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Meeting ID: 868 4230 1610

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## AGENDA

### Board of Directors

Mid-Willamette Valley Council of Governments

**Tuesday, June 21, 2022**

**3:30 P.M. – 5:30 P.M.**

**COG Conference Room, 100 High Street SE, Suite 200/Zoom**

**CONTACT:** Scott Dadson, Executive Director; 503-540-1601

**CHAIR:** Sal Peralta, City of McMinnville

**VICE CHAIR:** Lisa Leno, Confederated Tribes of Grand Ronde

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**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**D. CONSENT CALENDAR** (*All items on the Consent Calendar will be approved by one vote unless an item is withdrawn for discussion at the request of a Board member. Members may have an item withdrawn by notifying the Chair at the meeting.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 March 15, 2022, Meeting of the Board of Directors**

**pg. 3-6**

Requested Action: Approve minutes

**2. Authorization to Renew Insurance Policies and Extending MWVCOG Worker's Compensation Coverage to Volunteers; Resolution 2022-08**

**pg. 7-8**

Requested Action: Approve Resolution No. 2022-08 authorizing the extension of worker's compensation coverage as outlined in the Resolution. This is an annual request.

**3. Cybersecurity Policy; Resolution 2022-10**

**pg. 9**

Requested Action: Approve Resolution No. 2022-10 adopting the MWVCOG Cybersecurity Policy.

**4. Renewal of Annual Agreements Between MWVCOG and VDI**

**pg. 10-15**

Requested Action: Authorize the Executive Director to sign the two personal services agreements between Valley Development Initiatives (VDI) and the COG. These are renewed each year.

**5. Amendment #2 to the Intergovernmental Agreement made between the ORS 190 Entity and MWVCOG concerning the Mid-Willamette Valley Homeless Alliance (MWVHA)**

**pg. 16**

Requested Action: Authorize the Executive Director to sign the amendment to the 2020 Intergovernmental Agreement between MWVCOG and the ORS 190 Entity concerning MWVHA. This amendment replaces the 2021 MWVCOG Fee-for-Service Rates Resolution with the updated 2022 Fee-for-Service Rates Resolution. No other substantive changes are made to the original Agreement.

**E. INFORMATIONAL ITEMS**

**1. Financial Report**

**pg. 17-20**

Information only.

**2. Department Activity Reports**

**pg. 21-26**

Information only. Includes reports from the Community Development Department and Transportation Department. Will also include introductions of new staff.

**3. Presentation: Resource Assistance for Rural Environments (RARE) Wildfire Recovery Coordinator – Sarah Allaben**

Information only. Sarah Allaben, RARE Participant, will present information on her service and tenure at MWVCOG and the Santiam Canyon, including development of resource materials for residents of the Santiam Canyon who were affected by wildfires.

**F. ACTION ITEMS**

**1. Public Hearing on Proposed Budget for 2022-2023**

- A. Budget for Fiscal Year 2022-2023 (**separately enclosed**)
- B. Budget Message – *Scott Dadson* (**separately enclosed**)
- C. Report of Budget Committee – *Sal Peralta, Executive Committee Chair*
- D. Public Testimony
- E. Discussion
- F. Amendments
- G. Resolution 2022-09 Adopting Budget and Summary of Proposed Budget

**pg. 27**

**G. EXECUTIVE DIRECTOR'S REPORT**

- Summer COG Picnic

**H. 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.*)

**I. ADJOURNMENT**

**NEXT MEETINGS:**

**July Legislative Gathering  
TBD; TBD**

**September 20, 2022  
3:30 p.m.; COG Offices/Zoom**

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

## **MINUTES OF MARCH 15, 2022**

### **MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS**

#### **Hybrid meeting - COG Conference Room/Zoom Webinar**

#### **MEMBERS PRESENT**

**CHAIR:** Councilor Sal Peralta, City of McMinnville (Zoom)  
Commissioner Jeremy Gordon, Polk County (Zoom)  
Commissioner Casey Kulla, Yamhill County (Zoom)  
Mayor Brian Dalton, City of Dallas  
Mayor Cathy Clark, City of Keizer (Zoom)  
Councilor Roxanne Beltz, City of Monmouth (Zoom)  
Mayor Rick Rogers, City of Newberg (Zoom)  
Mayor Chuck Bennett, City of Salem  
Mayor John McArdle, Independence, representing Small Cities of Polk County  
Mayor Linda Watkins, Carlton, representing Small Cities of Yamhill County (Zoom)  
Lisa Rogers, Board Member, Chehalem Park and Recreation District (Zoom)  
Maria Hinojos Pressey, Member, Salem-Keizer School District Board of Directors (Zoom)  
Ian Davidson, Salem-Keizer Transit District Board (Zoom)

#### **MEMBERS ABSENT**

**VICE CHAIR:** Lisa Leno, Tribal Council Member, Confederated Tribes of Grand Ronde  
Mayor Jim Kingsbury, representing Small Cities of Marion County  
Betsy Earls, Member, Chemeketa Community College Board of Education  
Commissioner Danielle Bethell, Marion County  
Frank W. Pender, Jr., Board Member, Willamette Education Service District (WESD)  
Mayor Eric Swenson, City of Woodburn  
Terry Hsu, Director, Marion Soil & Water Conservation District

#### **OTHERS PRESENT**

Scott Dadson, Executive Director  
Renata Wakeley, Community Development Director  
Amber Mathiesen, Finance Director (Zoom)  
Mike Jaffe, Transportation Director (Zoom)  
Denise VanDyke, Admin. Specialist II (Zoom)  
Ryan Pasquarella, Grove Mueller Swank (Zoom)

#### **CALL TO ORDER & INTRODUCTIONS**

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

#### **PUBLIC COMMENT**

None.

## **PRESENTATION OF THE AUDIT**

Mr. Dadson introduced Ryan Pasquarella from Grove Mueller Swank, and discussed the audit that Mr. Pasquarella is about to present, mentioning that this audit was done using the old financial system, so it required data from both the old system and the new system currently being implemented.

Mr. Pasquarella shared his screen. Prior years combined the federal audit and the financial statements. This year, these were done separately to allow more flexibility in reporting corrections, if needed. The transition of software from the old dysfunctional system caused some difficulties, and journal entries were needed. Overall, however, we gave a clean opinion on the financial statements. The Management Discussion is a narrative of what happened during the year. The increase in revenue was mostly COVID relief funds. The Federal Complete Audit is the annual look at federally funded programs. This year, we looked at the coronavirus relief program, which was mostly pass through funds. There was a clean opinion on compliance. There were, however, two findings on the financial reporting side, which he went over. The main issue was that funds were passed through the COG to a recipient, the funds were not completely used, and the recipient returned the funds directly to the state – bypassing the COG. This led to the return of the funds not being recorded in the COG financials. Mr. Dadson clarified that it was partially related to the software transition, but also the need for policies that will be considered later in this meeting. Chair Peralta expressed his appreciation to staff for working with the old system while transitioning to the new system and ending up with fewer findings than last time. Mr. Pasquarella stated that the second extension was a request from the auditors. All reports have been filed in a timely manner and are officially done.

