

AGENDA

Board of Directors

Mid-Willamette Valley Council of Governments

Tuesday September 19, 2023

3:30 P.M. – 4:30 P.M.

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

ZOOM

Join Zoom Meeting

<https://us06web.zoom.us/j/84698648423?pwd=cXY3bkFnQUFleVVlb0g1V1hwZlI3Zz09>

Meeting ID: 846 9864 8423

Passcode: 402064

One tap mobile

+12532158782,,84698648423#,,,,*402064# US (Tacoma)

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

CHAIR: Lisa Leno, Confederated Tribes of Grand Ronde

VICE CHAIR: Ian Davidson, Cherriots, Salem Keizer Transit District

A. CALL TO ORDER – *Lisa Leno, Chair*

B. INTRODUCTIONS – *Lisa Leno, 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D. CONSENT CALENDAR (*All items on the Consent Calendar will be approved by one vote unless an item is withdrawn for discussion at the request of a Board member. Members may have an item withdrawn by notifying the Chair at the meeting.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 June 20, 2023, Meeting of the Board of Directors **pg. 3**
Requested Action: Approve minutes

2. Resolution 2023-09: Acceptance of Loan Loss Grant Funds
Requested Action: Approve acceptance **pg. 7**

E. ACTION ITEMS

1. RESOLUTION 2023-10 Authorizing Affiliate Memberships and Repealing and Replacing Resolution 2020-06. *Requested Action: Approve resolution.* **pg. 8**

- 2. Resolution 2023-11 Establishing Rates for Services** **pg. 11**
Requested Action: Approve resolution.
- 3. Adopting Corrective Action Plans** **pg. 17**
Requested Action: Adopt corrective action plans.
- F. ANNUAL DINNER PLANNING COMMITTEE APPOINTMENTS** **pg. 22**
Requested Action: Appoint committee members to the Annual Dinner Planning Committee
- G. INFORMATIONAL ITEMS**
- 1. Financial Report: Information Only** **pg. 23**
Amber Mathiesen, Finance Director
- 2. Department Activity Reports: Information only.** **pg. 27**
McRae Carmichael, Community Development Department Director
Jeff Hilderbrand, Small Business Loan Program Manager
Ray Jackson for Mike Jaffe, Transportation Director
- H. EXECUTIVE DIRECTOR’S REPORT**
Scott Dadson
NEXT MEETING: December 19, 2023, at 3:30 p.m. COG Offices/Zoom
- I. 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.)*
- J. ADJOURNMENT**

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 Linda Hansen at lhansen@mwvcoq.org or (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 JUNE 20, 2023

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

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

BOARD MEMBERS PRESENT

CHAIR: Lisa Leno, Tribal Council Member, Confederated Tribes of Grand Ronde

VICE CHAIR: Ian Davidson, Salem-Keizer Transit District Board

Commissioner Danielle Bethell, Marion County

Mayor Ken Woods, City of Dallas

Mayor Cathy Clark, City of Keizer

Mayor Chris Hoy, City of Salem

Mayor John McArdle, Independence, representing Small Cities of Polk County

Mayor Linda Watkins, Carlton, representing Small Cities of Yamhill County

Maria Hinojos Pressey, Member, Salem-Keizer School District Board of Directors

Lisa Rogers, Board Member, Chehalem Park and Recreation District

Commissioner Kit Johnson, Yamhill County

Councilor Sal Peralta, City of McMinnville

Councilor Roxanne Beltz, City of Monmouth

Ms. Brenda Sanchez, representing Marion County Soil & Water Conservation District

Mayor Frank Lonergan, City of Woodburn

Mayor Jim Kingsbury, Small Cities of Marion County

BOARD MEMBERS ABSENT

Commissioner Jeremy Gordon, Polk County

Mayor Bill Rosacker, City of Newberg

Ms. Betsy Earls, Chemeketa Community College

Frank W. Pender, Jr., Board Member, Willamette Education Service District (WESD)

OTHERS PRESENT

Scott Dadson, Executive Director

McRae Carmichael, Community Development Director

Amber Mathiesen, Finance Director

Mike Jaffe, Transportation Director

Linda Hansen, Administration Support Coordinator

Jeff Hilderbrand, Loan Program Manager

Ryan Pasquarella, CPA, Grove, Mueller & Swank

CALL TO ORDER & INTRODUCTIONS

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

PUBLIC COMMENT

None.

CONSENT CALENDAR

MOTION by Mayor McArdle, **SECONDED** by Mayor Hoy, **TO APPROVE THE CONSENT CALENDAR, AS PRESENTED.**

1. *Minutes of March 21, 2023, meeting of the Board of Directors*
2. *COG/VDI Service Agreements*
3. *Resolution 2023-06: Authorization to Renew Insurance Policies and Extending MWVCOG Worker's Compensation Coverage to Volunteers*
4. *Resolution 2023-07: Authorizing an Increase in the MWVCOG Credit Card Ceiling*
5. *Financial Report*

Discussion: None.

Motion carried.

IN FAVOR: All present. **OPPOSED:** None. **ABSTAINED:** None.

DEPARTMENT ACTIVITY REPORTS

McRae Carmichael, Community Development Director stated that the COG is expanding work outside of services historically done by the MWVCOG. DEQ Funds are being dispersed for septic systems damaged by the wildfires, and the COG will administer Marion County CDBG funds.

Mike Jaffe, Transportation Director, shared that the SKATS MPO Long Range Plan has been adopted and that the short-term transportation improvement plan gets updated every 3 years. Aumsville is being added to the MPO and discussions will take place as to how that changes the agreement. MWACT has a 2-year work plan starting.

Jeff Hilderbrand, Loan Program Manager, spoke about the Community Lender Loan Loss Reserve grant. The COG received \$1 million and VDI received \$700,000 to cover up to 3% of loans made in case they are defaulted on. After 10 years, the principal of the remaining funds and the interest will go to the COG and VDI.

FY 2021-2022 AUDIT PRESENTATION

Ryan Pasquarella presented information on the FY 2021-2022 Audit. There were no material misstatements. He shared the governance letter, federal compliance report and annual financial report. He highlighted p. 5 where the COG lease is now part of the capital assets and mentioned that with over \$750,000 annually in federal funds, the COG needs to have a federal compliance report. On p. 8, there were 2 findings, continued from the prior year that are material weaknesses. Conversation about whether the Finance Director had enough time

available and enough staff to support her took place, along with a request by Chair Leno for a report out on the status on correcting the two findings along the way in the upcoming year.

ACTION ITEMS

PUBLIC HEARING ON PROPOSED BUDGET FOR FY 2023-2024

Scott Dadson, Executive Director, reported on the Budget for FY 2023-2024. Ian Davidson, Budget Committee Chair, was then introduced to report on the June 6, 2023 Budget Committee meeting. Chair Leno opened the public hearing. There being no public at the meeting, she closed the hearing and opened the discussion. Mayor Clark was told that the current COG office space is leased through 2029 with a 3% cap on rent increases, when she asked about facility needs for the COG. The discussion did not lead to any amendments to the Budget.

MOTION by Mayor Clark, **SECONDED by Commissioner Bethell, **TO APPROVE RESOLUTION 2023-08 – ADOPTING THE BUDGET FOR FY 2023-2024, AS PRESENTED.****

Discussion: None.

Motion carried.

IN FAVOR: All present. **OPPOSED:** None. **ABSTAINED:** None.

