

AGENDA
Mid-Willamette Valley
Council of Governments
EXECUTIVE COMMITTEE

Zoom

March 2, 2021
3:30 p.m.
100 High Street SE, Suite 200
Salem, Oregon

1. Call to Order – *Jackie Franke*
2. Approval of minutes of December 4, 2019 and December 2, 2020 Pgs. 2-8
3. Review Agenda for March 16, 2021 Board meeting Pgs. 9-10
4. The Executive Committee will need to make recommendations on:
 - a) Appointment of 2021 Budget Committee representatives Pg. 11
 - b) Adoption of 2021 Budget Schedule Pg. 12
 - c) Appointment of Legislative Policies Subcommittee
 - d) Adoption of 2021 Fee-for-Service Rates Pgs. 13-15
5. Discussion re: communication/collaboration between the COG Board and the Mayors Coalition
6. Executive Director's Report
7. Extension of Resolution 2020-09 regarding COVID-19 response
8. Other business
9. Adjournment

**MINUTES OF DECEMBER 4, 2019
EXECUTIVE COMMITTEE
MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS**

Mid-Willamette Valley Council of Governments Offices
100 High St SE, Suite 200, Salem, Oregon

MEMBERS PRESENT

CHAIR: Mayor Cathy Clark, Keizer

VICE CHAIR: Jackie Franke, Chemeketa Community College
Commissioner Mike Ainsworth, Polk County (by phone)
Councilor Sal Peralta, City of McMinnville (by phone)

MEMBERS ABSENT

None

OTHERS PRESENT

Sean O'Day, Executive Director
Denise VanDyke, Admin. Specialist II
Renata Wakeley, Community Development Director
Greg Smith, Finance Director
Mike Jaffe, Transportation Director

CALL TO ORDER & INTRODUCTIONS

Chair Clark called the meeting to order at 3:34 p.m. Attendance was noted and the presence of a quorum announced.

APPROVAL OF SEPTEMBER 9, 2019 AND OCTOBER 23, 2019 MINUTES

MOTION: By Ms. Franke, **SECONDED** by Commissioner Ainsworth, to **APPROVE THE MINUTES OF SEPTEMBER 9, 2019 AND OCTOBER 23, 2019, AS PRESENTED.**

Motion carried. **IN FAVOR:** Ainsworth, Clark, Franke, Peralta. **OPPOSED:** None. **ABSTAINED:** None.

NOMINATION OF EXECUTIVE COMMITTEE MEMBERS FOR 2020

Mayor Clark reviewed the changes and recommendations included in the memo provided in the agenda packet. Ms. Franke and Mr. O'Day discussed the balance of representation on the Executive Committee. Ms. Leno is fairly new, but is willing to learn. Ms. Franke pointed out that the other Executive Committee members are strong and can help.

MOTION: By Councilor Peralta, **SECONDED** by Commissioner Ainsworth, to **RECOMMEND TO THE BOARD THE FOLLOWING SLATE OF OFFICERS FOR CALENDAR YEAR 2020:**

Chair: Jackie Franke, Chemeketa Community College

Vice Chair: Councilor Sal Peralta, City of McMinnville

Immediate Past Chair: Mayor Cathy Clark, City of Keizer

Lisa Leno, Confederated Tribes of Grand Ronde

Motion carried. **IN FAVOR:** Ainsworth, Clark, Franke, Peralta. **OPPOSED:** None. **ABSTAINED:** None.

FISCAL YEAR 2020-21 COG AND EDD MEMBERSHIP DUES

Mr. O'Day reviewed the materials included in the agenda packet. The historical methodology for calculating dues is based on population. The recommendations are from the Membership Subcommittee. He gave some background on why we are looking at this now. The Subcommittee looked at various methods of calculating the dues and made recommendations as to how it should be done. The Subcommittee was chaired by Ms. Franke and populated by city managers from small and large cities from each county and a county administrator. A concerted effort is being made to move away from subsidizing programs that have direct benefits to members, such as recruitments, evaluations, land use planning, etc. These should be fee-for-service programs with full cost recovery.

For the member dues, the Subcommittee recommends that the Board set a target amount and split the cost using the traditional formula. Historically, the CPI increase would be added, and the increased amount split with the traditional formula.

For the EDD assessment, the Subcommittee recommends maintaining the status quo, but increase the minimum fee by the CPI, and add special districts that gain from the EDD services (WESD, Salem Area Mass Transit, Salem-Keizer School District, Chemeketa Community College).