## **CONSENT CALENDAR**

Chair Peralta asked for a motion to pull the staff reports from the Consent Calendar.

**MOTION** by Mr. Davidson, **SECONDED** by Commissioner Kulla, **TO PULL THE STAFF REPORTS (ITEMS 2 AND 3) FROM THE CONSENT CALENDAR TO BE HEARD AS SEPARATE ITEMS.**

Discussion: None.

Motion carried.

**IN FAVOR:** Peralta, Gordon, Kulla, Dalton, Clark, Beltz, R. Rogers, Bennett, McArdle, Watkins, L. Rogers, Hinojos Pressey, Davidson. **OPPOSED:** None. **ABSTAINED:** None.

**MOTION** by Mayor McArdle, **SECONDED** by Councilor Beltz, **TO APPROVE ITEMS 1 AND 4-10 OF THE CONSENT CALENDAR, AS PRESENTED.**

1. *MINUTES OF DECEMBER 14, 2021, MEETING OF THE BOARD OF DIRECTORS*
4. *APPOINTMENT OF 2022 BUDGET COMMITTEE*
5. *ADOPTION OF 2022-23 BUDGET SCHEDULE*
6. *RESOLUTION 2022-01 – ANNUAL SALEM/KEIZER AREA TRANSPORTATION PLANNING CONTRACTS*
7. *RESOLUTION 2022-02 – GIS SERVICES CONTRACTS*
8. *RESOLUTION 2022-03 – COMMUNITY DEVELOPMENT CONTRACTS*
9. *RESOLUTION 2022-04 – MEMBER SERVICES CONTRACTS*
10. *RESOLUTION 2022-07 – RECORDS RETENTION SCHEDULE*

Discussion: None.

Motion carried.

**IN FAVOR:** Peralta, Gordon, Kulla, Dalton, Clark, Beltz, R. Rogers, Bennett, McArdle, Watkins, L. Rogers, Hinojos Pressey, Davidson. **OPPOSED:** None. **ABSTAINED:** None.

Mr. Dadson reported that he is continuing work on two city manager recruitments, and two city manager evaluations have been done. In the Small Business Lending program, we are still recruiting for a program manager position and are now using the services of a professional recruiter. We have funds available to be lent, and CARES Act funds will be ending in April. There is a lot of money in the marketplace right now. Alison Boswell, who had retired from the loan program but returned to help in this transition, has been a big help. We have nine loans in the works.

Ms. Wakeley referred to the flyer provided on page 18 of the agenda packet. The Economic Development Districts (EDDs) are meeting monthly. There are funding opportunities through Business Oregon, and the Ford Family Foundation has asked how to help locally. They will be assisting with a more accurate survey for broadband availability in the region in partnership with LinkOregon. We need to put the word out that this is a real thing. The data will be used to confirm or deny FCC information on broadband availability. She also introduced Kiel Jenkins who has been with the COG for a little over a year and is performing planning services for Aumsville, Carlton, Dayton, Jefferson, Falls City, and Mt. Angel. He was formerly the regional representative for DLCD before coming to us.

Mr. Jaffe summarized the activities discussed in the packet, highlighting the January and February activities for the Mid-Willamette Area Commission on Transportation (MWACT) and Salem-Keizer Area Transportation Study (SKATS). The Safe Routes to School (SRTS) program is now doing in class education. The GIS department is very busy with redistricting and special projects for our members. We will be doing a GIS enterprise project for Yamhill County. Mayor Rogers thanked the GIS staff for assistance with redistricting for Newberg.

Ms. Mathiesen reported that the finance department is still transitioning to the new financial system, but we are finally to the last big piece – payroll. She referred to the financial statements provided in the agenda packet. Revenue stream is at 77 percent with 70 percent spent. There will probably be a supplemental budget at the June meeting due to new contracts that need to be recognized before the end of the fiscal year.

Chair Peralta recognized the high quality of services being provided thanks to management and all of the COG staff.

#### **RESOLUTION 2022-05 – APPROVE RATES**

Mr. Dadson stated that this resolution sets hourly rates for contract services. The rates are tied to the CPI-W Seattle, but the recommendation is slightly different. Our membership dues change based on the June CPI-W Seattle data, and hourly rates and COLA are based on the December CPI-W Seattle, which was 5.3 percent. Staff recommendation is that the COLA be raised at the full 5.3 percent, but the rates increase by 4.0 percent. This will leave us with a tighter margin, but management feels that we can handle this while still building capacity. Mr. Davidson noted that approving this resolution does not preclude raising rates later, if needed.

**MOTION** by Mayor Rogers, **SECONDED** by Mr. Davidson, **TO APPROVE THE HOURLY RATES, AS PRESENTED.**

Discussion: None.

Motion carried.

**IN FAVOR:** Peralta, Gordon, Kulla, Dalton, Clark, Beltz, R. Rogers, Bennett, McArdle, Watkins, L. Rogers, Hinojos Pressey, Davidson. **OPPOSED:** None. **ABSTAINED:** None.

## **RESOLUTION 2022-06 – ADOPTING COMPREHENSIVE FINANCIAL MANAGEMENT POLICIES**

Mr. Dadson explained that there are two reasons for this request. These policies are not only best practices but also show how we intend to manage our money. We have tried to follow these practices, anyway, but adopting these policies make it official and more transparent. The policies include better control in reporting of pass through dollars. It is important to not skip steps and transparency is also important. Ms. Mathiesen added that these best practices will help us move forward with transparency and responsibility. Chair Peralta agreed with this quick action after the findings from the audit.

**MOTION** by Ms. Hinojos Pressey, **SECONDED** by Mayor Dalton, **TO ADOPT THE COMPREHENSIVE FINANCIAL MANAGEMENT POLICIES, AS PRESENTED.**

Discussion: None.

Motion carried.

**IN FAVOR:** Peralta, Gordon, Kulla, Dalton, Clark, Beltz, R. Rogers, Bennett, McArdle, Watkins, L. Rogers, Hinojos Pressey, Davidson. **OPPOSED:** None. **ABSTAINED:** None.

## **EXECUTIVE DIRECTOR'S REPORT**

The Annual Meeting was entirely virtual, so there were no additional expenses to report. The Planning Committee wants an in-person Summer event, so we will keep the Committee together to plan for that.