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs)

Ms. Carmichael shared a PowerPoint presentation regarding a Community Partnership Board, which she is working to reconvene after not being active during COVID. The end goal of the CPB is regional cooperation. The COG Board could serve as the public sector side of the CPB but help is needed to fill the seats of the private sector side of the CPB. This board is a requirement to receive certain federal funds such as EDA, CDBG and other grants. Vacancies were highlighted with the request to email suggestions with contact information to Linda Hansen at lhansen@mwvcog.org by August 1.

EXECUTIVE DIRECTOR'S REPORT

Work on the FY 2022-2023 audit will begin early, in July stated Mr. Dadson. There is an increase in interest in planning services and grant administration by COG member cities.

BOARD DISCUSSION/ROUNDTABLE

Mayor McCardle of Independence commented that city budgets are very challenging due to Measures 5 & 50. He asked that the COG research "Reset at Sale" and what it would mean for jurisdictions. Mr. Dadson said that it was the role of the COG to convene regional conversations such as this. Mayor Hoy said that he didn't want to limit the conversation to one idea. He felt that legislators don't understand how broken the financing system is or what the limitations or inequities are. New construction doesn't come on paying full tax rates.

Mayor Woods stated that Dallas would have an ODOT Open House on July 12 from 4-7 p.m. and also mentioned other events coming to Dallas including the Crazy Days Celebration July 27-30.

Mayor Clark shared that Keizer Fest would be coming the 2nd weekend in August and that this year was the 40th anniversary of the City of Keizer. Baseball's Maverick League was highlighting cancer awareness.

Mayor Hoy told the group that the World Beat Festival was coming to Salem's Riverfront Park the weekend of July 24. July 4 fireworks have been moved to the Oregon State Fairgrounds instead of Riverfront Park due to the nesting eagles in the Minto Brown area.

Amber Mathiesen shared that Mike Jaffe, Transportation Director, has been working with the COG for thirty years!

ADJOURNMENT

Hearing no further business, Chair Leno adjourned the meeting at 5:16 p.m.

Scott Dadson, Executive Director

Postscript: Minutes prepared by Linda Hansen

BEFORE THE BOARD OF DIRECTORS

FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

A RESOLUTION TO ACCEPT THE COMMUNITY LENDER LOAN LOSS RESERVE
ACCOUNT FUNDS

RESOLUTION 2023-09

WHEREAS, it is necessary for the Mid-Willamette Valley Council of Governments, hereinafter called MWVCOG to accept funds in the fiscal year 2023-24; and

WHEREAS, MWVCOG has been lending to business startups and small businesses in our three Oregon counties (Marion, Yamhill, Polk) since 1983. As a gap financier, MWVCOG supports businesses that are denied by traditional banks, which is often the case for startups and small businesses. MWVCOG has found our lending program to be a successful tool for economic development in our region, resulting in the creation and stabilization of many small businesses and jobs.

WHEREAS, the anticipated benefits of the proposed fund will be to expand MWVCOG's ability to make financing available that is not otherwise available from traditional sources of debt, especially for start-ups, businesses with less than three years of operating history, and businesses with limited liquidity or collateral; to increase business revenues which result in increased or retained business income tax for Oregon; to diversify and stabilize MWVCOG's local and regional economies; and to provide a specific benefit to SEDI (Socially and Economically Disadvantaged Individuals) owned firms, and rural communities. By increasing the amount of capital available to SEDI-owned businesses and others within MWVCOG's counties, this Program will result in increased wealth, job creation, and new or expanded businesses.

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 accepts the Community Lender Loan Loss Reserve Account Funds in the amount of \$1,000,000.

THAT the Executive Director is authorized to execute the program associated with the Community Lender Loan Loss Reserve Account Funds.

ADOPTED by the Board of Directors of the Mid-Willamette Valley Council of Governments at Salem, Oregon this 19th day of September, 2023.

Lisa Leno, Chair MWVCOG Board of Directors

Scott Dadson, MWVCOG Executive Director

BEFORE THE BOARD OF DIRECTORS

FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

In the matter of authorizing the affiliate memberships and affiliate service fees, repealing and replacing Resolution 2020-06.

RESOLUTION 2023-10

WHEREAS, the Mid-Willamette Valley Council of Governments, an intergovernmental entity formed by agreement pursuant to ORS Chapter 190, has member governments pursuant to both ORS 190.020 and the agreement establishing the COG;

WHEREAS, in March 2020 the COG board established an affiliate member program.

WHEREAS, interest has been shown in expanding the affiliate member program to include local governments outside of Marion, Polk and Yamhill counties; and

WHEREAS, the Board of Directors for the COG has the authority to establish and expand member classifications:

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

1. To establish an affiliate program with the following parameters
 - a. Eligible entities
 - i. Local governments outside of Marion, Polk and Yamhill counties
 - ii. Individual: Available to public employees or employees of nonprofits who work regularly with COG.
 - iii. Nonprofit: Non-profit regional organizations and statewide intergovernmental associations that either have government representation on their boards (i.e. SEDCOR, Travel Salem, LOC, AOC, OSBA) or that partner with the COG in the delivery of its programs and services (i.e. Boys and Girls Club)
 - b. Cost:
 - i. Annual Fee: The affiliate fee for membership shall be set by the Board on an annual basis. The affiliate fee shall be billed on the fiscal year cycle, no proration.
 - ii. Fee for service: Affiliate pricing for eligible fee for service programs shall be set by the Board on an annual basis. Billing for eligible services shall be based on the agreement entered into between COG and the affiliate.
 - c. Membership Benefits

- i. Affiliates are eligible for fee-for-service community development, transportation planning and GIS programs and such other services as the Executive Director may deem appropriate based on available resources.
 - ii. Affiliates are not eligible to participate in the COG's fee for service programs that are limited to Marion, Polk, and Yamhill local government entities (i.e. recruitments, strategic planning, etc.)
2. Repeal and replace Resolution 2020-06 In the matter for authorizing the execution of legal service contracts with member governments.

ADOPTED by the Board of Directors of the Mid-Willamette Valley Council of Governments at Salem, Oregon this 19th day of September 2023.

