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## **AGENDA**

### **Board of Directors**

Mid-Willamette Valley Council of Governments

**Tuesday, June 15, 2021**

**3:30 P.M. – 5:30 P.M.**

**Via 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**D. CONSENT CALENDAR** (*All items on the Consent Calendar will be approved by one vote unless an item is withdrawn for discussion at the request of a Board member. Members may have an item withdrawn by notifying the Chair at the meeting.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 April 28, 2021, 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 2021-08**

**pg. 7-8**

Requested Action: Approve Resolution No. 2021-08 authorizing the extension of worker's compensation coverage as outlined in the Resolution. This is an annual request.

## **E. INFORMATIONAL ITEMS**

- 1. Financial Report** **pg. 9-11**  
Information only.
- 2. Department Activity Reports** **pg. 12-17**  
Information only. Includes reports from the Community Development Department, Transportation Department, and Small Business Loan Program.

## **F. ACTION ITEMS**

- 1. Public Hearing on Proposed Budget for 2021-2022**
  - A. Budget for Fiscal Year 2021-2022 (**separately enclosed**)
  - B. Budget Message – *Scott Dadson*
  - C. Report of Budget Committee – *Sal Peralta, Executive Committee Chair*
  - D. Public Testimony
  - E. Discussion
  - F. Amendments
  - G. Resolution 2021-09 Adopting Budget and Summary of Proposed Budget **pg. 18**

## **G. EXECUTIVE DIRECTOR'S REPORT**

### **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 MEETING: September 21, 2021  
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 APRIL 28, 2021**

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

**VIA Zoom**

**MEMBERS PRESENT**

**CHAIR:** Councilor Sal Peralta, City of McMinnville  
**VICE CHAIR:** Lisa Leno, Tribal Council Member, Confederated Tribes of Grand Ronde  
Commissioner Casey Kulla, Yamhill County  
Commissioner Danielle Bethell, Marion County  
Commissioner Mike Ainsworth, Polk County  
Mayor Cathy Clark, City of Keizer  
Mayor Rick Rogers, City of Newberg  
Mayor Chuck Bennett, City of Salem  
Mayor Eric Swenson, City of Woodburn  
Mayor Jim Kingsbury, representing Small Cities of Marion County  
Mayor John McArdle, Independence, representing Small Cities of Polk County  
Lisa Rogers, Board Member, Chehalem Park and Recreation District  
Ian Davidson, Salem-Keizer Transit District Board  
Jackie Franke, Member, Chemeketa Community College Board of Education

**MEMBERS ABSENT**

Mayor Brian Dalton, City of Dallas  
Terry Hsu, Director, Marion Soil & Water Conservation District  
Councilor Roxanne Beltz, City of Monmouth  
Sherrone Blasi, Member, Salem-Keizer School District Board of Directors  
Frank W. Pender, Jr., Board Member, Willamette Education Service District (WESD)  
Vacant, representing Small Cities of Yamhill County

**OTHERS PRESENT**

Scott Dadson, Executive Director  
Renata Wakeley, Community Development Director  
Amber Mathiesen, Finance Director  
Mike Jaffe, Transportation Director  
Denise VanDyke, Admin. Specialist II  
John Safstrom, Loan Program Manager

**CALL TO ORDER & INTRODUCTIONS**

Chair Peralta called the meeting to order at 3:01 p.m. The presence of a quorum was noted. Introductions were made “around the room” for the benefit of recently added members.

**PUBLIC COMMENT**

None.

### **MINUTES OF MARCH 16, 2021**

Mayor Rogers noted that he was in attendance by phone and requested that the minutes be amended to reflect this.

**MOTION** by Mayor Clark, **SECONDED** by Mayor Rogers, **TO APPROVE THE MINUTES OF MARCH 16, 2021, AS AMENDED.**

Discussion: None.

Motion carried.

**IN FAVOR:** Clark, R. Rogers, Bethell, Ainsworth, Kulla, Peralta, Bennett, Swenson, Kingsbury, L. Rogers, Franke, Davidson. **OPPOSED:** None. **ABSTAINED:** None.