The COG offices are completely open for business and this is our first real attempt at a hybrid meeting. The AV system in the conference room is thanks to a CARES Act grant awarded due to Ms. Wakeley's efforts. We have made it clear to staff that they are expected to attend live meetings as requested by our members.

Chair Peralta stated his appreciation of using Zoom because of the ease of attending, and chairing a meeting remotely is better than he expected.

## **BOARD DISCUSSION/ROUNDTABLE**

Chair Peralta reported that the Legislative Committee has been working through the short session. A project we had hoped to get funded was not – funding for COGs to build capacity to better help their members. There may be a possibility of some funding from the E-Board. Those who testified before the OTC were thanked. Their efforts were very important. Mayor McArdle added that the Committee will be looking at identifying areas of interest and plans to start talking to legislative candidates to educate them about the region's needs. Mr. Dadson said that each elected official is welcome to talk about their local wants and needs, but mentioning regional needs is also important, especially the regional transportation projects. The main areas being prioritized include transportation, housing, and homelessness. The Committee meets Wednesdays at 7:00 a.m. The next meeting is in two weeks.

Mr. Davidson expressed his thanks to Senators Merkley and Wyden for their support for Cherriots funding for five new battery electric buses. They should be in service next year.

## **ADJOURNMENT**

Hearing no further business, Chair Peralta thanked everyone for attending and adjourned the meeting at 4:37 p.m.

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Scott Dadson, Executive Director

Mid-Willamette Valley Council of Governments

## Volunteer Resolution

**Resolution No.:** 2022-08

**Effective Date:** July 1, 2022 for Policy Year 2020-23

A resolution extending workers' compensation coverage to volunteers of Mid-Willamette Valley Council of Governments, in which Mid-Willamette Valley Council of Governments elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule, and verified at audit:

### 1. Public Safety Volunteers

**Applicable** \_\_\_\_\_ **Non-applicable** X

An assumed monthly wage of *[enter monthly assumed wage here but no less than \$800 per month per volunteer]* will be used for public safety volunteers in the following volunteer positions (check all that apply):

- ☐ Police reserve
- ☐ Search and rescue
- ☐ Firefighter
- ☐ Emergency medical personnel
- ☐ Ambulance drivers
- ☐ Other *[List specifically by title]*

### 2. Volunteer boards, commissions, and councils for the performance of administrative duties.

**Applicable** X **Non-applicable** \_\_\_\_\_

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission, or council for the performance of administrative duties. The covered bodies are (list each body):

- a. Mid-Willamette Valley Council of Governments Board/Executive Committee
- b. Salem-Keizer Area Transportation Study (SKATS) Policy Committee
- c.

### 3. Manual labor by elected officials.

**Applicable** \_\_\_\_\_ **Non-applicable** X

An assumed monthly wage of \$800 per month will be used for public officials for the performance of non-administrative duties other than those covered in paragraph 2 above

List duties *[appropriate classification code will be applied by underwriting]*

### 4. Non-public safety volunteers

**Applicable** \_\_\_\_\_ **Non-applicable** X

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed. (List specific non-public safety volunteers below)

- ☐ Parks and recreation
- ☐ Senior center
- ☐ Public works *[List type of work such as sewer, water, roads, etc.]*

- ☐ Library  
☐ Other *[List specifically by duty]*

## 5. Public Events

Applicable \_\_\_\_\_ Non-applicable  X

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation: (List specific events)

- a.
- b.
- c.

## 6. Community Service Volunteers/Inmates

Applicable \_\_\_\_\_ Non-applicable  X

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by [ENTITY NAME].

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

## 7. Other Volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that Mid-Willamette Valley Council of Governments:

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage

**Mid-Willamette Valley Council of Governments agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service, and hours of service and make them available at the time of a claim or audit to verify coverage.**

Now, therefore, be it resolved by Mid-Willamette Valley Council of Governments to provide workers' compensation coverage as indicated above.

Adopted by the Board of Directors of Mid-Willamette Valley Council of Governments this 22nd day of June, 2022.

\_\_\_\_\_  
Signature of Authorized Representative Printed Name

Sal Peralta  
Chair, MWVCOG Board of Directors  
Title

Attest by Scott Dadson this \_\_\_\_\_ day of June, 2022.  
Printed Name

\_\_\_\_\_  
Signature Executive Director  
Title





## MEMORANDUM

**TO:**           **Board of Directors**  
Mid-Willamette Valley Council of Governments

**DATE: June 21, 2022**

**FROM:**       **Scott Dadson**  
Executive Director

**SUBJECT:**    Cybersecurity Policy

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### **Background**

It has been recommended by staff and by our service provider (WESD) that we put into place a Cybersecurity Policy as general best practice, and as a piece that will allow us to acquire cybersecurity insurance. COG staff have been working with WESD to create the policy that is attached under separate cover.

### **Recommended Action**

Staff recommend that the Board adopt the Cybersecurity Policy, as presented.

**AGREEMENT**  
**between**  
**VALLEY DEVELOPMENT INITIATIVES**  
**and**  
**MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS**

**THIS AGREEMENT** made and entered into this 1st day of July 2022 by and between Valley Development Initiatives, an Oregon non-profit corporation (hereinafter "VDI") and the Mid-Willamette Valley Council of Governments, a voluntary intergovernmental association created by Agreement pursuant to ORS Chapter 190 (hereinafter "COG").

**WITNESSETH:**

**THAT** VDI desires to engage COG to render certain professional services hereinafter described that are related to the operation of a rural community loan program. The loans are made to eligible applicants in rural communities of Marion, Polk, Yamhill, and Clackamas Counties derived from funds provided to VDI as a loan through the Intermediary Relending Program of the Rural Development, an agency of the U.S. Department of Agriculture.

**NOW, THEREFORE,** the parties hereto do mutually agree as follows:

**1. Scope of Work to be Performed by COG**

- A. Publicize the objectives and availability of the Intermediary Relending Program loans in eligible communities of the region including special outreach efforts for minority- and female-owned small businesses.
- B. Counsel loan applicants and help them prepare documentation needed for complete applications.
- C. Prepare a credit analysis of each loan application and make a recommendation to the Board of Directors.
- D. Prepare any additional documentation that may be required by the U.S. Department of Agriculture (hereinafter "USDA") after a proposal is approved by VDI.
- E. Prepare an environmental analysis of each loan application as may be required by the USDA.
- F. Prepare closing documents and manage the loan closing process in a timely manner and in compliance with all appropriate regulations.
- G. Monitor repayments of loans, perform servicing and accounting functions, and provide counseling to borrowers with repayment difficulties.
- H. Perform loan collections and, with the advice of legal counsel when appropriate, initiate asset liquidation actions.
- I. Prepare monthly financial reports and other program performance reports as may be requested by VDI or the USDA. Prepare an annual budget for VDI in accordance with state and federal laws and regulations.
- J. Provide all necessary staff support to the Board of VDI such as making arrangements for meetings, preparing agendas, preparing correspondence for Board signature, preparing minutes of meetings for appropriate Board approval, and implementing Board decisions and actions.