Lisa Leno, MWVCOG Board Chair

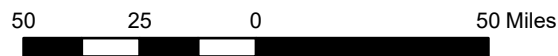
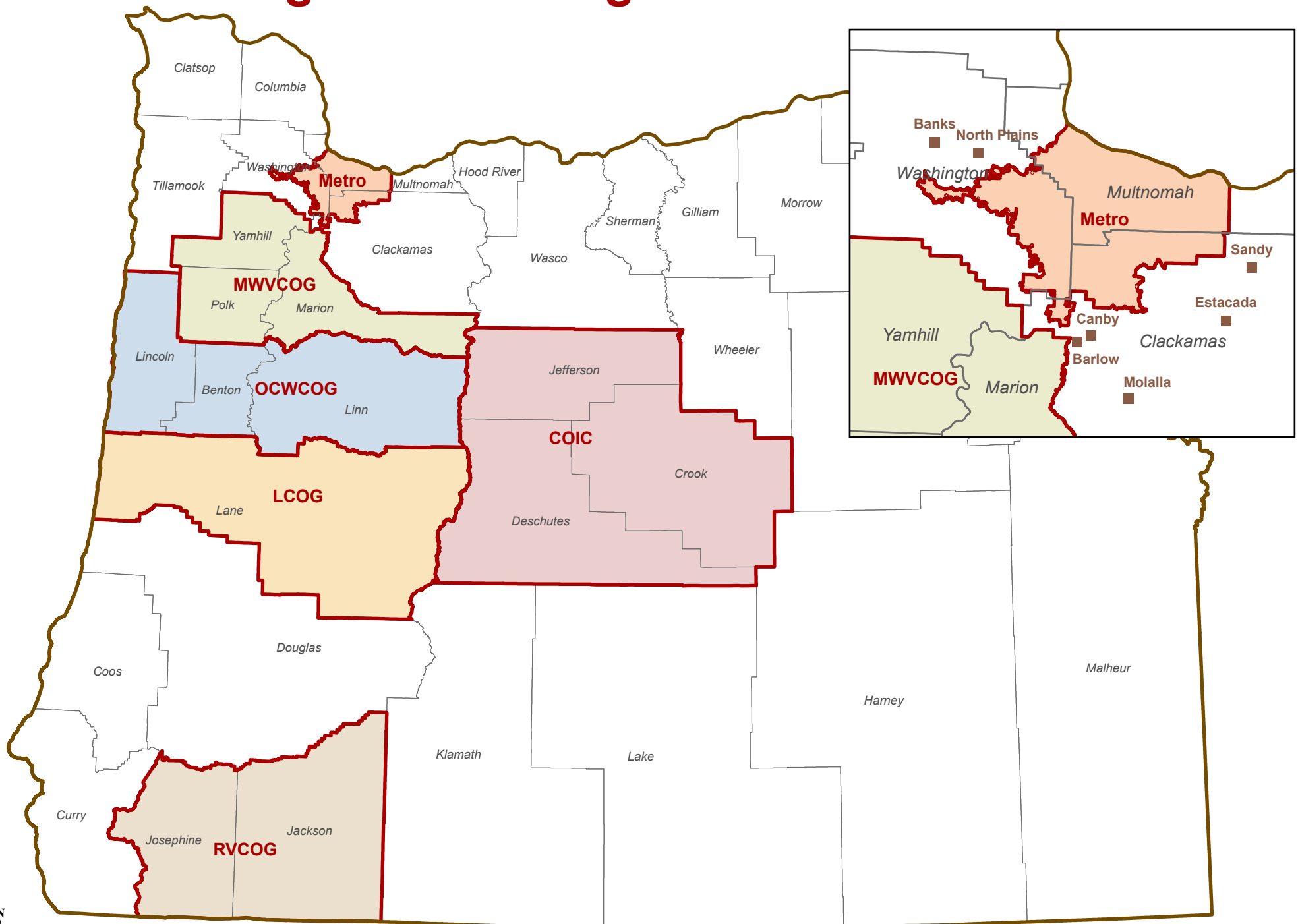
Date

ATTEST

Scott Dadson, MWVCOG Executive Director

Date

Oregon COGs/Regional Governments



BEFORE THE BOARD OF DIRECTORS

FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

In the matter of establishing rates for services provided to members, affiliate members, and other entities on a fee-for-service basis.

RESOLUTION 2023-11

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 COG desires to offer a host of fee-for-service programs on a contractual basis with its affiliate members 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, 2023, and ending June 30, 2024, unless sooner amended:

	COG Member Rates	Affiliate Member Rates
<u>Administrative Services</u>		
<u>Recruitment Services</u>		
<u>Population</u>		
Up to 1,000	\$ 7,739	\$ 8,513
1,001 to 5,000	\$ 9,950	\$ 10,945
Over 5,000	\$ 13,266	\$ 14,593
Non-Member Govt. Entities	\$ 19,899	\$ 21,889
Background Check Services (per background check)	\$ 553	\$ 608

		COG Member Rates	Affiliate Member Rates
Legal Services			
Consultation and Navigation Services	Per year	\$ 1000	\$ 1,100
(Includes up to 5 hours per month, unused hours do not roll forward)			
General Council Services	Per hour	\$ 188	\$ 207
Hearings Officer Services	Per hour	\$ 207	\$ 228
Strategic Planning/Goal Setting			
Evening/Half Day	per hour	\$ 1,658	\$ 1,824
One Day (8 Hours)	per hour	\$ 3,317	\$ 3,649
Evening Plus full day (10 hours)	per hour	\$ 3,869	\$ 4,256
Miscellaneous Technical Services			
Executive Director	per hour	\$ 187	\$ 206
Admin Support Coordinator	per hour	\$ 97	\$ 107
Support Staff	per hour	\$ 76	\$ 84
Finance Services			
Finance Director	per hour	\$ 141	\$ 155
Fiscal Assistant	per hour	\$ 97	\$ 107
Support Staff	per hour	\$ 76	\$ 84
Human Resources Services	per hour	\$ 97	\$ 107
Communications Services	per hour	\$ 76	\$ 84
<u>Community Development Services</u>			
Land Use Planning (small cities)*			
Senior Planner	per hour	\$ 104	\$ 114
Associate Planner	per hour	\$ 97	\$ 107
Support Staff	per hour	\$ 76	\$ 84
Grants Administration*			
Grants Administration Specialist	per hour	\$ 84	\$ 92
Support Staff	per hour	\$ 76	\$ 84
For Profit Rate	per hour		\$ 116
Project Management			
Project Manager		\$ 97	\$ 107
Housing Rehab Services*			\$ 0
Project Manager	per hour	\$ 97	\$ 107
Housing Rehab Specialist	per hour	\$ 84	\$ 92

		COG Member Rates	Affiliate Member Rates
<u>Economic Development Services*</u>			
Development Director		\$ 141	\$ 155
*(Any contracts that exceed a 1-year period shall be charged at the above rates plus 5%.)			
<u>GIS/Data Services</u>			
Member Rate	per hour	\$ 103	\$ 113
For Profit Rate	per hour		\$ 166
<u>Modeling Services</u>			
Member Rate	per hour	\$ 130	\$ 143
For Profit Rate	per hour		\$ 185
<u>Loan Program Services SBA Loans / Administration for Revolving Loan Program</u>			
Program Manager	per hour	\$ 148	\$ 163
Loan Officer	per hour	\$ 109	\$ 120
Servicing Specialist	per hour	\$ 90	\$ 99
Loan Underwriting , Packaging and		1.5%	\$ 0
*Minimum Fee		\$ 1,500	\$ 1,650
<u>Copy Services</u>			
<u>Copy</u>			
Black and White Copies (Each)		\$ 0.25	\$ 0.28
Color Copies (Each)		\$ 0.75	\$ 0.83
Oversize color copies, double sided (Each)		\$ 1.25	\$ 1.38
<u>Regular Plots</u>		\$ 3	\$ 3.30
A (8 1/2x11) or (11x17) (Each)		\$ 25	\$ 27.50
C (17x22) or (22x34) (Each)		\$ 45	\$ 49.50
E (34x44) (Each)			
For oversize plots, \$45 plus \$4.32 per additional square foot			
<u>Image Plots</u>		\$ 6	\$ 7
A (8 1/2x11) or (11x17) (Each)			
C (17x22) or (22x34) (Each)		\$ 37	\$ 41
E (34x44) (Each)		\$ 67	\$ 74
For oversize plots, \$67 plus \$6.48 per additional square foot			

Affiliate and Business Partner Rates

	Individual / Non-Profit Affiliate	For-Profit Business Partner
Cost	\$500	\$500
Eligibility	Non-profit regional organizations and statewide intergovernmental associations that either have government representation on their boards (i.e. SEDCOR, Travel Salem, LOC, AOC, OSBA) or that partner with the COG in the delivery of its programs and services (i.e. Boys and Girls Club) This category would also be available to individuals in organizations who work regularly with the COG (i.e. Regional Solutions Coordinator).	Any for-profit Business that does business with the public entities that make up membership in the COG.
Scope of Services	Affiliates would receive all COG publications, member pricing for training and events, and member rates for fee-for-service programs that were also offered to non-member entities (i.e. GIS, transportation modeling, etc.).	Business Partners would receive all COG publications, member pricing for training and events, and member rates for fee-for-service programs that were also offered to non-member entities (i.e. GIS, transportation modeling, etc.)