### **RESOLUTION 2021-07 – SUPPLEMENTAL BUDGET FOR FY 2020-21**

Mr. Dadson stated that the Board needs to recognize receivables related to COVID-19 Recovery programs that were received and distributed, but not included in the 2020-21 Budget. Ms. Mathiesen went over the supplemental budget (provided in the agenda packet) in detail. It is required that we do a supplemental budget if there is an excess of more than ten percent of appropriations. This year we had 29 percent over the adopted appropriations. We are recognizing activity that has already happened. Mr. Dadson added that as opportunities became available, staff took advantage of them to the benefit of our region.

**MOTION** by Commissioner Kulla, **SECONDED** by Ms. Franke, **TO APPROVE RESOLUTION 2021-07 – SUPPLEMENTAL BUDGET FOR FY 2020-21, AS PRESENTED.**

Discussion: None.

Motion carried.

**IN FAVOR:** Clark, R. Rogers, Bethell, Ainsworth, Kulla, Peralta, Bennett, Swenson, Kingsbury, L. Rogers, Franke, Davidson. **OPPOSED:** None. **ABSTAINED:** None.

### **FINANCIAL SOFTWARE UPGRADE**

Mr. Dadson provided some background regarding the proposed change in financial software. The current software, GMS, has been in use by the COG since 2000. This software was intended to focus on project and grant management, and business processes have been developed around the computer system that rely heavily on paper files, Excel spreadsheets, and manual transactions. These processes make up for the lack of basic Governmental Financial Accounting set ups in GMS. Finance staff spend 75 percent of their time manually recreating financial data, resulting in a limited amount of time available for validation of the manually created data or any other duties. Many of these workarounds are partially or completely undocumented, which leaves the organization vulnerable if an employee leaves permanently or temporarily. The workarounds also make the organization of data in GMS nonstandard, complex, and very difficult to understand or access in an understandable format. It is necessary to upgrade the system and software, and transition to a more robust and standardized governmental accounting system.

Staff would like to proceed with issuing a Request for Information (RFI) to gather information and request bids for an updated financial software system. We would plan to close out the fiscal year on June 30<sup>th</sup> with the GMS software for continuity reasons, then proceed with the software transition. The current system operation costs include \$7,000 for software YOY and \$202,453 for personnel (1.75 FTE). The estimated annual cost of new software is based on a survey of other similar organizations and local governments in our state and region, and ranges from \$6,000 to \$75,000. We should be able to narrow this range during the bid process. Estimated project transition costs – personnel time to perform the transition tasks, which may be COG personnel or may be included in the winning bid – are \$75,700. 2020 proved to be a year of issues that have illustrated, if not created, a need for a more resilient approach to

financial management. Issues included the disruptions of COVID-19 on our normal business practices, personnel turnover without a guidebook or personnel policy and procedure manual, and a non-standardized accounting software designed for project management and not necessarily for governmental fund accounting. We have used the Governmental Finance Officers Association (GFOA) as guidance for the work to date (See <https://www.gfoa.org/buyers-guide-software>), specifically the guidelines for an Enterprise Resource Planning (ERP) System. An ERP system would provide “integrated functionality to manage an organization’s financial administration functions. Supported business processes would include accounting, project accounting, procurement, payables, asset management, treasure, receivables, and more. Many ERP systems also contain integrated modules for human resources, payroll, and other administrative functions.” It should be noted that the GFOA recommends adoption of policies and procedures and the use of accounting systems that “... institutionalize good financial management practices.” This would promote stability and continuity and present the need to repeatedly reinvent responses to recurring issues.

The main strategies are as follow: financial software upgrades, expanding capacity in financial personnel, standardized Governmental Chart of Accounts, increased training, succession planning, formalized financial policies, and expanding our governmental business offerings. Over the past year, it was found that a staffing level of 2.5 FTE was needed, rather than the current 1.75 FTE. With additional personnel time, productivity and functionality will increase. It was noted that the full FTE for the COG is approximately 22 FTE.