Regarding other potential types of membership, the Subcommittee recommends creating an Affiliate category for non-profit organizations. There would be a minimum fee, they would receive MWVCOG publications, and fee-for-service programs would be available to them at the same rates as regular members. Also recommended is creation of a Business Partner category for for-profit businesses. These would receive the MWVCOG publications and would be charged a minimum fee of about \$500. Neither of the new categories would be voting members.

Mayor Clark asked if entities eligible for full membership would be allowed to "opt down"? Mr. O'Day explained that the only entities not legally eligible for ORS 190 membership (full membership) would be eligible for affiliate status. Staff needs direction to develop a program for affiliates, if the Board so desires. It would be brought to the Board for approval before implementation.

Discussion ensued regarding potential nonprofit/government partners and business partners. Mr. O'Day to provide examples of possible "benefits" for partners. Ms. Franke pointed out that needing to pay to be a member can lead to being more involved or invested.

The member dues chart provided on page 15 of the agenda packet shows the current dues, Option A (status quo), and Option B (subcommittee recommendation). The CPI used for the calculations was 2.2%. Option B shows the dues with the CPI increase and a \$20,000 reserve target added in. Discussion ensued. The reserve target amount can be other than \$20,000. Mr. O'Day mentioned that an increase in funds could allow the COG to be more nimble in response to member requests to improve and/or add new programs. For example, he is looking at adding a human resources position for in-house work and to help members. It would probably need to have an \$80,000 to \$90,000 salary. There are no strict plans for using the additional funds from the target amount. It would definitely help add to the reserves, and could possibly help cover a new position. An HR position would depend on the final decision regarding LGPI. COG is not a PERS employer, so our overhead is less. If we get the right person, it could be successful. Our members want it, and if LGPI ends, there will be a void. Ms. Wakeley added that staff have also had requests from members about providing code enforcement services. Staff can't currently keep up with the

demand for that. Mayor Clark said that the COG as a regional lead makes sense, especially for our smallest cities. Councilor Peralta said that he supports this, and it meshes with the recent legislative work.

The recommendation of the Subcommittee is to use the new model with the reserve target. Currently, the reserve balance is about \$200,000 below the target amount set by the Board. The additional amount added to the dues would be up for discussion each year, and could be helpful in covering unforeseen needs for funds. Leverage would be the incremental building of the reserve. Staff would need to maintain cost controls as well, while maintaining quality control.

MOTION: By Ms. Franke, **SECONDED** by Commissioner Ainsworth, to **RECOMMEND TO THE BOARD APPROVAL OF OPTION B (SUBCOMMITTEE RECOMMENDATION), AS PRESENTED.**

Discussion: A Friendly Amendment was made by Mayor Clark to include a long range plan for the reserve fund and setting the target amount at \$20,000. This Amendment was accepted by Ms. Franke and Commissioner Ainsworth.

Motion carried as amended. **IN FAVOR:** Ainsworth, Clark, Franke, Peralta. **OPPOSED:** None. **ABSTAINED:** None.

The EDD assessment was discussed, and it was clarified that affiliate members and partners would not be eligible for EDD participation.

MOTION: By Ms. Franke, **SECONDED** by Commissioner Ainsworth, to **RECOMMEND TO THE BOARD APPROVAL OF OPTION B (SUBCOMMITTEE RECOMMENDATION), AS PRESENTED.**

Motion carried as amended. **IN FAVOR:** Ainsworth, Clark, Franke, Peralta. **OPPOSED:** None. **ABSTAINED:** None.

The affiliate member/business partner program can be helpful as a means to assist and support other entities with whom we do business. ORS 190 entities cannot be full members of other ORS 190 entities, so they would need to be part of the affiliate program to participate. Staff needs direction from the Board that they wish a program to be designed.

MOTION: By Ms. Franke, **SECONDED** by Mayor Clark, to **RECOMMEND THAT THE BOARD DIRECT STAFF TO CREATE A PROGRAM OF CATEGORIES, DUES, BENEFITS, AND PROGRAMS AVAILABLE TO AFFILIATE OR BUSINESS PARTNERS.**

Discussion: Some entities could be problematic. Be more descriptive of the categories without specific examples. It is a policy question as to whether the Board wants to do this, especially allowing ORS 190 agencies. Discussion of how to establish guidelines took place. 501Cs seem clear, for profit businesses seem clear, however the sticking point seems to be ORS 190 agencies. It was determined to leave out ORS 190 entities at this time. A friendly amendment to include 501C entities under affiliate members, include for-profit businesses under partners, and exclude ORS 190 agencies was accepted.