## **2. Compensation**

- A. For the Fiscal Year beginning July 1, 2022, the COG shall be due a fixed fee of \$90,000 for the work described in this Agreement payable in quarterly installments of \$22,500 as follows:

July 1, 2022  
October 1, 2022  
January 1, 2023  
April 1, 2023

- B. In addition, the COG shall be due a loan-servicing fee of 0.25%, up to an annual maximum of \$10,750, of the outstanding loan VDI balances, assessed quarterly on the above dates.
- C. The fee paid to the COG shall be proposed to the VDI Board of Directors on an annual basis. After the COG and the VDI Board of Directors agree to such compensation, its terms shall be submitted to the appropriate staff of the USDA for their approval. Under no circumstances shall such fees be paid from the USDA loans principal.
- D. In the event of unusual or protracted transactions such as major collection actions, the COG may be eligible for additional compensation. The COG shall present such additional compensation to the VDI Board of Directors and to the USDA on a case-by-case basis for review and approval prior to disbursement of any additional funds.

## **3. Miscellaneous Understandings**

- A. COG is engaged as an independent contractor and shall be solely responsible for payment of contributions and benefits under FICA, Workers Compensation, and benefits programs such as may be offered by COG or required by law. COG shall likewise be solely responsible for the collection, accounting and payment of personal income taxes, property taxes and excise taxes, as may be applicable.
- B. VDI shall not have the right to control or interfere with the manner or method of COG's accomplishment of its services specified in this Agreement.
- C. COG and VDI agree that no person shall, on the grounds of race, color, creed, national origin, sex, handicap, or age, suffer discrimination in the performance of this Agreement.
- D. COG agrees to indemnify VDI from each and every claim which the COG would be legally liable to pay if: a) a claim asserting the same loss or injury were made directly against the COG, whether or not such a direct claim is actually made; and b) the loss or injury sustained by the claimant resulted from the acts, errors, or omissions of the COG or those for whose actions the COG is legally responsible. "Indemnify", as used herein, means to indemnify, defend, and save harmless. Notwithstanding the foregoing, COG shall have no such obligation to indemnify VDI with respect to any claim which arises from or in connection with VDI's use of COG's work product contrary to COG's express instruction or for other than its intended purpose, if such misuse is a substantial factor in causing the asserted loss or injury.

## **4. Termination**

- A. This Agreement may be terminated by mutual consent of the parties. The USDA, however, must approve any subsequent agreement for services.
- B. The terms and conditions of the administrative fee shall be reconsidered on an annual basis and approved by the USDA.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands the day and year first above written.

**VALLEY DEVELOPMENT  
INITIATIVES**

**MID-WILLAMETTE VALLEY  
COUNCIL OF GOVERNMENTS**

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Derik Munns, President  
VDI Board of Directors

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Scott Dadson, Executive Director

AGREEMENT  
Between  
VALLEY DEVELOPMENT INITIATIVES  
and  
MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

**THIS AGREEMENT** made and entered into this 1<sup>st</sup> day of July 2022 by and between Valley Development Initiatives, an Oregon non-profit corporation (hereinafter VDI) and the Mid-Willamette Valley Council of Governments, a voluntary intergovernmental association created by Agreement pursuant to ORS Chapter 190 (hereinafter "COG").

**WITNESSETH:**

**THAT** the parties desire to enter into an agreement to jointly provide certain services hereinafter described and related to the "CA Loan Program Requirements" set forth in the CA Pilot Program Loan Guaranty Agreement (SBA Form 750CA), which reads: "CA Loan Program Requirements" means Loan Program Requirements as defined in 13 CFR 1 20.10, the Federal Register notice announcing the pilot (76 FR 9626, February 18, 2011), and the Community Advantage Participant Guide, each as amended from time to time. The Community Advantage loans are to be made by VDI to eligible SBA applicants in cities and communities served by the SBA Portland District Office.

**NOW, THEREFORE**, the parties hereto do mutually agree as follows:

**1. VDI and COG will jointly employ employees to provide the services described herein. VDI and COG will divide employer responsibilities as follows:**

- A. Positions. VDI and COG will jointly employ employees in the following positions:
  - Loan Program Manager/Loan Officer
  - Loan Officer
  - Loan Documentation Specialist
  - Fiscal Assistant (Accounting & Finance)
- B. Selection. If a position becomes open during the term of this Agreement, VDI will be involved in hiring as follows:
  - VDI Board members will be included on the hiring committee;
  - VDI Board will make their decision to the COG Executive Director regarding VDI's candidate of choice. The COG will consider VDI's choice in making the final decision.
- C. Employee Oversight. VDI will have the following role in employee direction and control:
  - VDI Board will conduct an annual review and make recommendations regarding job descriptions and staffing levels;
  - VDI Board will report annually to the COG Board regarding the above listed employee performance.
- D. Compensation. VDI Board will review compensation for employees in the above listed positions on an annual basis as part of the VDI's budget review and approval process.
- E. Residual Responsibilities. COG will assume all residual employer responsibilities, including compensation, taxes, benefits, and similar.

**2. VDI and COG agree the above mentioned employees will complete the following functions:**

- A. Publicize the objectives and availability of the Community Advantage Program loans in eligible communities of the region, including special outreach efforts for minority and female-owned small businesses within the underserved markets.
- B. Counsel loan applicants and help them prepare documentation needed for complete applications.
- C. Prepare a credit analysis of each loan application and make a recommendation to the VDI Board of Directors.
- D. Prepare documentation required by SBA Loan Guaranty Processing Center for the applications' review and approval.
- E. Prepare closing documents and manage the loan closing process in a timely manner and in compliance with all appropriate regulations.
- F. Monitor repayments of loans, perform servicing and accounting functions, and provide counseling to borrowers with repayment difficulties.
- G. Perform loan collections and, with the advice of legal counsel when appropriate, initiate asset liquidation actions with SBA Commercial Loan Service Center West in Fresno, California.
- H. Prepare monthly financial reports and other program performance reports as may be requested by VDI or SBA. Prepare an annual budget for VDI in accordance with state and federal laws and regulations.
- I. Provide all necessary staff support to the Board of VDI such as making arrangements for meetings, preparing agendas, preparing correspondence for Board signature, preparing minutes of meetings for appropriate Board approval and implementing Board decisions and actions.

