEW & COMMENTS:

 Budget Officer Signature

 Date

BOARD OF COMMISSIONERS:

Status: ☐ Approved without additional review
☐ Approved with additional information required by: Date: ____/____/____
☐ Disapproved

COMMENTS:

Signature	Date
Chair, Board of Commissioners	

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

2022 Community Wildfire Risk Reduction Grant Application Manual

State of Oregon award dollars available to protect people, property, and communities from wildfire through community risk reduction programs and projects.



TABLE OF CONTENTS

INTRODUCTION.....	3
PURPOSE – OVERVIEW	3
ELIGIBILITY	4
ALLOWABLE COSTS	5
APPLICATION PROCESS	6
APPLICATION FORMS AND INSTRUCTIONS	6

Award manual and application materials:

<http://www.oregon.gov/osp/programs/sfm/Pages/OSFM-Grants.aspx>

INTRODUCTION

In 2021, the Oregon Legislature passed [Senate Bill 762](#) ("bill"). The bill defined defensible space as "a natural or human-made area in which material capable of supporting the spread of fire has been treated, cleared, or modified to slow the rate and intensity of advancing wildfire and allow space for fire suppression operations to occur." The law intended to promote wildfire mitigation across the State of Oregon. To meet this statewide intent, the bill explains that the Community Risk Reduction Fund is provided "for the purpose of carrying out community risk reduction and the local government financial assistance" (SB 762, Sec. 8(1), with the priority for defensible space for socially and economically vulnerable communities, persons with limited proficiency in English and persons of lower income as defined in ORS 456.055. (b) For critical or emergency infrastructure. (c) For schools, hospitals and facilities that serve seniors. SB 762, Sec. 8(a) (6).

Please see the OSFM website on the Fire Adapted Oregon on Oregon's overall strategy for reducing fire risk for more information: www.oregon.gov/osp/programs/sfm/Pages/Fire-Adapted-Oregon.aspx

The OSFM is offering the Community Wildfire Risk Reduction Grant (the "grant") to assist local governments and organizations in accomplishing greater wildfire preparedness and increasing community resiliency to wildfire.

A. Eligibility:

1. Counties, municipalities, non-governmental organizations, Oregon fire agencies, special districts, and Rangeland Fire Protection Associations (RFPAs).
2. Counties are allocated \$5 million in competitive funds with a maximum award of \$500,000 for any one county.
 - a. If a county is acting as the administrator for another county or other organization for the purposes of this grant, only one award is eligible.
3. Municipalities and special districts are allocated \$5 million in competitive funds with a maximum award of \$250,000 for any one municipality.
 - a. If a municipality or county or other organization is acting as the administrator for another municipality or other organization for the purposes of this grant, only one award is eligible.
4. Fire agencies and RFPAs are allocated \$5 million in competitive funds with a maximum of \$500,000 for any one fire agency.
5. Nonprofit, non-governmental organizations ("NGOs") are allocated \$3 million in competitive funds with a maximum of \$250,000 for any one agency. Nonprofit or NGOs are voluntary groups of individuals or organizations, usually not affiliated with any government, formed to provide services or advocate a public policy.
6. The OSFM reserves the right to reallocate funds as agency needs dictate.
7. Applicants are encouraged to coordinate applications in the same jurisdiction, but each organization must apply separately for different aspects for the project.
8. All grants are for three (3) years or less, with grant funds spent by March 31, 2026.

B. Allowable Costs:

1. Personnel costs for staff to manage the grant program activities, such as a program coordinator, program manager, or similar.

2. Projects should prioritize socially and economically vulnerable communities, persons with limited proficiency in English and persons of lower income as defined in ORS 456.055, critical or emergency infrastructure or schools, or hospitals and facilities that serve seniors.
3. Defensible space programs, including but not limited to:
 - a. A locally-managed defensible space program for private landowners.
 - b. Direct contracts or work to create fire-resistant landscapes around residential, commercial, municipal structures, and/or other critical infrastructure.
 - c. Create or support existing community programs, such as Firewise USA sites.
4. Community common area projects, including but not limited to:
 - a. Municipal or county properties or parks intended to be used for emergency evacuation centers, recovery centers, defensible space demonstration spaces, greenways, houseless camps or communities, or fire breaks around critical infrastructure.
 - a. Improvement of access, ingress and egress route projects, including but not limited to planning of egress routes, including primary and secondary routes.
 - b. Brushing and clearing roads for defensible space/fire break.
 - c. Reflective address and road signage.
5. Educational projects, including but not limited to:
 - a. Fire prevention and preparedness messaging campaigns and billboards.
 - b. Community clean-up days for outdoor debris.
 - c. Work with a community-based organization or other means to address fire safety education among people experiencing houselessness or people whose first language is other than English.
6. Vegetative fuel reduction and mitigation projects, including but not limited to:
 - a. Prescribed grazing (e.g. goats) for fuel mitigation work around communities.
 - b. Vegetation mitigation crews.
 - c. Equipment for fuel reduction efforts such as chippers. This line item cannot exceed \$75,000.
 - d. Defensible space treatment around critical infrastructure.
7. Contracts for tree service and debris clearing companies to service areas of the jurisdiction.
8. Planning costs such as needed to update Community Wildfire Protection Plans.
9. Administrative costs, including management, payroll services, and supplies, up to 10% of the grant award.
 - a. Note: administrative costs are separate from personnel costs, except for management personnel

costs.