Motion carried as amended. **IN FAVOR:** Ainsworth, Clark, Franke, Peralta. **OPPOSED:** None. **ABSTAINED:** None.

REVIEW MATERIALS ON COMPENSATION/RETIREMENT

Mr. O'Day referred to the memo on page 18 of the agenda packet. There is no staff recommendation on this item, as there would be a conflict of interest in doing so. He provided background for this discussion. Information was requested by the Executive Committee, and any changes authorized would be included in the budget for FY 2020-21. Mr. O'Day provided an explanation of how the increased costs would be covered. It is somewhat complicated due to the various revenue streams. Federal law states that changes

to retirement would be across the board, however the deferred compensation changes would be just for the managers. Compared to state agencies, MWVCOG wages are on parity. However, the six percent (6%) retirement is not on parity. It is unlikely that we could get parity. Deferred compensation for managers is an important element. Senior management is generally closer to retirement. A discussion of theories and preferences ensued. Every employee is different. COG offers a flexible schedule, very good health insurance, very generous vacation benefits, etc. There is no recommendation, however, Mr. O'Day made an appeal to make some incremental changes to help soften retirement blows when it comes time to hire new staff. At the Board meeting, we will have to present both scenarios. As an aside, we need to look at the wage structure for the Finance Director position, but the other are okay. We can change step to better match other managers, and will address this later.

Mayor Clark suggested recommending the retirement contribution for all, but do it incrementally over five years, starting with 2% and working up to 6%. Staff will bring data to the Board.

MOTION: By Councilor Peralta, **SECONDED** by Ms. Franke, to **RECOMMEND THAT THE BOARD AUTHORIZE A CHANGE TO RETIREMENT CONTRIBUTIONS TO PICK UP TWO PERCENT (2%) OF THE CONTRIBUTIONS AND PLAN AN INCREMENTAL ALIGNMENT TO SIX PERCENT (6%) IN A FISCALLY RESPONSIBLE MANNER.**

Motion carried as amended. **IN FAVOR:** Clark, Franke, Peralta. **OPPOSED:** None. **ABSTAINED:** None.

REVIEW 2020 COG BOARD AND EXECUTIVE COMMITTEE MEETING SCHEDULE

Mr. O'Day asked the Executive Committee members to please make sure there are no obvious conflicts on their calendars. The change from meeting in October to September was to deconflict with a conference, and makes the meetings quarterly. Approved by consensus.

APPROVE AGENDA FOR DECEMBER 17TH BOARD MEETING

Most of the items on the agenda are standard for the December meeting. The audit presentation will be at this meeting. Mr. O'Day referenced item 9, mentioning that he has two additional goal setting people considering participating with the same fees and similar schedules, so the item will be reworded. Item 7 will be removed from the agenda, as it is redundant. Mayor Clark stated that she will be participating by phone, and Ms. Franke will have the gavel.

EXECUTIVE DIRECTOR'S REPORT

Regarding the Finance Director position: two applications have been received, however, neither applicant is sufficiently qualified. Mr. O'Day has had informal conversations with three other possible candidates. He is requesting permission to raise the position on the salary schedule and re-advertise. Ideally, the new person would be on board in January or February, with some overlap before Mr. Smith leaves. The Executive Committee encouraged Mr. O'Day to reclassify Mr. Smith for the past couple of months through the end of his tenure. The job is complicated by the federal and state funding and reporting. We need someone with experience with that type of work and the potentially huge ramifications of mistakes.

ADJOURNMENT

There being no further business, Mayor Clark adjourned the meeting at 5:35 p.m.

Sean O'Day, Executive Director

**MINUTES OF DECEMBER 2, 2020
EXECUTIVE COMMITTEE
MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS**

Zoom Call

MEMBERS PRESENT

CHAIR: Jackie Franke, Chemeketa Community College
Mayor Cathy Clark, Keizer
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde

MEMBERS ABSENT

VICE CHAIR: Councilor Sal Peralta, City of McMinnville

OTHERS PRESENT

Renata Wakeley, Acting Executive Director/Community Development Director
Denise VanDyke, Admin. Specialist II
Karen Odenthal, Senior Planner

CALL TO ORDER

Chair Franke called the meeting to order at 3:39 p.m. Attendance was noted, and a quorum was present.