**3. Compensation. As stated above, COG will assume all residual compensation responsibilities. In exchange, VDI will contribute the following for employee compensation:**

- A. For the Fiscal Year beginning July 1, 2022, the COG shall be due a fixed fee of \$53,250 payable in quarterly installments of \$13,312.50 as follows:

July 1, 2022  
October 1, 2022  
January 1, 2023  
April 1, 2023

- B. COG will be responsible for all other employee benefits and payroll assessments, including without limitation health insurance, unemployment insurance, payroll tax, and workers compensation insurance.
- C. The contribution paid to the COG shall be proposed to the VDI Board of Directors on an annual basis.

- D. In the event of unusual or protracted transactions such as major collection actions, the COG may be eligible for additional contributions. The COG shall present such additional compensation request to the VDI Board of Directors on a case-by-case basis for review and approval prior to disbursement of any additional funds.

**4. Miscellaneous Understandings:**

- A. COG and VDI agree that no person shall, on the grounds of race, color, creed, national origin, sex, handicap, or age, suffer discrimination in the performance of this Agreement.
- B. COG agrees to indemnify VDI from each and every claim which the COG would be legally liable to pay if: a) a claim asserting the same loss or injury were made directly against the COG, whether or not such a direct claim is actually made; and b) the loss or injury sustained by the claimant resulted from the acts, errors or omissions of the COG or those for whose actions the COG is legally responsible. "Indemnify", as used herein, means to indemnify, defend and save harmless. Notwithstanding the foregoing, COG shall have no such obligation to indemnify VDI with respect to any claim which arises from or in connection with VDI's use of COG's work product contrary to COG's express instruction or for other than its intended purpose if such misuse is a substantial factor in causing the asserted loss or injury.

**5. Termination:**

- A. This Agreement may be terminated by mutual consent of the parties.
- B. The terms and conditions of the contribution for employee compensation shall be reconsidered on an annual basis.
- C. If terminated, the employees listed in section I will become solely COG employees.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

**VALLEY DEVELOPMENT  
INITIATIVES**

**MID-WILLAMETTE VALLEY  
COUNCIL OF GOVERNMENTS**

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Derik Munns, President  
VDI Board of Directors

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Scott Dadson, Executive Director

**AMENDMENT #2**

**To the Intergovernmental Agreement made between:**

**the ORS 190 ENTITY (“ORS 190 Entity”) and the MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS (“Provider”)  
concerning the Mid-Willamette Valley Homeless Alliance (“Alliance”)**

Section 2 of the intergovernmental agreement dated September 24, 2020 is amended as follows:

Exhibit 1, described in Section 2.2, is replaced with the attached document: Exhibit 1, 03-15-2022.

2.2 COG’s expenses under this Agreement shall not exceed the total amount of funds contributed by the Member Governments and any contributions from other members of the Alliance, donations or grants provided to COG for the benefit of the Alliance, subject to the rates for specific services as set forth in Exhibit 1. As set forth in the Scope of Work, COG shall provide timely financial reports to the Alliance and ORS 190 Entity and shall ensure that expenses do not exceed available resources approved by the Member Governments through the ORS 190 Entity Board.

This amendment does not supersede the first amendment to the intergovernmental agreement, dated August 12, 2021, except for the portion relating to Section 2.2, Exhibit 1.

**IN WITNESS WHEREOF** the parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

**ORS 190 ENTITY, MID-WILLAMETTE  
VALLEY HOMELESS ALLIANCE**

**By:** \_\_\_\_\_

**Printed Name:** Cathy Clark

**Title:** President

**Date:** \_\_\_\_\_

**MID-WILLAMETTE VALLEY COUNCIL OF  
GOVERNMENTS**

**By: :** \_\_\_\_\_

**Printed Name:** Scott Dadson

**Title:** Executive Director

**Date:** \_\_\_\_\_





## MEMORANDUM

**TO:** Board of Directors  
Mid-Willamette Valley Council of Governments

**DATE:** June 21, 2022

**THRU:** Scott Dadson  
Executive Director

**FROM:** Amber Mathiesen  
Finance Director

**SUBJECT:** Finance Report

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### **Financial Software Transition Update**

At the September 2021 Board meeting the COG Board requested an update on the transition of financial systems from GMS software to QuickBooks. The transition of data is complete, including transitioning payroll. Staff training has been provided on time keeping, we have already seen efficiency in entering billing related information to the accounting system for the first time. While the data has been entered to the system, some clean up and refinement of where the data is recorded is taking place as we near the end of the fiscal year. Procedures are being further refined and documented as staff become more familiar with QuickBooks. The documentation of procedures will allow for better staff training and understanding of processes, creating consistency and resiliency.

### **Revenue and Expense**

COG's activities related to the budget are shown in Attachment A, a COG wide Budget versus actuals report through April 30, 2022. At the end of April 84% of the budget year has elapsed. Overall expenses are at approximately 61.87% of budget. Much of this is due to contracts that will span into the next fiscal year.

The revenue (income) section of the report demonstrates that COG has received 68.42%. The original budget was amended with Supplemental Budget #1 to recognize \$2,430,892 in new revenues to date which is reflected in this budget report. Other opportunities have been realized and a second supplemental budget is being presented to appropriate the anticipated revenues and expenditures associated with these projects.

### **Budget**

The FY 2022-23 budget is being presented with a new format that more closely aligns with the standards set by the Government Finance Officers Association (GFOA). This budget document presents additional information about the COG organization, the budget process, and the programs COG supports. Also included are the Comprehensive Financial Policies that guide the principles of COG's financial activities.