C. Unallowable Costs:

1. Fire suppression equipment, such as fire trucks or engines, or their maintenance.
2. Fire response equipment such as radios, water tanks, hoses, etc.
3. Direct firefighting equipment, such as personal protective equipment.
4. Prescribed burns.
5. Building infrastructure projects such as building or infrastructure hardening, water tank installations, utility line burying, etc.
6. Reimbursement of costs for projects completed before the grant application.
7. Road paving projects for egress.
8. Home hardening supplies and labor.
9. By the time this application is due, the OSFM will have made some strategic investments in consultation with local communities and fire agencies for fire risk reduction. These investments are considered pilot projects. If an applicant received the OSFM funds for a fire risk reduction pilot project, that project is not eligible for this grant.
10. A federal grant match for a project that matches the above criteria.
11. Contracting or funding a state agency.

D. Examples of Eligible Projects:

These examples are only intended to be helpful. This list is not meant to be exhaustive, restrictive or prescriptive.

1. "County A" creates a defensible space program for private homeowners around structures (this could prioritize seniors or other vulnerable communities). Residents are invited to complete an online application that the county designed and maintains to organize and determine needs/locations to work. Crews from a youth core were contracted to complete the work with the oversight and collaboration of a fire district inside "County A" to ensure defensible space best practices are followed.
2. Purchase/rent a chipper and sponsoring a community location for two 8-hour days twice a year. Additional staffing/contracting help for seniors or people with disabilities to participate.
3. Provide curbside services for the disposal of yard debris through purchasing/renting/transporting roll-off dumpsters twice a year for residents.
4. Contract with landscape/tree service to treat vacant and occupied municipal properties to create defensible space around structures and in greenways.
5. Contract with landscape, tree service, or forestry services to provide vegetation treatment to residents to create defensible space around homes.
6. Partner with organizations to sponsor a volunteer workday for community members to participate

in vegetation removal on private or public properties.

7. Contract with a landscaping company to create a defensible space demonstration site on a publicly viewable municipal property.
8. Partner with the local fire agency to sponsor a defensible space assessment/consultation event for community members.
9. Pay for the printing and distribution of informational flyers/letters about local defensible space programs, funding, and initiatives.
10. Hire full or part-time personnel or contractor to coordinate and promote the defensible space programs and initiatives.
11. Pay for the travel/work expenses for personnel or contractors to engage in activities included above.

E. Kickoff Meeting:

1. Within the first five months, the OSFM will host an in-person project kickoff meeting.
2. Successful applicants are required to attend, with at least one person, in-person, with up to three attendees representing the organization.
3. This meeting will be a full day, will require an overnight stay, and per diem costs related to travel.
4. Applications must include travel and per diem costs in their application budget.
5. More details of this kickoff meeting will be released to successful applicants after awards are announced.

F. Educational Activities:

1. Educational activities, such as billboards, earned media, media buys, and creative creation, must be approved by the OSFM public relations.
2. The OSFM public affairs team will provide virtual training and electronic materials for educational activities.
3. Successful applicants whose work plans include educational activities must attend.
4. Educational activities are expected to be coordinated and approved with the OSFM's general educational strategies and best practices.

G. Project/Program Coordination:

1. Applicants are encouraged to coordinate proposals within and between counties, municipalities, fire agencies, special districts, RFPAs, and NGOs.
 - a. Applicants are encouraged to clarify which aspects of the project are the responsibility of which entity.

APPLICATION PROCESS

A. Application Forms and Instructions:

1. Applications must be **received** no later than 5 p.m. **January 31, 2023**, via this application form link: <https://app.smartsheet.com/b/form/b2e4cfe07589480a953d5d89da825614>
2. Applications not submitted on a current 2022 application form will not be considered.
3. If you need to change your application, submit a request to withdraw to

osfm.grants@osp.oregon.gov. You may then resubmit your application.

4. OSFM reserves the right to ask follow-up questions about applications.
5. Applications consideration will begin on **February 1, 2023**.
6. This agreement **requires signatures and return** to the OSFM grant manager before any awarded funds will be disbursed.
7. The application form must be signed by an authorized agent of the organization applying. If the application is submitted electronically, the email coversheet will be accepted as the electronic signature. If the signatory on Page 2 does not submit the application, please copy the signatory on the email to acknowledge their approval.