APPROVAL OF SEPTEMBER 9, 2020 MINUTES

MOTION: By Mayor Clark, **SECONDED** by Tribal Councilwoman Leno, to **APPROVE THE MINUTES OF SEPTEMBER 9, 2020, AS PRESENTED.**

Motion carried. **IN FAVOR:** Clark, Franke, Leno. **OPPOSED:** None. **ABSTAINED:** None.

REVIEW OF BOARD AGENDA FOR DECEMBER 15, 2020

Ms. Wakeley reviewed the draft agenda provided in the packet.

The speaker listed is a placeholder. We can include this if there is time and interest. Suggested speakers include Greg O'Reilly from FEMA, Detroit Mayor Jim Trett, and Jody Christensen from Regional Solutions. Specific topics to request from them include: a status update of the recovery process, FEMA's role, a timeline for key systems (water and sewer). We do not need the history of the situation. The speakers should be allowed 10-15 minutes and be encouraged to provide web links for more information, information on how to be helpful in a practical way, and include information on the Detroit City Hall makeover – a community build being organized by Rich Duncan Construction. Ms. Wakeley reported that the COG is hosting Detroit staff at the COG offices and also acting as planners for the City Hall project. Staff are trying to help avoid and/or eliminate barriers for the project and have already held pre-application meetings. Chair Franke will introduce Ms. Wakeley, who will provide a prelude about COG's assistance and introduce the speakers.

The audit should be ready in time to be adopted at this meeting. There were two issues, one of which is a Finding. Ms. Wakeley has drafted a response. There were coding issues and data was not ready at the time of the audit. A new program - Safe Routes to School (SRTS) – was missed during the audit. The auditors are finishing the audit of this program, and hope to be finished in time for the December 15th meeting. Any potential impact from the Finding would probably not impact the COG’s ability to receive federal funding, but Ryan Pascarella from Grove Mueller Swank can answer that question best. Mr. Pascarella has stated that the Finding is not “significant”. The new staff person replaced a 20-year veteran staff person and was working more than their FTEs while learning the systems in place with a minimum time with their predecessor. Mayor Clark expressed that she is not overly concerned about the SRTS program audit and hopes the auditors have time to complete their work.

The Consent Agenda has a couple of last minute items. The Annual Meeting memo was discussed. Executive Committee members volunteered to help contact sponsors, and the memo will be amended to reflect that. Chair Franke will contact PGE, Mayor Clark will contact Pacific Source, and Tribal Councilwoman Leno will see what the Tribe can sponsor. The goal is to have the sponsorships cover the cost of awards, prizes for the participation competition, and the cost of pre-recording parts of the program. There is also the value of the publicity for the sponsoring entities. The lead sponsor level should be \$1500 and other sponsors at \$750 each. It was recommended that the last two sentences in the first paragraph of the memo be swapped so it is clear that the mention of no registration fee refers to the February event. Also, all references to the “Annual Dinner” should be changed to “Annual Meeting and Award Presentation”.

Small City representatives for Marion and Yamhill Counties are needed for the coming year. Staff is ready to send the request for nominations/volunteers for those positions to the relevant cities. These requests will be sent out soon, but have been held because we currently have the legislative policy survey out and just sent the request for award nominations. New representatives should be appointed by the end of the year. Ms. Wakeley will confirm that any nominees are willing to serve if chosen.

The Legislative Policy Survey deadline is Friday, December 4th. Does the Executive Committee want Justin Martin to be present if there are questions? Consensus was yes, and also to possibly provide some ‘inside track’ information about the upcoming special session. Ms. Wakeley will contact Mr. Martin about being available for the meeting.

Member Dues and EDD Assessments – the methodology was assessed not long pre-COVID, so staff recommends no significant changes and using the CPI per the formula set by the review committee to set increases. Staff are keeping expenses as low as possible but staff have been busy serving members. The CPI is approximately 1.9 percent. Members will be having extreme financial constraints, and the Board can decide to not increase by the CPI. We need to market what the Dues have “bought”: the organization being able to pivot to help in the face of two natural disasters – COVID and wildfires.

The Executive Director’s Report will include an Annual Meeting update from Karen Odenthal.