# Mid-Willamette Valley Council of Governments

Budget vs. Actuals: FY2021-22 Budget by Department - FY22 P&L Departments

July 2021 - April 2022

	ACTUAL	TOTAL	% OF BUDGET
		BUDGET	
Income			
4100 Federal	868,211.44	1,658,499.00	52.35 %
4110 Direct Federal Funds	137,500.00	103,010.00	133.48 %
4120 Federal Pass Through Funds	66,879.82		
<b>Total 4100 Federal</b>	<b>1,072,591.26</b>	<b>1,761,509.00</b>	<b>60.89 %</b>
4200 State	2,000,646.47	328,306.00	609.38 %
4201 State Pass Through Funds	57,356.00	2,430,892.00	2.36 %
4202 State Direct	3,749.38		
<b>Total 4200 State</b>	<b>2,061,751.85</b>	<b>2,759,198.00</b>	<b>74.72 %</b>
4300 County	352,536.58	85,274.00	413.42 %
4400 Local	961,281.27	1,911,493.00	50.29 %
4410 Bank Interest	1,090.63		
4420 Equipment Rent	895.77		
4430 Interest Earned	390.36		
4460 Loan Revenue	153,359.36	220,084.00	69.68 %
4440 Loan Administration		17,863.00	
4450 Loan Interest	93,115.25		
4462 Loan Packaging		143,595.00	
4464 Loan Servicing	7,162.43	25,553.00	28.03 %
4466 Principal	11,707.03		
<b>Total 4460 Loan Revenue</b>	<b>265,344.07</b>	<b>407,095.00</b>	<b>65.18 %</b>
4465 Grant Revenue	169,548.89		
4470 Non - Member Services	2,229.00		
4480 Other Miscellaneous Revenue	3,652.31		
4490 Services	73,076.65		
4500 Transfers In		402,209.00	
4600 VDI Contract Revenue	153,924.78	154,000.00	99.95 %
4700 Unearned Revenues	0.00		
<b>Total Income</b>	<b>\$5,118,313.42</b>	<b>\$7,480,778.00</b>	<b>68.42 %</b>
<b>GROSS PROFIT</b>	<b>\$5,118,313.42</b>	<b>\$7,480,778.00</b>	<b>68.42 %</b>
Expenses			
5100 Payroll Expenses			
5120 Wages	1,420,998.41	1,762,540.00	80.62 %
5130 Fringe Benefits	245,359.45	753,775.00	32.55 %
5135 Payroll Indirect Allocation	27,946.47		
<b>Total 5130 Fringe Benefits</b>	<b>273,305.92</b>	<b>753,775.00</b>	<b>36.26 %</b>
5140 Taxes	79,200.46		
5150 Leave	0.00		
5160 Company Contributions			
Health Insurance	98,895.57		
Retirement	54,727.86		

# Mid-Willamette Valley Council of Governments

Budget vs. Actuals: FY2021-22 Budget by Department - FY22 P&L Departments

July 2021 - April 2022

	ACTUAL	TOTAL	
		BUDGET	% OF BUDGET
<b>Total 5160 Company Contributions</b>	<b>153,623.43</b>		
<b>Total 5100 Payroll Expenses</b>	<b>1,927,128.22</b>	<b>2,516,315.00</b>	<b>76.59 %</b>
5200 Materials and Services	37.64		
5201 Legal & Professional Services	644.09		
5210 Legal Services	16,535.24	35,680.00	46.34 %
5220 Lobbyist	14,186.00	19,800.00	71.65 %
5230 Audit Services	24,798.50	30,000.00	82.66 %
5240 Loan Packaging	6,043.10	1,041.00	580.51 %
5250 Loan Program Administration	15,474.84		
5260 Loan Servicing	45.00		
5290 Other Professional Services	242,637.11	364,446.00	66.58 %
<b>Total 5201 Legal &amp; Professional Services</b>	<b>320,363.88</b>	<b>450,967.00</b>	<b>71.04 %</b>
5310 Bad Debts	80.43		
5320 Communication	8,788.28	15,984.00	54.98 %
5330 Computer Support, Supplies & Upgrades	66,153.64	40,179.00	164.65 %
5340 Dues & subscriptions	7,701.87	6,539.00	117.78 %
5350 Entertainment Meals	2,413.61	6,800.00	35.49 %
5360 Equipment Rent		5,403.00	
5370 Equipment Repair & Maintenance	21.96	100.00	21.96 %
5390 Insurance	19,974.68	12,330.00	162.00 %
5400 Legal Notices	993.55	580.00	171.30 %
5410 Loans	400,000.00	455,000.00	87.91 %
5420 Meals - Taxed	-12.49	700.00	-1.78 %
5430 Mileage	7,985.92	6,190.00	129.01 %
5440 Occupancy Expense	149,265.69	186,584.00	80.00 %
5450 Office Supplies	7,975.50	8,875.00	89.86 %
5460 Other Misc Expense	50,849.09	3,042.00	1,671.57 %
5470 Pass Through Payments	1,719,501.40	2,962,992.00	58.03 %
5480 Photocopying and Printing	19,221.20	6,716.00	286.20 %
5500 Postage	6,016.31	4,869.00	123.56 %
5510 Travel, Training and Meetings	6,657.03	18,873.00	35.27 %
5520 Vehicle Repair & Maintenance	2,117.08	15,494.00	13.66 %
Office Equipment Rent		12,511.00	
<b>Total 5200 Materials and Services</b>	<b>2,796,106.27</b>	<b>4,220,728.00</b>	<b>66.25 %</b>
5530 Grant Administration Expense	3,119.50		
5540 Indirect Cost	0.00	487,318.00	0.00 %
5600 Capital Outlay		25,500.00	
5700 D - Transfers Out		390,211.00	
5800 Reconciliation Discrepancies	179.99		
5805 Reimbursements	518.49		
Other Miscellaneous Expense	0.00		
<b>Total Expenses</b>	<b>\$4,727,052.47</b>	<b>\$7,640,072.00</b>	<b>61.87 %</b>

# Mid-Willamette Valley Council of Governments

Budget vs. Actuals: FY2021-22 Budget by Department - FY22 P&L Departments

July 2021 - April 2022

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
NET OPERATING INCOME	\$391,260.95	\$ -159,294.00	-245.62 %
Other Income			
Beginning Balance		2,725,469.00	
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$2,725,469.00</b>	<b>0.00%</b>
Other Expenses			
9010 Designated Reserves		2,132,516.00	
9020 Undesignated Reserves		808,171.00	
9500 Contingency		507,049.00	
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$3,447,736.00</b>	<b>0.00%</b>
NET OTHER INCOME	\$0.00	\$ -722,267.00	0.00%
NET INCOME	\$391,260.95	\$ -881,561.00	-44.38 %



## MEMORANDUM

**TO:** Board of Directors  
Mid-Willamette Valley Council of Governments

**DATE:** June 21, 2022

**THRU:** Scott Dadson  
Executive Director

**FROM:** Renata Wakeley  
Community Development Director

**SUBJECT:** Community Development Update

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The following summary highlights new and continuing Community Development activities completed by COG staff over the past three (3) months:

### Economic Development

The **Latino Business Alliance (LBA)**, based upon recommendations by **SEDCOR**, has engaged with COG to discuss technical assistance and potential future staffing of a newly awarded Technical Assistance grant from Business Oregon. The majority of grant funds will be allocated toward the **SBDC** and **SEDCOR** to develop and conduct linguistically and culturally appropriate Latinx/a/o business development training and technical assistance curriculum developed but a small grant allocation is dedicated toward COG's small business lending program to assist the LBA in development of a Latinx/a/o microenterprise loan fund for area businesses that COG has also been asked to provide loan servicing for. The **Business Oregon** TA grant was matched with \$100,000 the LBA has already set aside to start the microenterprise loan program.