There was discussion of the evaluation committee to vet the responses to the RFI. General agreement was that there should be one committee that should include, or at least seek input from, external people/organizations that have recently undergone a similar process. Mayor Clark offered the Keizer Finance Officer Tim Wood as a contact. Some Board members cautioned that the process will be bumpy. Mr. Dadson explained that no additional funds are requested at this time, as staff will not know the costs until the final bids are under consideration. The current numbers are estimates only. Staff plan to go out for bid and do the evaluation process, then come back to the Board once a request with solid numbers can be made. The Board expressed their confidence in Mr. Dadson to pull together an evaluation committee.

The fiscal year ends June 30<sup>th</sup>, and a timetable is requested in the RFI. Staff want this to happen as quickly as possible while being done well.

**MOTION** by Mayor McArdle, **SECONDED** by Jackie Franke, **TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENGAGE IN ACTIVITIES TO PROCURE NEW FINANCIAL SOFTWARE, INCLUDING SEEKING COMPETITIVE PRICE AND FUNCTION COMPARISONS, MAKE A SELECTION OF PRODUCT WITH THE ASSISTANCE OF AN EVALUATION GROUP THAT SHALL INCLUDE AT LEAST ONE BOARD MEMBER, AND BRING FINAL SELECTION OF THE SOFTWARE TO THE BOARD FOR APPROVAL TO PURCHASE.**

Discussion: None.

Motion carried.

**IN FAVOR:** Clark, R. Rogers, Bethell, Ainsworth, Kulla, Peralta, Bennett, Swenson, Kingsbury, L. Rogers, Franke, Davidson, McArdle, Leno. **OPPOSED:** None. **ABSTAINED:** None.

### **BOARD DISCUSSION/ROUNDTABLE**

Commissioner Bethell announced that Salem Health has many appointments for COVID vaccines available. This week they have only been filling about 1/3 of the available appointments. Please encourage everyone to go in and get vaccinated. We are trying to find ways to reduce the barriers to receiving the vaccine. Churches are currently the main source of infections, so be extra careful. The

Governor is looking at the situation weekly, so we hope to be able to leave the Extreme Risk category sooner than later. Zip codes 97301, 97303, and 97305 have the highest infection rates at the moment. Ms. Franke volunteered Chemeketa Community College to help share this information and possibly be a vaccination site.

Ms. Franke reported that she has been contacted by three elementary schools about water. Drinking fountains are turned off in all schools, and older students appear to be bringing their own bottled water or refillable water bottles. Younger students, however, are in need. Ms. Franke is working to obtain bottled water and water bottles for four elementary schools. Mr. Davidson volunteered to arrange for a donation of Cherriots water bottles.

### **ADJOURNMENT**

Hearing no further business, Chair Peralta thanked everyone for attending and adjourned the meeting at 3L35 p.m.

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Scott Dadson, Executive Director

Mid-Willamette Valley Council of Governments

## Volunteer Resolution

**Resolution No.:** 2021-08

**Effective Date:** July 1, 2021 for Policy Year 2020-22

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 15th day of June 2021.

\_\_\_\_\_  
Signature of Authorized Representative

Sal Peralta  
Printed Name

\_\_\_\_\_  
Chair, MWVCOG Board of Directors  
Title

Attest by Scott Dadson this \_\_\_\_\_ day of June 2021.  
Printed Name

\_\_\_\_\_  
Signature

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





## MEMORANDUM

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

**DATE:** June 15, 2021

**THRU:** Scott Dadson  
Executive Director

**FROM:** Amber Mathiesen  
Finance Director

**SUBJECT:** Financial Report Through April 30, 2021

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While continuing to focus on *Results from Operations*, the financial report format for this year includes an additional section titled RLF Funds. This section separates out the RLF Funds component from the Business Lending component in order to provide better clarity into the operational cost of the Business Lending Services program. *Other Resources* and *Other Requirements*, while important to show the overall health of programs, tend to have a distorting effect when discerning if we are living within our means and will be shown below the *Results from Operations* line.