Audit Compliance

In Fiscal Year 2020-21 and Fiscal Year 2021-22 there were audit findings that required management to respond to the recommendations set out by the auditors. This response also is required to be formatted into a Corrective Action Plan, adopted by the Board, and to be submitted to the State Audits division.

There are two Corrective Action Plans attached to this report, one for each of the corresponding audits. While the board has heard the audit presentations and accepted the audit documents, and we filed the FY 2020-21 Action Plan, we have been asked by the Audits Division to have the Board take specific formal action to adopt these plans at a board meeting so the minutes will demonstrate the Board has reviewed and adopted the actions for staff to implement. While this is primarily a formality, it does allow granting agencies who might review our audit filings to see our plans to address the concerns.

As was reported to the Executive Committee we have taken the following actions as were laid out in in the Corrective Action Plans.

- COG moved to a new financial system QuickBooks, to allow for more transparent accounting processes and reporting. The conversion that was taking place during the time of the compliance concerns is now complete.

- Staff contracted with Merina and Co. (a finance consultant firm) to assist with preparing the financial statements for the audit process and for ongoing support and monthly reconciliation assistance.
- We have filled the Controller position and have a vacant Financial Analyst position budgeted.
- We also have a Project Management and Finance consultant, Jenni Lipscomb from JDL Services LLC. who helped with the financial conversion, continuing to work with us to document processes and procedures, develop reports and train staff, on use of the system as we make hires.
- Staff purchased a subscription to the QuickBooks Training Dashboard, which allows staff to participate in ongoing training provided by the software we are using.
- Finance also budgeted for training to allow staff to attend other training opportunities as they become available.



100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | www.mwvcog.org
T: 503.588.6177 | F: 503-588-6094 | E: mwvcog@mwvcog.org
An equal opportunity lender, provider, and employer

CORRECTIVE ACTION PLAN

March 28, 2022

Cognizant or Oversight Agency for Audit

Mid-Willamette Valley Council of Governments (MWVCOG) respectfully submits the following corrective action plan for the year ended June 30, 2021.

Name and address of independent public accounting firm:

Grove, Mueller & Swank, P.C.

475 Cottage Street NE, Suite 200

Salem, Oregon 97301

Audit period: July 1, 2020 – June 30, 2021

The findings from the June 30, 2021 schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

FINDINGS—FINANCIAL STATEMENT AUDIT

2021-001 – Material Weakness - Maintenance of the General Ledger

Recommendation: The organization evaluate the processes within the accounting department included having personnel with the experience to adequately review the financial records for accuracy.

Action Taken:

While we agree there were some reporting differences, we also want to recognize MWVCOG's old accounting system (used in FY 2020-21) was incomplete, and inadequate without the institutional knowledge of the required workarounds to allow accuracy in accounting. This is contributed to the audit process being difficult and frustrating for both the auditors and MWVCOG staff. Accounting tasks were manual and exceptionally time consuming and as such it was difficult to provide information in a timely fashion. MWVCOG was not adequately staffed with trained staff members in the Finance Department at the end of the fiscal year, which also contributed to the difficulty of preparing for the audit.

MWVCOG has purchased and has been working through the implementation of a modern accounting software, that includes the accounting functions necessary to provide for complete and accurate accounting. Upgrading accounting systems and processes is difficult and time consuming and there is never a good time to do so. Staff debated alternatives and determined that a change was necessary as soon as possible. Management knew it would be a challenge, but it was critical for long-term success. With much time and effort, the initial transition is complete. Staff now have easy access to accurate financial information. Processes were improved and documented to ensure consistency and continuity. MWVCOG is proud of the efforts so far and plans to continuously improve accounting processes and practices in the future.

MWVCOG has been pursuing increased Finance staff FTE (new and/or temporary hires) to allow more time for careful data entry and journal entries. With staff new staff, we recognize there is a potential need to provide GAAP training and will do so.

We also recognize a need to continue to develop better internal controls and better business process to continue to ensure accuracy and timeliness of financial information.

On March 15, 2021 MWVCOG Board adopted Comprehensive Financial Management Policies including a policy managing pass through funding.

Finding 2021-002 Preparation of the Schedule of Expenditures of Federal Awards (Material Weakness)

Recommendation: We recommend that management establish controls to properly reconcile the SEFA and ensure that it agrees to the accounting records.

Action Taken:

As was referenced in our first response which largely also applies to this comment, the accounting process was heavily reliant on spreadsheets and highly manual accounting tasks were time consuming and prone to error due to lack of technology. Spreadsheets do not provide for checks and balances and do not contain processes in themselves to catch or prevent errors. MWVCOG has purchased and has been working through the implementation of a modern accounting software, that includes the accounting functions necessary to provide for complete and accurate accounting.

MWVCOG staff identified a need to have internal performance controls for grants, and processes were improved and documented to ensure consistency and continuity. Advanced financial technology and business practices will substantially improve our ability to provide information necessary for future audits.

MWVCOG has been pursuing increased Finance staff FTE (new and/or temporary hires) allow more time for thoughtful data entry into the financial system. Having adequate staffing levels is key to providing the time needed for more complex accounting such as is required to accurately report grants and pass-through funding.

On March 15, 2021 MWVCOG Board adopted Comprehensive Financial Management Policies including a policy managing pass through funding.

If the Mid -Willamette Valley Council of Governments Board has questions regarding this plan, please call Scott Dadson at 503-588-6177.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'SD' or 'Scott Dadson', written in a cursive style.

Scott Dadson
Executive Director



100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | www.mwvcog.org
T: 503.588.6177 | F: 503-588-6094 | E: mwvcog@mwvcog.org
An equal opportunity lender, provider, and employer

CORRECTIVE ACTION PLAN

September 12, 2023

Cognizant or Oversight Agency for Audit

Mid-Willamette Valley Council of Governments (MWVCOG) respectfully submits the following corrective action plan for the year ended June 30, 2022.

Name and address of independent public accounting firm:

Grove, Mueller & Swank, P.C.
475 Cottage Street NE, Suite 200
Salem, Oregon 97301

Audit period: July 1, 2021 – June 30, 2022

The findings from the June 30, 2022 schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

FINDINGS—FINANCIAL STATEMENT AUDIT

2022-001 – Maintenance of Accounting Records (Material Weakness)

Recommendation: Staff should complete additional training and consider obtaining part-time or temporary assistance during fiscal year close out or when dealing with complex accounting issues to avoid similar problems with the accounting records in the future.

Action Taken:

MWVCOG has been pursuing increased Finance staff FTE (new and/or temporary hires) to allow more time for careful data entry and journal entries. We have had mixed levels of success with hiring, both due to limited candidate pools, and new hires lack of experience levels in governmental accounting, this has generated some turnover and vacancies. With new staff, we recognize there is a potential need to provide GAAP training and will do so. We will also be seeking additional assistance with audit preparation and other large projects as needed.

We also recognize a need to continue to develop better internal controls and better business processes to continue to ensure accuracy and timeliness of financial information.

Finding 2022-002 Preparation of the Schedule of Expenditures of Federal Awards (Material Weakness)

Recommendation: We recommend that management establish controls to properly reconcile the SEFA and understand the calculation required to determine the RLF Program balance in order to ensure that it agrees to the accounting records.