B. Important Dates related to the grant:

- | | |
|---|---|
| • Applications Due: | January 31, 2023 |
| • Fire Agencies receive Notice of Award: | Estimated for March of 2023 |
| • Funding Allocated: | As soon as possible after the notice of award |
| • Reports: | June 2023; February 2024; February 2025; April 15, 2026 |

D. Application Selection Process:

1. A review committee will convene and rank the applications based on the following criteria:
 - a) All applications must include:
 1. Description of geographic area.
 2. Description of population(s) served.
 - a. Description of underserved populations.
 3. Description of wildfire potential (the OSFM will also consider its own wildfire risk data in addition to applicant description).
 4. Descriptions/plans for each project selected.
 5. Budget descriptions for each project selected.
 6. Connections to existing community wildfire protection plans (CWPP) and other fire adapted programs.
 7. Impacts on community wildfire risk.
 8. Evidence of collaboration within the community including other organizations, local fire agencies, counties, other municipalities, or NGOs.
 9. Organizational capacity (including requested personnel) to implement projects.
 10. Other strengths of the organization to be able to implement proposed projects.
2. Contact with any committee member during the application process regarding this application or selection process is prohibited and can lead to disqualification. All communications and questions must be directed to osfm.grants@osp.oregon.gov. See the OSFM CONTACT section for more information.

Grant Award

1. Grants will be awarded in a one-time lump sum to be spent across the time period of the grant.

Reporting

1. Applicants who receive a grant award must provide the OSFM with a progress report in June 2023; December 2023; June 2024; December 2024; June 2025; December 2025; and April 15, 2026.
2. At the same time, applicants will update their work plan.
3. A link to the electronic reports will be emailed to the grant point of contact before each reporting month.
4. If a grantee completes all projects and expends funds before March 31, 2026, they may close out the program and forgo further reporting.

GRANT COMPLETION

Once the applicant has expended the funds, the agency must notify the OSFM grant manager. To do this, the agency must email the OSFM grant manager and provide proof of payments for all staffing and administration.

OSFM CONTACT

Grant Manager
Oregon Office of State Fire Marshal
3565 Trelstad Ave SE
Salem, OR 97317
Email: osfm.grants@osp.oregon.gov
Phone: 503-779-8364

NOTICE OF INTENT

BENTON COUNTY

DATE: January 3, 2023
 DEPARTMENT: BCSO
 CONTACT: Bryan Lee
 PHONE: 541-766 6114
 TYPE OF NOTICE ☒ New Grant
☐ Supplement
☐ Renewal

GRANT DUE DATE: 01/31/2023

PROJECT TITLE: **Community Wildfire Risk Reduction Grant through OSFM**

GRANT DURATION: **FY2023-2025**

STATEMENT OF POLICY:

The County Board of Commissioners must approve, prior to submission, all new, or renewals of all loans or grants sought from any public or private source. For further statement of policy see the grant administration policies in the current edition of the Budget Manual.

Board of Commissioner review will ensure objectives of proposed grant funded programs are consistent with county policies and those financial obligations, if any, imposed by the grant, now or in the future are accounted for in county financial planning.

If available, a complete copy of the grant application shall be attached to this form

GRANT SUMMARY/ABSTRACT:

The Oregon Office of the State Fire Marshall (OSFM) has opened the 2022 Community Wildfire Risk Reduction Grant. This grant stems from funding allocated through Senate Bill 762 following the catastrophic Labor Day 2020 Wildfires. The grant is a three-year performance period, competitive, and counties may apply for projects totaling not more than \$500,000. Allowable costs for this grant include personnel costs for staff to manage grant program activities and projects, individual mitigation project completion, defensible space programs, education, and outreach projects, community common area projects, vegetative fuel reduction programs, and other similar wildfire mitigation activities. This is the first year this grant is being offered and it will help the County complete projects listed in the Community Wildfire Protection Plan as well as the Natural Hazard Mitigation Plan.

We are going to apply for a personnel position, a project for a wildfire education and outreach publication, evacuation plan, and vegetation fuels reduction projects.

COUNTY COMMITMENTS

STAFFING: NO YES ☒

If yes, Permanent ☒ Limited Duration ☐
 Using existing staff

FINANCIAL: NO ☐ YES ☐ If yes, amount: _____

The match is requested from general funds.

FINANCIAL SUMMARY*

FEDERAL SOURCES \$ 500,000

STATE SOURCES \$

COUNTY SOURCES \$ 0

TOTAL REVENUE \$500,000

DEPARTMENT HEAD COMMENTS:

 Jef Van Arsdall, Sheriff Date

BUDGET OFFICE REVIEW & COMMENTS:

 Budget Officer Signature

 Date

NOTICE OF INTENT
Benton County Page 2

BOARD OF COMMISSIONERS:

Status:

- ☒ Approved without additional review
☐ Approved with additional information required by: Date: ____/____/____
☐ Disapproved

COMMENTS:

 2/22/23
Signature Date
Chair, Board of Commissioners

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