Chair Franke stated that staff have gone above and beyond because they care about the work we do and have rallied to face these disasters. Please recognize this however is possible. Ms. Wakeley agreed.

Executive Director recruitment – An Executive Session will be added to the agenda. It can be cancelled at the meeting if not needed. Interviews will be held on 12/8. Surveys for the Board and Staff will be open from 12/9-11 at Noon. Surveys will be processed 12/11 afternoon and results be provided to the Search Committee to review prior to their meeting at Noon on 12/14.

It was recommended to change the wording of “Board Member Roundtable” to “Board Member Updates”.

ADJOURNMENT

There being no further business, Chair Franke adjourned the meeting at 4:38 p.m.

Renata Wakeley, Acting Executive Director

AGENDA

Board of Directors
Mid-Willamette Valley Council of Governments
Tuesday, March 16, 2021
3:30 P.M. – 5:30 P.M.

[Zoom Details to be inserted here]

CONTACT: Scott Dadson, Executive Director; 503-540-1601
CHAIR: Sal Peralta, McMinnville
VICE CHAIR: Lisa Leno, Confederated Tribes of Grand Ronde

A. CALL TO ORDER – *Sal Peralta, Chair*

B. INTRODUCTIONS – *Sal Peralta, Chair*

C. PUBLIC COMMENT (*This time is reserved for questions or comments from persons in the audience*)

D. CONSENT CALENDAR (*All items on the Consent Calendar will be approved by one vote unless an item is withdrawn for discussion at the request of a Board member. Members may have an item withdrawn by notifying the Chair at the meeting. The item will be removed by the Chair for discussion and a separate motion will be required to take action on the item in question.*)

- 1. Minutes of December 15, 2020; January 8, 2021; and January 14, 2021 meetings of the Board of Directors** **pg. x-x**
Requested Action: Approve minutes
- 2. Financial Report** **pg. x-x**
Information only.
- 3. Department Activity Reports** **pg. x-x**
Information only. Includes reports from the Community Development Department, Transportation Department, and Small Business Loan Program.
- 4. Appointment of 2021 Budget Committee** **pg. x-x**
Requested Action: Appoint Budget Committee members for the 2020 budget process
- 5. Adoption of 2021-22 Budget Schedule** **pg. x-x**
Requested Action: Adopt the meeting schedule for the 2020 budget process
- 6. Resolution 2021-01 – Annual Salem/Keizer Area Transportation Planning Contracts** **pg. x-x**
Requested Action: Approve Resolution No. 2021-01 authorizing the Executive Director to sign Transportation Planning contracts as outlined in the Resolution
- 7. Resolution 2021-02 – GIS Services Contracts** **pg. x-x**
Requested Action: Approve Resolution No. 2021-02 authorizing the Executive Director to sign GIS Services contracts as outlined in the Resolution
- 8. Resolution 2021-03 – Community Development Contracts** **pg. x-x**
Requested Action: Approve Resolution No. 2021-03 authorizing the Executive Director to sign Community Development, Land Use Planning, and Housing Rehabilitation Services contracts as outlined in the Resolution

- 9. Resolution 2021-04 – Member Services Contracts** **pg. x-x**
Requested Action: Approve Resolution No. 2021-04 authorizing the Executive Director to sign Member Services contracts as outlined in the Resolution
- 10. Resolution 2021-05 - Banking Services** **pg. x-x**
Requested action: Approve Resolution No. 2021-05 updating of signers on MWVCOG bank accounts as outlined in the Resolution

E. ACTION ITEMS

- 1. Resolution 2021-06 – Approve Rates** **pg. x-x**
Requested Action: Approve Resolution No. 2021-06 setting the hourly rates for various services provided by MWVCOG on a contract basis, as outlined in the Resolution
- 2. Resolution 2021-07 – Establishing Affiliate Member and Business Partner Dues/Fees** **pg. x-x**
Requested Action: Approve Resolution No. 2021-07 establishing dues and fee rates for Affiliate Members and Business Partners
- 3. Assignment of Legislative Subcommittee** (include copy of the final adopted Legislative Policies as approved in January)
Requested Action: Nominations or volunteers to serve on legislative subcommittee.
- 4. Authorize Request to Defederalize EDA Revolving Loan Fund Program** **pg. x-x**
Requested Action: Authorize the Executive Director to sign the Standard Release Agreement to defederalize the EDA Revolving Loan Fund Program, pending approval from the Revolving Loan Fund Program Board of Directors.