Action Taken:

MWVCOG staff completed the SEFA worksheet as provided by the audit firm and their instructions. In working with the auditors, it was discovered the worksheet contained inaccurate calculations for the current federal funding sources. We have discussed working together to develop an audit preparation worksheet for the SEFA that will allow for accurate reporting going forward.

If the Mid -Willamette Valley Council of Governments Board has questions regarding this plan, please call Scott Dadson at 503-588-6177.

Sincerely yours,



Scott Dadson
Executive Director



MEMORANDUM

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

DATE: September 19, 2023

FROM: COG Executive Committee

THRU: Scott Dadson
Executive Director

SUBJECT: Annual Dinner Planning and Awards Committee for 2024

REQUEST

- a) Seeking volunteers and/or nominees to serve on the MWVCOG Annual Dinner Planning and Awards Committee, and
- b) Board feedback related to planning for the 2023 MWVCOG Annual Dinner.

BACKGROUND

The COG Board traditionally solicits volunteers for the Annual Dinner Planning and Awards Committee to start making arrangements for venue, catering, etc. and to solicit nominees for our four (4) award categories.

Pursuant to Section X of the MWVCOG ORS 190 Agreement:

3. Annually the Chair shall call a general meeting at which meeting the Council shall review the status of the region with respect to all regional matters with which it is concerned.

The Executive Committee wishes to proceed with establishment of the Annual Dinner Planning and Awards Committee to provide guidance on venue and format, and to proceed with solicitation of nominees for the MWVCOG annual award categories.

ISSUES

Considerations for the Annual Dinner Planning and Awards Committee include but are not limited to:

- Changes to timeline, venue, and/or and format for the 2024 Annual event?
- Alternative plans or options to fulfill Section X.3. of the ORS 190 Agreement?



MEMORANDUM

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

DATE: September 19, 2023

THRU: Scott Dadson
Executive Director

FROM: Amber Mathiesen
Finance Director

SUBJECT: Finance Report

Budget

The FY 2023-24 budget was adopted by the COG board in June 2023. We do not have any supplemental budgets to present at this time.

Audit

In the kickoff meeting for the COG annual financial audit was on August 28th. In this meeting the auditors expressed appreciation for the volume of items that were completed ahead of time, allowing for preparation of the audit. The auditors at Grove Mueller and Swank have a new Audit Manager, Josh Quinn, who has been very helpful in outlining what they need and coordinating the audit work. We fully expect the audit to be completed in a timely manner with a presentation tentatively scheduled for the December board meeting.

Revenue and Expense

COG's activities related to the budget for FY 2022-23 are shown in Attachment A, a COG wide Budget versus actuals report through August 31, 2023. At the end of August 17% of the budget year has elapsed. Overall expenses are at approximately 8.79% of budget.

The revenue(income) section of the report demonstrates that COG has received 11.51%.

We will see some delay in revenue due to a delay in being able to apply for the COG's indirect rate and apply it to invoices. This was a result of the FY 2021-22 audit not being completed by

the December 2022 audit deadline, creating the inability to apply for the rate as the audit document is a required component of the application process. The rate negotiation is expected to begin in late September.

Community Lending Loan Loss Reserve Account Funds

The COG has been awarded \$1,000,000 in Community Lending Loan Loss Reserve Funds. These funds will be used to back new loans against the potential for loan defaults. This allows COG to use less program funding to back reserves which allows for more funding to be used for new loans in the future.

Mid-Willamette Valley Council of Governments

Budget vs. Actuals: FY 2023-24

July 2023 - June 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4100 Federal			
4110 Direct Federal Funds		75,000.00	
4120 Federal Pass Through Funds		2,368,562.44	
Total 4100 Federal		2,443,562.44	
4200 State			
4202 State Direct	200,000.00	2,282,709.55	8.76 %
Total 4200 State	200,000.00	2,282,709.55	8.76 %
4400 Local	495,436.75	817,529.00	60.60 %
4410 Bank Interest	5,772.81		
4460 Loan Revenue	1.14		
4440 Loan Administration & Servicing	3,465.96	554,000.00	0.63 %
4450 Loan Interest	30,077.88	103,500.00	29.06 %
4466 Principal	42,741.05	164,000.00	26.06 %
4467 CCD Loan Revenue	1,745.89	13,000.00	13.43 %
Total 4460 Loan Revenue	78,031.92	834,500.00	9.35 %
4465 Grant Revenue	15,500.00		
4480 Other Miscellaneous Revenue	-1,950.55	50,447.00	-3.87 %
4490 Services	25,700.00		
4500 Transfers In		636,679.87	
4510 Uncategorized Income	3,565.00		
4600 VDI Contract Revenue		80,000.00	
Total Income	\$822,055.93	\$7,145,427.86	11.50 %
GROSS PROFIT	\$822,055.93	\$7,145,427.86	11.50 %
Expenses			
5100 Payroll Expenses			
5101 Wages	463,272.57	2,544,920.00	18.20 %
5120 Taxes	38,206.10	37,500.00	101.88 %
5130 Fringe Benefits	131,387.24	971,711.00	13.52 %
Total 5100 Payroll Expenses	632,865.91	3,554,131.00	17.81 %
5200 Materials and Services			
5201 Legal & Professional Services			
5220 Lobbyist	3,300.00	20,000.00	16.50 %
5230 Audit Services	10,500.00	82,000.00	12.80 %
5250 Loan Program Administration		1,100.00	
5260 Loan Servicing	-470.00		
5290 Other Professional Services	25,261.30	298,300.00	8.47 %
Total 5201 Legal & Professional Services	38,591.30	401,400.00	9.61 %
5320 Communication, Printing	2,647.72	136,942.00	1.93 %
5330 Computer Support, Supplies & Upgrades	9,757.95	112,050.00	8.71 %
5340 Dues & subscriptions	2,847.25	15,600.00	18.25 %
5350 Entertainment Meals		9,200.40	

Mid-Willamette Valley Council of Governments

Budget vs. Actuals: FY 2023-24

July 2023 - June 2024

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
5370 Equipment Repair & Maintenance	136.19		
5390 Insurance	4,167.87	44,500.00	9.37 %
5410 Loans		2,011,697.00	
5440 Occupancy Expense	49,653.31	198,070.00	25.07 %
5450 Office Supplies	2,559.11	46,991.00	5.45 %
5460 Other Misc Expense	1,075.75	6,950.00	15.48 %
5470 Pass Through Payments	183,377.13	1,859,000.00	9.86 %
5510 Travel, Training and Meetings	918.11	31,800.00	2.89 %
5520 Vehicle Repair & Maintenance	177.62	26,550.00	0.67 %
5535 Grant Discounts		189,170.00	
Total 5200 Materials and Services	295,909.31	5,089,920.40	5.81 %
5540 Indirect Cost		1,556,652.00	
5700 D - Transfers Out		397,166.00	
5805 Reimbursements	2,526.69		
Other Miscellaneous Expense	172.35		
Total Expenses	\$931,474.26	\$10,597,869.40	8.79 %
NET OPERATING INCOME	\$ -109,418.33	\$ -3,452,441.54	3.17 %
Other Income			
4001 Beginning Balance		3,758,514.00	
Total Other Income	\$0.00	\$3,758,514.00	0.00%
Other Expenses			
5820 Reconciliation Discrepancies-1	3.99		
9010 Designated Reserves		110,634.00	
9020 Undesignated Reserves		44,514.00	
9500 Contingency		1,629,430.40	
Total Other Expenses	\$3.99	\$1,784,578.40	0.00 %
NET OTHER INCOME	\$ -3.99	\$1,973,935.60	-0.00 %
NET INCOME	\$ -109,422.32	\$ -1,478,505.94	7.40 %



MEMORANDUM

TO: Board of Directors **DATE:** September 12, 2023

Mid-Willamette Valley Council of Governments

THRU: Scott Dadson
Executive Director

FROM: McRae Carmichael
Community Development Director

SUBJECT: Community Development Update

The following summary highlights new and continuing Community Development activities completed by COG staff during the past 3 months:

Economic Development

Latino Business Alliance. Since the receipt of the grant funds, the COG has assisted the LBA and SEDCOR in the development of a 6-month business training course, working with the Small Business Development Center at Chemeketa Community College. This training covers subjects such as improved communication skills (both verbal and written), accounting and QuickBooks, business organizational structures, bank and financing negotiations, business networking/marketing, and bidding on work contracts. After successful completion of the training course, graduates are eligible to apply for a small business loan ranging from \$5,000 - \$15,000, through the COG. The COG has worked with the LBA developing Loan Policies & Procedures and Loan guidelines, based on the LBA's goals for these LBA funded loans.