### Member Services

The Member Services Program is funded primarily by membership dues and is frequently referred to as the general fund. As indicated, we have received 112.8% of the anticipated current year revenue and all members have paid their dues for FY 2020-21. The beginning fund balance (carry forward) was \$20,332 lower than we anticipated in the budgeting process. Overall, operational expenses are slightly above budget (89.00%) based on the percentage of the fiscal year that has elapsed.

### Administrative Services

Administrative Services is funded through indirect charges to agency programs (charged as a percentage of personal services) and supports the traditional management and support functions necessary for the operation of the COG. While revenue is lower than anticipated at 56.6%, total expenses are also slightly lower than target at 66.2%.

### Transportation Program

Both revenues and expenditures in this program are running close to budget (56.7% and 67.6% respectively). Revenue in this area is on a reimbursement basis and, therefore, is a month behind expenditures.

#### GIS Program

Revenues in the GIS program is running behind budget, expenditures are slightly above (88.3% and 101.1% respectively). This is primarily due to revenue in this area being on a reimbursement basis and, therefore, running a month behind expenditures as well.

#### Land Use Planning

Land use planning revenues are running below budget at 73.6%. Expenditures are below budget at 71.6%. Again, revenue tends to lag a month (or more depending on the project) behind expenditures.

#### Grant Administration

Revenue is a bit sporadic in the Grant Administration program. Billings are typically sent out upon achieving milestones in the various projects. Since many projects exceed a year, we can go months before being able to bill for a milestone. As of the end of January, we have received 49.4% of budgeted revenue. Overall expenditures are also below budget at 46.4%. We are in the process of closing out a grant which will generate some billings and revenue.

#### Housing Rehab Program

Housing Rehab Program revenues are at 90.1% of budget. This is another program where revenues lag at least a month or more behind expenditures, and in the case of CDBG grants, are milestone based. Overall expenditures are 46.4% of budget.

#### Economic Development Services

Programs in this area are designed primarily to stimulate economic growth in our service area. Revenues are at 345.3% and expenditures are 333.8%. This is due to multiple grants received and processed relating to COVID-19 recovery efforts.

#### Business Lending Services

Operational expenses for the loan program are running at 49.4% of budget. Revenues are behind at 56.3% of budget. The loan program continues to be in a rebuilding phase after the loss of servicing revenue due to the cancellation of contracts with Cascades West Financial Services and Oregon Business Development Corporation.

#### RLF Fund

Revenues into the RLF Fund are above budget at 216.5% at this point in the year, this is due to loan clients resuming payments after COVID-19 related deferrals.

Mid-Willamette Valley Council of Governments  
FY 2020-21 Summary Financial Report  
For nine Months Ending 04/30/2021(84% of Fiscal Year)