F. ACTING EXECUTIVE DIRECTOR’S REPORT

- 1. Annual Dinner & Awards Banquet Review**

G. BOARD DISCUSSION/ROUNDTABLE *(This is an opportunity for Board members to introduce subjects not on the agenda and report on happenings in their respective jurisdictions.)*

H. ADJOURNMENT

**NEXT MEETING: June 15, 2021
3:30 p.m.
COG Offices/Zoom
(Includes 2021 Budget Hearing)**

The Mid-Willamette Valley Council of Governments is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations to attend this meeting, please contact Denise VanDyke at (503) 588-6177 at least 48 hours prior to the meeting. Hearing impaired, please call Oregon Telecommunications Relay Service, 7-1-1. Thank you



MEMORANDUM

TO: **Executive Committee**
Mid-Willamette Valley Council of Governments

DATE: **March 2, 2021**

THRU: **Scott Dadson**
Executive Director

FROM: John Safstrom
Loan Program Manager

SUBJECT: **AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN
AGREEMENT TO RELEASE INTEREST IN A REVOLVING LOAN FUND
AWARD**

BACKGROUND:

The Economic Development Administration is allowing the EDA revolving fund programs to apply to de-federalize their revolving loan fund (RLF) programs (older than seven years since granted the EDA award). The EDA RLF lends to businesses under the EDA loan program rules and reporting requirements. De-federalized RLF loan programs must follow the intent of the original grant award but without the burdensome reporting requirements and restrictive lending policies.

Staff is preparing the necessary documentation to proceed in defederalizing the current EDA RLF, which includes several documents and for the COG loan program Loan Administration Board to review and make a recommendation to the COG Board of Directors. The RLF Board will meet within the next two weeks, and prior to the COG Board meeting, to review the application documentation and then recommend the COG Board to concur with the application to de-federalize the RLF fund.

The timeline to submit the de-federalizing request to EDA is critical to obtain the EDA approval as soon as possible--which may take three or more months after submission to EDA. As the de-federalization allows more flexibility to lend these funds, the Staff recognizes quick submission to EDA is indicated.

PROCESS:

First, the Loan Administration Board will meet to review and make a recommendation to the COG Board for the Executive Director to execute on behalf of the COG Board; second, the COG Board authorization for the Executive Director to execute the Agreement the application to de-federalize the RLF EDA grant award; and lastly submit the application to EDA to review.



MEMORANDUM

TO: Executive Committee
Mid-Willamette Valley Council of Governments

DATE: March 2, 2021

THRU: Scott Dadson
Executive Director

FROM: Amber Mathiesen
Finance Director

SUBJECT: APPOINTMENT OF 2021 BUDGET COMMITTEE

RECOMMENDATION

1. Recommend that the Board appoint a six-member Budget Committee consisting of three members of the Executive Committee:
Jackie Franke, Chemeketa Community College Board of Education member (served last year)
Sal Peralta, McMinnville City Councilor (served last year)
Lisa Leno, Tribal Councilwoman for the Confederated Tribes of Grand Ronde (served as alternate last year)

And three lay citizens representing the major services and programs of the Council of Governments:

Julie Warncke, Transportation Planning Manager, City of Salem
Frank Sheridan, City Manager, City of Sheridan
Kevin Joyce, a member of the Revolving Loan Administration Board

2. Recommend that the Board appoint Mayor Eric Swenson, City of Woodburn, as an alternate for any elected official not able to attend the Budget Committee meeting.
3. Recommend that the Board appoint Ken Huffer, Chief Administrative Officer, Yamhill County, as an alternate for any citizen member not able to attend.

BACKGROUND

To conform to Oregon Budget Law (ORS 294) the Board must establish a representative committee of members of the Board plus an equal number of lay citizens representing interests in the major programs of the Council of Governments. Since 1988, the Board has appointed a six-member Budget Committee.

- Julie Warncke has two years remaining on her three-year term.
- Kevin Joyce has one years remaining on his three-year term.
- Frank Sheridan would be beginning a new three-year term.



MEMORANDUM

TO: Executive Committee
Mid-Willamette Valley Council of Governments

DATE: March 2, 2021

THRU: Scott Dadson
Executive Director

FROM: Amber Mathiesen
Finance Director

SUBJECT: PROPOSED FY 2021-22 BUDGET SCHEDULE

RECOMMENDATION

Recommend that the Board Adopt the proposed schedule. This schedule meets the requirements of Oregon law. The adoption of the COG budget on June 15th permits COG budget actions to follow those of most member governments.