The COG acts as the loan underwriter meeting with the applicants, gathering the required applications (financial statements, resumes and projections). Upon receipt of the required information is received, analyzing the loan request, then making the recommendation for approval or denial, which is then communicated to the LBA Board via a credit memo for their review and final approval or decline. Upon approval the COG completes the requisite loan documents and meets again with the borrowers at loan closing. The LBA funds and manages the loans. The COG provides technical assistance and collections support, working with the LBA staff as required.

Oregon Economic Development Districts, in partnership with **Business Oregon** have been working with all three Counties and member Cities to prepare for upcoming Broadband Funding opportunities through Broadband Technical Assistance Program (BTAP) and Broadband Equity, Access, and Deployment (BEAD). It is estimated there will be \$8 million in BTAP funding, \$157 Million in ARPA funding and \$680 Million in BEAD funding that will be made available for Grant Applications. \$163 million will be available in 2024 for grants for planning and implementation.

In partnership with the Mid-Valley **Regional Solutions Team** (RST), COG staff continues to track and monitor projects that will be included in the draft 2023-2028 Comprehensive Economic Development Strategy (CEDS). The draft CEDS is being reviewed by the Mid-Willamette Valley Partnership Board and with the potential of adoption in December 2023.

In May of this year, we assisted Mt. Angel with an income survey to help determine if an area in Mt. Angel could be eligible for **Marion County CDBG** infrastructure improvement grant to improve the street and sidewalk on University St. This process included COG staff developing a survey in English and Spanish, sending mailers to all residents in the identified area, tracking the results and then on two different occasions doing field work to have surveys complete. The result is a determination they are LMI eligible for this project if they decide to apply for funds.

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, and coordinating meetings and support related to redevelopment efforts in the Canyon. 7/10, two more loans will close 9/15. **North Marion Economic Development:** The Santiam Canyon Fire small business loan program – modifications to Loan Policies & Procedures, and Loan Guidelines have been requested and have been made; awaiting county approval.

Our loans officer has also been working the **Yamhill County Economic Development** staff on the Yamhill County RLF loan program. Currently a draft of Loan Policies & Procedures, and Loan Guidelines have been submitted along with a draft service contract and we are awaiting comments from Yamhill County Economic Development.

We are supporting the **North Santiam Sewer Authority**, a joint venture of the cities of **Idanha, Detroit, Gates** and **Mill City**, which has the aim of supporting the development of a sewer system for the canyon communities. The NSSA works in partnership with **Marion County** which is providing fiscal and engineering oversight of a \$50M ARPA allocation from the Oregon legislature to provide planning, design, and construction of sewer and septic solutions for the canyon. **\$40M** is allocated to construct a new treatment plant for Mill City which has an aging plant and that can serve the communities of **Mill City** and **Gates**. **\$10M** was allocated to fund design and planning for a sewer system for **Detroit** and **Idanha** long term and commercial and residential septic solutions in the interim while additional funding for the construction of a sewer system is sought. The NSSA board recently reviewed a rate study commissioned by the county to inform decisions about rate methodology and governance.

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. COG currently provides contract planning services to 27 cities.

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

We applied for and assisted **Dayton and Carlton** in securing Housing Assistance (HA) funding from DLCD to complete Housing studies and Code amendments. This work will take place over the next year. Our planners also assisted the following communities with submission of **Technical Assistance (TA)** funding applications to DLCD for continued long-range planning work, specifically directed at addressing needed Economic development and housing in our region: **Aurora, Dallas, Hubbard, Molalla and Sheridan**

AMITY

- Site Development Review and Conditional Use Permit to combine Amity Middle School onto the High School campus
- Site Development Review's final occupancy check for cannabis retail
- Work associated with prior 36-lot residential PUD/Subdivision

AURORA

- SDR 23-04. Site Development Review for a ±43,600 square foot boat storage facility on ±4.5 acres in the Industrial Zone

AUMSVILLE

- New 15-lot residential subdivision
- Small legislative amendment package

CARLTON

- Council work sessions (2) CLG / Historic Review & Greenways / TSP update potential
- Grant application for code updates, housing + clear & objective design standards
- Code update / comprehensive review of Development Code
- Land Use application status review (3)
- Planning Commission meeting – update on activity
- Review of miscellaneous land use applications and questions about land development

DAYTON

- LA 23-01. Text amendments to the Dayton Land Use Development Code to add applicability requirements for discontinued uses requiring new Site Development Review

approval, update clear vision standards, update expiration dates for land use decisions, and add provisions for phased subdivisions

- LA 23-01. Creating design standards for new development in the Central Business Area Overlay District (CBO)
- Pre-application conference for potential annexation of ±11 acres with a ±44-lot phased residential subdivision
- Received a Housing Planning Assistance Grant to update the Housing Element of the Dayton Comprehensive Plan
- Submitted TGM Grant to update Dayton's Transportation System Plan

DETROIT

- CU 23-01. Conditional Use Permit to permit a dry marina business that was partially destroyed in the Beachie Creek and Lionshead Wildfire
- 3 residential access permits and 1 access permit for an additional service entrance at City Hall.
- Updating City application forms

DONALD

- 1 Lot Line Adjustment in Donald Industrial Park
- Site Development Review's building permits stage for 107,000 SF industrial spec building in Donald Industrial Park
- Harvest Gardens SUB/PUD's Phase 1 and 2 final plats review/recording, ready for building permits for up to 49 houses, approx. 20 already under way
- Pre-App meetings for new mixed-use buildings on Main Street

DUNDEE

- LA 2023-02. Legislative amendment to change the short term rental standards
- STR 23-08. Short term rental application. 131 SW Oliver Ct
- STR 23-09. Short term rental application. 249 SW 1st
- T1CR 23-10. Add parking lot to Trellis Restaurant
- STR 23-11. Short term rental application. 237 SW Oliver Ct

FALLS CITY

- Response to questions about land development
- Review of Building & miscellaneous land use permits

GATES

- Downtown Business District Visioning Plan Technical Advisory Committee participation
- Camp Benadoo: On-going planning work

HUBBARD

- Site Development Review's building permit stage for auto repair shop
- Site Development Review's building permit stage for marble & granite business
- 2 Technical Reviews for electronic display signs

- Upcoming DLCD TA Grant application

INDEPENDENCE

- SDR 23-03. Site development review to construct a 5,000 square foot storage building on a 0.82-acre parcel within the City of Independence Light Industrial (IL) zoning district with a gravel access drive, fence, and landscaping
- MP 23-01. 3 Parcel Partition
- CA 23-03. Certificate of Appropriateness (CA) to add rooftop solar panels to the structure containing Parallel 45 Brewing at 240 Monmouth Street