**Oregon Economic Development Districts**, in partnership with **Link Oregon** and **The Ford Family Foundation (TFFF)**, are working to market and help with outreach to all residents and service providers in our region to ensure sufficient response rates on an upcoming statewide mapping initiative on broadband access and connectivity. The survey is now open at Faster

In partnership with the Mid-Valley **Regional Solutions Team (RST)**, COG staff continues to track and "work" over 80 submitted projects through an online portal created by COG and marketed to our members. RST and COG are coordinating informational sessions and webinars related to **American Rescue Plan Act (ARPA)** and **Infrastructure Investment and Jobs Act (IIJA)** funding opportunities and requirements as well as opportunities to leverage Federal funds with other programs. We have increased our grant writing and administration FTE to support our members as well.

COG continues to support **Marion County** and the **Santiam Canyon** communities with wildfire response and recovery, including supporting land use planning applications and code updates to respond to immediate fire recovery and rebuilding. Other milestones include:

- Award of a **DLCD Planning Assistance (PA)** grant for \$50,100 to hire a surveyor to complete Letter of Map Amendments (LOMA's) to correct the FEMA maps for any properties documented to not be within the floodway in order to further remove barriers to rebuilding/redevelopment. The survey contract has been signed and work will kick off in July.
- Hosting a **Resource Assistance for Rural Environments (RARE)** participant to support community and economic development work in the **Santiam Canyon**, including but not limited to the Oregon Main Street program; assistance to COG staff on a code audit and update; support to the **North Santiam Sewer Authority (NSSA)**; and development of informational materials and technical assistance related to hazard mitigation, wildfire resiliency, and renewable energy resources. **Pacific Power** is funding the RARE participant.
- Award to the cities of **Detroit** and **Gates** of a **DLCD Technical Assistance (TA)** grant to conduct development code updates to incorporate recent visioning work and processes and offer sample model code development code ordinances for review by both communities. Staff kicked off the 18-month program work in February 2022.
- **Marion County** and the **North Santiam Sewer Authority (NSSA)** are reviewing a potential job scope and description for COG assistance in hosting a Program and Policy Coordinator to staff the NSSA over the next 2-3 years. Final contracts between Marion County and the NSSA are being reviewed this month.

### **Land Use Planning**

Our planners continue to support communities through draft code amendments, zone and comprehensive plan map updates, and new overlay zones and design standards, in addition to a large number of new development and subdivision applications in the area. With the addition of the City of **Carlton**, COG currently provides contract planning services to twenty-two (22) cities.

Over the past 6+ months, COG staff has provided interim planning services to the cities of **Dundee** and **McMinnville** as they worked through some staffing transitions. Newberg continues to recruit for a new planner to assist with the Dundee contractual work.

COG planners also assisted the following communities with submission of **Planning Assistance (PA)** funding applications to DLCD for continued long-range planning work, specifically directed at addressing needed housing in our region: **Aumsville, Carlton, Detroit, Falls City, Gates, and Mt. Angel.**

The **Dayton** Urban Growth Boundary (UGB) land swap was completed in June 2022. The project, believed to be only the second successful UGB land swap in Oregon, will provide Dayton with the removal of approx. 177 acres of constrained future development land and the addition approx. 110 acres of land added that has been identified as more readily serviceable to meet Dayton's current and future land needs.

### **Grant Administration**

We continue to assist **Amity** with their water improvements project and Davis-Bacon and BOLI wage monitoring requirements for the Salt Creek Bridge Water Line Project, the City of **Falls City** with a \$493,000 Community Development Block Grant (CDBG) to aid in final design engineering related to a future wastewater improvements project, the cities of **Jefferson** and **Independence** on Davis-Bacon and BOLI wage monitoring requirements related to a Oregon funded infrastructure project, and the City of **Willamina** on their successful Community Development Block Grant (CDBG) award for \$873,912 and

their Safe Drinking Water Revolving Loan Fund and Water/Wastewater award for \$6,114,660 to relocate their water intake.

COG staff is also assisting the City of **Woodburn** on the environmental assessment for a recent CDBG award related to rebuilding of the AWARE food bank, supported by Marion/Polk Food Share, that was destroyed by arson in August 2021.

### **Housing Rehabilitation**

The City of **Silverton**, in partnership with the cities of **Hubbard** and **Stayton**, received their award announcement for \$450,000 in CDBG-CV-2 (Coronavirus funding) funding to assist with rehabilitation of eligible structures in manufactured home parks. COG staff assisted with the funding application and will provide grant administration, environmental, and program management assistance with this new funding award from Business Oregon.

COG staff is also assisting property owners with Valley Development Initiative (VDI) housing rehabilitation loans in **Aumsville** (2), **Aurora** (1), **Stayton** (4), **Turner** (1), and **Santiam Canyon** (1).

With approved flexibility for the use of our Santiam Canyon funds by the VDI Board, we have been able to assist two (2) eligible fire impacted, income-qualifying persons wishing to rebuild in the **Santiam Canyon**.



## MEMORANDUM

**TO:** Board of Directors **DATE:** June 21, 2022

**THRU:** Scott Dadson  
Executive Director

**FROM:** Mike Jaffe  
Transportation Program Director

**SUBJECT:** Transportation and GIS Programs Update

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### Mid-Willamette Area Commission on Transportation (MWACT)

The **April MWACT** meeting included a staff summary of the March 30th decision by the Oregon Transportation Commissioner (OTC) for the \$412 million in flexible funding from the Infrastructure Investment and Jobs Act. MWACT members also received a presentation related to ODOT's **Climate Change Adaption and Resilience Roadmap (CCAR)**. This plan will guide ODOT's ability to adjust to changing climate conditions. MWACT members have been asked to provide input regarding their prioritization of approaches for addressing responses to more frequent and severe weather conditions including wildfires and flooding.

Also in April, Vidal Francis, ODOT, provided MWACT members with updates of transportation construction projects within the MWACT region. The OR99W McDonald Junction to McDougal; the I-5 Aurora/Donald Interchange, Phase 1; the OR99E Enhanced Pedestrian Crosswalk; the OR99W (Dundee) 1<sup>st</sup> St. to Parks Drive; the OR221 (Wallace Road - Michigan City Lane to Edgewater); the OR 214 (Johna Lane-Fenna Lane); and the OR 551 @ Ehlen Rd projects are on track to be completed in 2022. The OR 153 Salt Creek Bridge Project has been initiated, and the OR18 Spur Yamhill River Bridge project is approximately 26 percent complete.

Commissioner Julie Brown of the Oregon Transportation Commissioner (OTC) attended the with **June MWACT meeting**. Commissioner Brown discussed changes made to the *Area Transportation Commission (ACT) Formation and Operation Policies* along with discussion regarding transportation issues in the MWACT region of Marion, Polk, and Yamhill Counties. Issues and priorities discussed included what kind of input the OTC wants from the ACTs; transit funding, intercity and overall; the increasing lack of sufficient funding meet escalating needs and ways to encourage state and federal legislators to address the problem; tolling issues including transparency in the need for tolling and how such funds will be used; and safety issues. Ms. Brown remarked that she considers ACT input important as ACT members know the priorities needed in their areas. She commented that she intends to attend as many ACT meetings as her schedule allows in the future.