	Member Services			Administrative Services			Transportation Pgms			GIS Programs			Business Lending			RLF Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
<b>Resources</b>																		
Federal	-	-		-	-		1,371,923	692,580	50.5%	-	-		-	-		-	-	
State	-	-		-	-		123,508	105,055	85.1%	374	-	0.0%	9,600	9,739	101.5%	-	-	
Local	484,969	547,192	112.8%	544,335	308,069	56.6%	82,523	97,706	118.4%	61,351	54,529	88.9%	341,010	187,689	55.0%	220,084	476,438	216.5%
Total Revenues	484,969	547,192	112.8%	544,335	308,069	56.6%	1,577,954	895,341	56.7%	61,725	54,529	88.3%	350,610	197,428	56.3%	220,084	476,438	216.5%
<b>Requirements</b>																		
Personal Services	(151,773)	(113,226)	74.6%	(335,552)	(205,894)	61.4%	(1,015,959)	(758,941)	74.7%	(42,170)	(44,567)	105.7%	(377,613)	(169,879)	45.0%	-	(4,027)	
Indirect	(37,640)	(28,080)	74.6%	-	-		(251,959)	(188,217)	74.7%	(10,459)	(11,053)	105.7%	(93,647)	(42,130)	45.0%	-	(999)	
Materials & Services	(252,493)	(251,827)	99.7%	(130,155)	(102,175)	78.5%	(322,640)	(127,780)	39.6%	(9,096)	(6,794)	74.7%	(38,192)	(39,588)	103.7%	-	(222)	
Total Operational Costs	(441,906)	(393,133)	89.0%	(465,707)	(308,069)	66.2%	(1,590,558)	(1,074,938)	67.6%	(61,725)	(62,413)	101.1%	(509,452)	(251,598)	49.4%	-	(5,248)	
<b>Results from Operations</b>	<b>43,063</b>	<b>154,059</b>		<b>78,628</b>	<b>-</b>		<b>(12,604)</b>	<b>(179,597)</b>		<b>-</b>	<b>(7,885)</b>		<b>(158,842)</b>	<b>(54,170)</b>		<b>220,084</b>	<b>471,190</b>	
<b>Other Resources</b>																		
Transfers	7,521	-	0.0%	-	-		84,564	26,735	31.6%	-	-		208,043	-	0.0%	-	-	
Designated Reserves	107,936	87,604	81.2%	-	-		105,187	182,899	173.9%	-	-		780	-	0.0%	1,854,773	-	0.0%
Undesignated Reserves	201,450	-	0.0%	-	-		-	-		-	-		-	-		-	-	
<b>Other Requirements</b>																		
Grants & Loans	-	-		-	-		-	-		-	-		-	-		(455,000)	(630,950)	138.7%
Capital Outlay	(19,800)	(17,450)	88.1%	-	-		-	-		-	-		-	-		-	-	
Transfers	(8,519)	-	0.0%	-	-		(84,564)	(26,735)	31.6%	-	-		-	-		(208,044)	-	0.0%
Designated Reserves	(84,666)	-	0.0%	(78,628)	-	0.0%	(92,583)	-	0.0%	-	-		(49,981)	-	0.0%	(1,411,813)	-	0.0%
Undesignated Reserves	(246,985)	-	0.0%	-	-		-	-		-	-		-	-		-	-	
<b>Balance</b>	<b>-</b>	<b>224,213</b>		<b>-</b>	<b>-</b>		<b>-</b>	<b>3,302</b>		<b>-</b>	<b>(7,885)</b>		<b>-</b>	<b>(54,170)</b>		<b>-</b>	<b>(159,760)</b>	