JEFFERSON

- Council / PC work session – Code updates needed in response to bill activity
- Prep App Meetings (2)
- Response to questions about land development
- Review of Building & miscellaneous land use permits

LAFAYETTE

- HO 23-02. Home occupation
- Transportation and Growth Management grant request for Transportation Systems Plan update
- PAR 23-01. 2-parcel partition. 373 N Bridge
- LA 23-01. Legislative amendment changing retail marijuana standards

SHERIDAN

- LA 23-01. Legislative amendment updating the floodplain standards
- SDR 23-01. Site Development Review, Career Technical Education Center
- FDP 23-05. Floodplain Development Permit at 346 NE Faulconer for new house
- SDR 23-02. Site Development Review for change of use from Bed & Breakfast to in-take center
- SDR 23-03. Site Development Review for small storage facility
- LA 23-02. Legislative amendment to add permitted uses; small scale brew-pub, winery, distillery to Commercial zone

ST. PAUL

- VAR 23-01. Major variance to allow a 5' side yard setback for accessory structure
- VAR. Major variance to allow nonconforming accessory structure to expand into setback area

MT. ANGEL

- Pre-application Conference for 42-lot subdivision
- Pre-application Conference for 28-unit apartment proposal with ground floor commercial in the Downtown Core Overlay

- 2 Partitions in the Infill Development Overlay Zone

STAYTON

- PAR 4-05/23. 3-parcel partition of industrially zoned land
- VAC 4-06/23. Vacation of alley in commercial area
- SPR 6-06/23. Site Plan Review for small cold storage warehouse
- SPR 7-08/23. Site Plan Review for day care facility
- Preapplication meeting: Ty Hart memorial fitness center on Stayton High School campus
- Preapplication meeting: Renovation of the former Norpac food processing site
- Preapplication meeting: Annexation of vacant residential land

SUBLIMITY

- Prep App Meetings (2)
- Land Use application status review (2)
- Public Hearings (2) Conditional Use app and Site Design Review app
- Response to questions about land development

WILLAMINA

- New 60-lot residential subdivision with 3 concurrent variances
- Work associated with prior 2-parcel partition
- Work associated with prior 2-parcel partition in preparation for future subdivision

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** on their successful Community Development Block Grant (CDBG) award for \$2,050,145 for wastewater improvements, the city of **Independence** on Davis-Bacon and BOLI wage monitoring requirements related to a Oregon funded infrastructure project, and the City of **Willamina** on their successful 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.

We are assisting **Sheridan** with its **\$250,000 CDBG-CV** grant which in partnership with the Sheradin Food Bank provides critical equipment, supplies, staffing and food for vulnerable community members. The Food Bank recently purchased a cargo van to transport food and supplies as well as refrigeration equipment to extend the amount of food it is able to have onsite for community members. We are also assisting **Sheridan** with its **\$1,043,940 CDBG Wastewater System Improvements** design grant.

COG staff are administering a \$2 million DEQ septic reimbursement grant to reimburse property owners who have had to replace or repair septic systems destroyed or damaged by the Beachie Creek and Lionshead wildfires. We have 182 active applications, and have successfully processed and issued over **\$200k** in reimbursement checks to over **30** property owners in **Marion County**.

Housing Rehabilitation

Planning efforts are underway with **Marion County** CDBG staff to begin their Home Loan repair program. The MWVCOG was awarded a five year contract to assist the County with administering its programs to the 18 entitlement communities within **Marion County**. The County has approved that an eligible property owner can apply for \$50,000 in funds for home improvements. 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. To date COG staff has assisted 17 Homeowners in **Silverton**, 7 Homeowners in **Stayton**, and 9 Homeowners in **Hubbard**.

COG staff is also assisting property owners with Valley Development Initiative (VDI) housing rehabilitation loans in **Aumsville** (1), **Marion County** (2), **Stayton** (2), and **Woodburn** (1).

Small Business Loan Program

Direct Loans Closed since 6/30/23:

- Juliet Sloan / Monmouth Montessori School – \$200,000 loan to complete renovation and expansion of school – total project cost \$400,000; loan closed 7/26/23
- Paul & Michele Garcia / PNMG LLC – \$200,000 loan to help finance the purchase of a new building to expand business – Vitality Spa in Keizer

Loan applications in process:

- Ryan Sariano – SBA 504 with Bank of the Pacific. Est total loan \$4,000,000 - \$5,000,000 – SBA funding \$1,600,000 - \$2,000,000
- Fox Hill LLC – SBA 504 with Citizens Bank Est total loan \$5,250,000 – SBA funding \$2,100,000
- Finns Auto Restoration – SBA 504 with Willamette Valley Bank. Est total Loan \$1,000,000 – SBA funding \$400,000

Loans reviewed/analyzed – not approved:

- La Morenita - \$300,000 equipment loan
- Ryan Miller, Nexus Pickleball - \$400,000 leasehold improvement loan
 - Teresa Fluke, Glance Optics and Eyewear - \$200,000 – business acquisition financing

MEMORANDUM

TO: Board of Directors

DATE: September 7, 2023

THRU: Scott Dadson
Executive Director

FROM: Mike Jaffe
Transportation Program Director

SUBJECT: Transportation and GIS Programs Update

Mid-Willamette Area Commission on Transportation (MWACT)

August 3, 2023 MWACT Meeting –

It was announced the new commissioner from the Oregon Transportation Commission has been assigned to MWACT. Alicia Chapman was invited to attend future MWACT meetings.

Doug Parrow, private citizen, and Councilor Robert Husseman, city of Keizer, provided public comment on the current cycling facilities in the Salem area and surrounding counties, along with the proposed interchange project at OR22 and OR51; both of them giving perspectives and opinions of experienced cyclists. Mr. Parrow used the intersection at Commercial St. NE and Division St. NE as one example of facilities not used by local cyclists and shared his observations. He expressed his concern for safety, poor maintenance of current facilities, and his strong doubts that the proposed multi-modal facilities for the OR22/OR51 interchange will be used. Councilor Husseman shared that he frequently cycles from North Keizer to the Monmouth/Independence area. He spoke about the current facilities in the Salem/Keizer area, how due to safety concerns he avoids some intersections, opting to use “short-cut” routes, and described the facilities available to cyclists in the surrounding counties. He feels that there may need to be some maintenance done on those facilities, but they are not a difficult ride and is happy to see the incorporation of the bike facilities in the planning of the new interchange at OR51.

Anna Henson, ODOT, provided updates related to projects within the tri-county area. **The I-5: Kuebler to Delaney widening project** is in phase 2, with funding for the south bound lanes secured and application for a federal INFRA grant is in the process to fund the north bound portion. The **OR22 at Kings Valley Highway** and Perrydale Rd project is planning a **roundabout**

at Kings Valley Highway and intersection redesign at Perrydale Rd. The **Newburg/Dundee Bypass phase 2A – OR219 interchange** has a new bid date released for February 1, 2024. Although there has been a delay in this phase the project is fully funded. Brandon Williams, ODOT, shared with the members that Dallas' Safe Routes to School draft plan is available online for public review and comment.