2020-21 BUDGET SCHEDULE Mid-Willamette Valley Council of Governments

March 16	COG Board of Directors establishes the Budget Committee: <ul style="list-style-type: none">• Appoint three lay citizens representing the major services and programs of the COG• Appoint three COG Board members.
Present to May 20	Staff prepares revenue and expenditure estimates.
May 21	Budget to printing
May 21	Publish Notice of Budget Committee Meeting
June 1 3:00 p.m.	Budget Committee meets, reviews and approves budget.
June 4	Publish Notice of COG Board's Budget Hearing
June 15 3:30 p.m.	Board of Directors' Budget Hearing and adoption of budget
June 30	Submit documents to State Department of Revenue

BEFORE THE BOARD OF DIRECTORS

FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

In the matter of establishing rates for services provided member and other entities on a fee-for-service basis.

RESOLUTION 2021-06

WHEREAS, the Mid-Willamette Valley Council of Governments (COG) is an intergovernmental entity established by agreement among the participating jurisdictions pursuant to their home rule authority and ORS 190.019.

WHEREAS, the agreement establishing the COG and ORS 190.020 allows the COG to enter into intergovernmental agreements for the delivery of services to its member governments

WHEREAS, the COG presently offers a host of fee-for-service programs on a contractual basis with its member governments to include land use planning, housing rehabilitation loan administration, revolving loan program administration, legal services, executive recruiting, and other technical services; and

WHEREAS, the Board of Directors for the COG desires to set rates for such services that are affordable for members and recover the COG's costs of providing such services,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS:

That the following rates shall take effect for the COG's fee-for-service program beginning July 1, 2021, and ending June 30, 2022, unless sooner amended:

Member Services

Recruitment Services:

<u>Population</u>	<u>Fee</u>
Up to 1,000	\$7,000
1,001 to 5,000	\$9,000
Over 5,000	\$12,000
Non-member Gov't Entities	\$18,000

Background Check Services	\$500/background check
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Legal Services

General Counsel Services	\$170 per hour
Hearings Officer Services	\$187 per hour

Strategic Planning / Goal Setting

Evening / Half Day	\$1,500
One Day (8 Hours)	\$3,000
Evening Plus Full Day (10 Hours)	\$3,500

Miscellaneous Technical Services

Executive Director	\$180 per hour
Support Staff	\$68 per hour

Finance Services

Finance Director	\$118 per hour
Fiscal Assistant	\$87 per hour

Community Development Services

Land Use Planning (small cities)*

Senior Planner	\$92 per hour
Associate Planner	\$90 per hour
GIS Analyst	\$99 per hour
Support Staff	\$68 per hour

Grants Administration*

Grants Administration Specialist	\$79 per hour
Non-profit / Government Rate	\$87 per hour
For Profit Rate	\$92 per hour
Support Staff	\$68 per hour

Housing Rehab Services*

Grants Administration Specialist	\$79 per hour
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Economic Development Services*

Development Director	\$125 per hour
Senior Planner	\$92 per hour
Associate Planner	\$90 per hour
GIS Analyst	\$99 per hour
Support Staff	\$68 per hour

*(Any contracts that exceed a 1-year period shall be charged at the above rates plus 5%.)

GIS/Data Services

Transportation Services

Transportation Director	\$145 per hour
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GIS Services

Member Rate	\$99 per hour
Non-profit / Government Rate	\$115 per hour
For Profit Rate	\$145 per hour

Modeling Services

Member Rate	\$125 per hour
Non-profit / Government Rate	\$140 per hour
For Profit Rate	\$162 per hour

Loan Program Services

SBA Loans/Administration of Revolving Loan Programs

Program Manager	\$142 per hour
Loan Officer	\$105 per hour
Servicing Specialist	\$87 per hour

Loan Underwriting, Packaging and Closing Services	1.5 % of Loan Amount, Minimum Fee - \$800
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Loan Servicing and Reporting	\$2,000 annually
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ADOPTED by the Board of Directors of the Mid-Willamette Valley Council of Governments at Salem, Oregon this 15th day of March, 2021.

ATTEST

Sal Peralta, Chair
COG Board of Directors

Scott Dadson
Executive Director