The June MWACT meeting also included a presentation by ODOT Project Manager **Kumar Rethnasamy** on the status of the OR 22: Rickreall Rd to Doaks Ferry Road project, which includes the intersection of OR 22 and OR 51 (Independence Highway).



### **Salem Keizer Area Transportation Study (SKATS)**

The SKATS Metropolitan planning organizations (MPOs) is required to update its long-range plan every four years. This plan – the **SKATS 2050 Metropolitan Transportation Plan (MTP)** will look at transportation needs, finances, and projects up to the year 2050. The Policy Committee and SKATS Technical Advisory (TAC) are reviewing the MTP's goals, objectives, policies, priorities, project selection criteria while meeting federal regulations of having an MTP that follows performance-based transportation planning.

The Oregon Transportation Commission (OTC) considered using federal **Infrastructure Investment and Jobs Act (IIJA)** funds to support a new Great Streets program. ODOT staff proposed using those funds exclusively on state highways. Policy Committee members submitted a letter to the OTC encouraging distribution of Great Street program funds in a manner much like All Roads Traffic Safety (ARTS) and Safe Routes to Schools (SRTS) funds that are shared with local jurisdictions.

**Escalating costs to deliver construction projects** – SKATS staff held discussions and a meeting with local jurisdiction staff concerning the increasing costs of constructing projects. Recently, a Marion County project partially funded by the MPO went out to bid and the low-bid that was 40% higher than the engineer's estimate. This cost escalation will likely affect several other projects sent out to bid this year, and will likely affects how the SKATS MPO provides funds to local projects. This issue will be discussed by the MPO to develop options for adjusting its funding allocation.

Other work in March, April, and May included:

- ***Draft 2022-2023 Unified Planning Work Program (UPWP)*** - The annual work program was adopted by the SKATS Policy Committee through **Resolution 22-10** during their April 26, 2022, meeting.
- ***Transportation Improvement Program Amendments*** - Following review of proposed amendments to the SKATS FY 2021-2026 Transportation Improvement Program (TIP) to address project funding shortfalls, the PC adopted **Resolutions 22-6, 22-7, and 22-8**, to add funds to the Hilfiker Ln SE @ Commercial St, the Marion County Traffic Signal Interconnects, and the Verda Ln: Dearborn Av to Salem Parkway projects.
- ***SKATS FY 2024-2029 Transportation Improvement Program (TIP)*** – As part of the TIP update, local jurisdictions submitted 17 applications for funding new projects in the SKATS FY 2024-2029 TIP update. SKATS Technical Advisory Committee members reviewed and scored project according to the direction provided the Policy Committee. The projects also had early public review, with information about the projects sent to 20,000 households in the Salem-Keizer area and an online map where the public could provide their opinion about each project. The projects were also reviewed by ODOT to see if the cost estimates needed any adjustments.

### **Safe Routes to School Program (SRTS) (MWVCOG and Salem-Keizer School District)**

The second annual **SRTS Art Contest** was conducted in the spring of 2022. This year's theme was Human-Powered Transportation. There were 116 entries with 13 pieces selected as grand prize winners. Grand prize winners received new backpacks and will be featured in the 2022/2023 Salem-Keizer SRTS calendar.

### 1 Art selected for 2022-2023 SRTS Calendar



**Pedestrian Safety Instruction** was performed at 7 elementary schools. Two days of instruction are provided during PE classes. Students are given opportunities to talk about ways to be safe pedestrians, followed by practice of those concepts. Over 2,000 students have been instructed through this effort. Work will continue next year with the hope of hopefully reaching all Salem Keizer elementary students in 2022/2023.

A **Walk and Roll Challenge** for all elementary students was hosted in May with close to 200 entries. Fifteen scooters will be raffled off for participants.

### **Census and Geographic Information Systems (GIS)**

GIS staff completed redistricting projects for **the Salem Area Mass Transit District** (Cherriots) and the **Silver Falls School District**. The Silver Falls SD board adopted one of the three proposed alternatives on April 11<sup>th</sup>, and the Cherriots board adopted their new board zones on April 28<sup>th</sup>. The new board zones will be in effect until after the next decennial Census in 2030.

GIS staff assisted the **Yamhill County** Clerk with drawing boundaries for revised voter precincts following local and state redistricting. Voter precincts must be revised after redistricting to account for changes in local boundaries such as city council wards or state boundaries including house and senate districts.

GIS staff began work with the **Yamhill County Assessor** to set up and deploy an ArcGIS Enterprise system. Work on this complex system is ongoing and expected to conclude by the end of June. The Enterprise system will enable the county assessor staff to transition parcel management to a new system that will optimize their current data, improve accuracy, and support multiple users.

BEFORE THE BOARD OF DIRECTORS

FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

In the matter of making appropriations

For Fiscal Year 2022-23

## RESOLUTION 2022-09

**WHEREAS**, it is necessary for the Mid-Willamette Valley Council of Governments, hereinafter called MWVCOG to adopt a revenue and expenditure Budget for fiscal year 2022-23; and

**WHEREAS**, the MWVCOG Budget Committee met on June 7, 2022 to review and receive public comment on the proposed FY 2022-23 Budget and recommended approval to the Board of Directors; and

**WHEREAS**, at a budget hearing conducted on June 21, 2022 the MWVCOG Board of Directors approved the Budget submitted by the Budget Committee;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Mid-Willamette Valley Council of Governments:

**THAT** the MWVCOG Board of Directors hereby adopts the attached Budget for fiscal year 2022-23; and

**THAT** the following amounts are hereby appropriated for the purposes specified for the fiscal year beginning July 1, 2022:

Personal Services	\$	3,218,833
Materials and Services	\$	2,050,644
Grants and Loans to others	\$	1,615,471
Capital Outlay	\$	-
Transfers Out	\$	1,129,355
Contingency	\$	551,104
<b>Total Appropriation</b>	<b>\$</b>	<b>8,565,407</b>
Reserves -Designated	\$	149,069
Reserves -Undesignated	\$	44,233
<b>Total Budget</b>	<b>\$</b>	<b>8,758,709</b>

**THAT** the Executive Director is authorized to execute said Budget and shall file a true copy of the Budget with the Oregon Department of Revenue.

**ADOPTED** by the Board of Directors of the Mid-Willamette Valley Council of Governments at Salem, Oregon this 21<sup>st</sup> day of June, 2022.

ATTEST

\_\_\_\_\_  
Sal Peralta, Chair  
MWVCOG Board of Directors

\_\_\_\_\_  
Scott Dadson  
Executive Director