Andrew Walker, ODOT-Project Manager, and Bob Goodrich with DOWL (a consulting firm), provided an overview/update of the **OR22 Center Street Bridge Seismic Retrofit project**. As part of HB 2017, the Center St Bridge project received funding to design and construct seismic retrofit improvements to ensure that accessibility and connectivity across the river will be maintained after a major seismic event. In early 2023, ODOT completed a Value Engineering study (VE), and the presentation covered the results of that study with next steps for the project. Ultimately, the study showed results of poor soil at the west approach / west on-ramp making any work cost-prohibitive and retrofitting the eastside, north-bound off ramp would not provide any value in an earthquake recovery. A planning study will be done on the westside zones to replace that part of the structure in a future project and the current project will retrofit the river spans, east approach, and eastside, south-bound off ramp. There is a city water line that runs the length of the bridge that will be upsized and upgraded to be earthquake resilient as part of the project. The last piece of the project is to develop an emergency response plan that will address the issue of non-retrofit on the west side of the bridge and shorten recovery time. 30% of the design phase is projected to be completed by December of this year with 100% design by spring 2025 and construction to begin late 2025.

ACT and Modal Advisory Committee Chairs from across the state were invited to a conference in Keizer, Oregon to discuss with OTC members and ODOT staff current issues in transportation, regional priorities, and **development of ACT Work Plans**. The ACT workplan deadline was extended to December and MWACT seems to be ahead of the other groups in their work, meeting deadlines and on track for completion.

ODOT's requested that each ACT prepare a 2-year Work Plan. MWACT has convened two meetings of their steering committee to develop region issues of importance to the ACT. The first meeting was held June 22nd, a week prior to the ACT Chairs meeting, to begin the conversation, collect initial ideas, and prepare Chair Ken Woods for discussions with OTC members and other ACT Chairs. The steering committee met again on July 6th to review draft interest areas previously discussed and collect additional input to refine concepts. The deadline for completion has been extended to December 2023.

Salem Keizer Area Transportation Study (SKATS)

Every ten years, after the U.S. Decennial census, SKATS is required to review and potentially adjust the **Federal Aid Urban Boundary (FAUB)** and update the federal functional classification (FFC) of the roads inside the boundary. The SKATS Technical Advisory Committee (TAC) has been hard at work this quarter defining the proposed FAUB modifications for the SKATS Policy Committee's (PC) consideration. The FAUB was then reviewed by the PC and a draft boundary

submitted to ODOT for review on September 1, 2023. A list of changes to the FFC of the roads within the revised FAUB will be submitted to ODOT for review by September 29, 2023.

The **cost escalating of projects** is still a significant issue that the SKATS committees are discussing at their meetings. Completion of projects remains a high priority to the SKATS Policy Committee as they continue to follow the policy directive to fully fund existing projects adopted in January 2023. Most recently, the SKATS Technical Advisory Committee (TAC) discussed adjustments that will be needed to provide sufficient funds for the McGilchrist intersection realignment project in Salem and the Verda Lane project in Keizer. The SKATS Policy Committee will review a request to add funding to the McGilchrist project during their September 26 meeting.

In July and August SKATS staff processed eleven administrative amendments and two full amendments to the Transportation Improvement Program (TIP). Staff are preparing for the start of a new TIP cycle. The SKATS 2024-2029 TIP (adopted in May 2023) will be effective starting October 1, replacing the current 2021-2026 TIP.

The 2020 Census expanded the Salem Urban Area to include the city of Aumsville. The SKATS Policy Committee has been discussing the MPO Policy Committee's membership described in the **SKATS Cooperative Agreement**, discussing adding Aumsville as a member to the Policy Committee and potentially adding a second seat for the city of Salem.

Title VI Program Review

The Oregon Department of Transportation (ODOT) Office of Equity and Civil Rights (OECR) conducted a Title VI Program Review of the Salem-Keizer Area Transportation Study (SKATS) MPO on August 1, 2023. These reviews are periodically conducted by ODOT and include a review of SKATS' Title VI materials and a site visit and interview.

ODOT's final report dated September 5, 2023, found that the SKATS MPO has meaningful policies and practices in place for Title VI compliance, and has developed a thorough program for incorporating Title VI, ADA, language access, and public participation into its programs and planning activities, reflecting the MPO's commitment to inclusion, nondiscrimination, and equity. SKATS Title VI plan is scheduled for its routine update by the end of this calendar year and will be submitted to ODOT at that time.

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

Safe Routes to School had a busy summer with bikes! It was finally time to get out to teach how to ride a bike and bike safety. In August Safe Routes to School (SRTS) Coordinator Beth Schmidt worked engagement events with Keizer Police, Salem Police, Fairmont Neighborhood Association, and Salem-Keizer Public Schools.

At the *Keizer Blast Camp* with Keizer Police Department, Schmidt was supported by Cycle Oregon, Alta Planning, Oregon Safe Routes to School, and Salem Health. We all worked to teach 175 students entering grades 4-6 about bicycle and helmet safety. Cycle Oregon brought their bike fleet and helmets and taught all the students about how to ride the streets safely. There were about 15 children who also had the chance to learn how to ride a bike, which was exhilarating!

SRTS partnered with Salem Police to hold a bike rodeo at Geer Park in Salem. Cycle Oregon also supported this event and brought the bike fleet back to teach more children how to ride a bike. Schmidt helped provide raffle ticket prizes, and it was a marvelous time had by all. Schmidt visited the Fairmont Neighborhood Association for their disaster preparedness event. It was an opportunity to talk about pedestrian and bicycle safety for everyone, but especially for children attending schools like McKinley Elementary and South Salem High School. The event was also visited by Salem City Councilors Linda Nishioka and Vanessa Nordyke.

Finally, Safe Routes to School visited Back-to-School events and spoke to PE teachers with Salem-Keizer Public Schools. We are looking forward to the school year and teaching more pedestrian safety, learning to ride bikes with Cycle Oregon, and holding engagement events.



Census and Geographic Information Systems (GIS)

The second quarter 2023 Building Permit was completed and distributed.

GIS staff updated zoning and comprehensive plan designation maps and created an address map for the city of Gervais.

GIS staff upgraded the online web map application for the city of Dundee. The application, which enables users to click on features for a pop-up box of information, turn layers on and off, and print a map, was first developed in 2020. ESRI, the maker of the GIS software, is retiring some of the older development platforms and templates, so the site has been rebuilt on a newer, more current platform. New functionality has been added to the new site, including the ability to select properties, view records in a table, and export table records.

GIS staff updated attendance boundary data in the Salem-Keizer SchoolFinder website to reflect boundary changes for the 2023-2024 school year. COG has maintained the SchoolFinder website since the early 2000s. The site allows users to enter an address to find out which elementary, middle, and high school attendance areas it falls within. The site is used by district staff as well as the general public.

GIS staff concluded work and communication with Census Bureau officials regarding an incorrect 2020 decennial Census count for the city of Sheridan. The population of the Federal Correction Institution Sheridan was tabulated in a census block outside of Sheridan's city limits, resulting in its population of nearly 1,800 people not being counted in the city. In the fall of 2022, COG GIS staff submitted a case on behalf of the city to the Census Bureau's Count Question Resolution (CQR) program to attempt to correct the error. Earlier this year, the city received notification that its population had been corrected, but the correction was still short by 1,193 people. GIS staff, backed by the director of the Population and Research Center at Portland State University, continued to pursue resolution of the issue until the Assistant Division Chief of Geographic Operations for the Decennial Census Management Division finally provided documentation of the city's revised population count that included the prison population. While the Census Bureau's website has not yet been updated with the revised count, the city can use the official revised count when applying for grants and qualifying for distribution of federal funds. Sheridan's was the only CQR case in Oregon for the 2020 decennial Census, and this was the second time that the prison population was not counted inside the city – the error also occurred following the 2000 census.