	Land Use Planning			Grant Administration			Housing Rehab Program			Economic Development			Overall Summary		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
<b>Resources</b>															
Federal	-	-		5,000	-	0.0%	-	-		475,000	206,250	43.4%	1,851,923	1,230,780	66.5%
State	-	-		-	-		-	-		588,000	3,748,800	637.6%	721,482	3,863,594	535.5%
Local	460,769	339,113	73.6%	107,500	55,616	51.7%	82,918	74,690	90.1%	165,000	285,389	173.0%	2,006,124	2,118,360	105.6%
Total Revenues	460,769	339,113	73.6%	112,500	55,616	49.4%	82,918	74,690	90.1%	1,228,000	4,240,439	345.3%	4,579,529	7,212,735	157.5%
<b>Requirements</b>															
Personal Services	(367,931)	(261,870)	71.2%	(60,934)	(38,164)	62.6%	(58,661)	(58,494)	99.7%	(119,850)	(129,995)	108.5%	(2,194,891)	(1,579,163)	71.9%
Indirect	(91,247)	(64,944)	71.2%	(15,112)	(9,465)	62.6%	(14,548)	(14,506)	99.7%	(29,723)	(32,239)	108.5%	(544,335)	(391,632)	71.9%
Materials & Services	(38,255)	(29,100)	76.1%	(37,521)	(5,046)	13.4%	(9,709)	(7,357)	75.8%	(1,078,427)	(3,937,327)	365.1%	(1,786,333)	(4,405,041)	246.6%
Total Operational Costs	(497,433)	(355,915)	71.6%	(113,567)	(52,675)	46.4%	(82,918)	(80,357)	96.9%	(1,228,000)	(4,099,561)	333.8%	(4,525,559)	(6,375,836)	140.9%
<b>Results from Operations</b>	<b>(36,664)</b>	<b>(16,802)</b>		<b>(1,067)</b>	<b>2,941</b>		<b>-</b>	<b>(5,667)</b>		<b>-</b>	<b>140,878</b>		<b>53,970</b>	<b>836,898</b>	
<b>Other Resources</b>															
Transfers	(68)	-	0.0%	1,067	-	0.0%	-	-		75,000	-	0.0%	376,127	26,735	7.1%
Designated Reserves	130,814	-	0.0%	-	-		-	6,082		2,897	36,854	1272.2%	2,202,387	313,440	14.2%
Undesignated Reserves	-	-		-	-		-	-		-	-		201,450	-	0.0%
<b>Other Requirements</b>															
Grants & Loans	-	-		-	-		-	-		-	-		(455,000)	(630,950)	138.7%
Capital Outlay	-	-		-	-		-	-		-	-		(19,800)	(17,450)	88.1%
Transfers	-	-		-	-		-	-		(75,000)	-	0.0%	(376,127)	(26,735)	7.1%
Designated Reserves	(94,082)	-	0.0%	-	-		-	-		(2,897)	-	0.0%	(1,736,022)	-	0.0%
Undesignated Reserves	-	-		-	-		-	-		-	-		(246,985)	-	0.0%
<b>Balance</b>	<b>-</b>	<b>(16,802)</b>		<b>-</b>	<b>2,941</b>		<b>-</b>	<b>415</b>		<b>-</b>	<b>177,733</b>		<b>-</b>	<b>501,938</b>	



## MEMORANDUM

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

**DATE:** June 15, 2021

**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

In partnership with the Mid-Valley **Regional Solutions Team** (RST), COG staff continues to track and “work” over 70 submitted projects through the Economic Development Administration (EDA) application process and RST staff to identify potential funding sources. RST and COG will coordinate informational session and webinars related to **American Rescue Plan Act** (ARPA) funding requirements and opportunities to leverage ARPA funds with other programs.

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 **SEDCOR’s Construction Alliance** project to build a new community center. This month, we will also be conducting interviews for a new **Resource Assistance for Rural Environments** (RARE) participant to support community and economic development work in the Santiam Canyon. **Pacific Power** is funding the RARE participant who will be hosted and supervised by COG staff.

COG continues to manage the first phase of the North Santiam Sewer Authority Master Facilities plan contract with Keller. Keller Associates presented a Draft Master Plan to the North Santiam Sewer Authority on June 2, 2021. MWVCOG is hosting a Technical Review Meeting later in June and a Town Hall meeting in July for community members to get feedback about the draft Master Plan. Anticipated adoption date of the Sewer Facilities Plan is Fall 2021. After completing the adoption, MWVCOG will continue with Keller Associates into Phase 2 of the Engineering contract for permitting and construction drawings. Staff anticipate the first phase of work will be connecting the City of **Gates** to Mill City’s current sewer system with upgrades to Mill City’s system to accommodate the new connection.

The **Portland State University** (PSU) Population Research Center is working to provide updated population projections for the region going out to 2045 and COG staff convened a call with **PSU**, **Marion County** staff, and **COG** to discuss rebuilding efforts in the Santiam Canyon, building permits reviewed and approved to date, and the coordinated work to allow rebuilding faster than may be anticipated by

researchers. PSU population projections, along with Census data, can play a large role in funding opportunities for the region and we were pleased to be able to provide PSU with more accurate boots on the ground data to support more accurate projections and forecasts for the **Santiam Canyon**.

### **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 staff anticipates we will have twenty-two (22) cities under contract for planning services in FY21/22.

In coordination with **Marion County** staff, COG planners continue to serve on various ad hoc committees focused on navigating obstacles that businesses and individuals may face in the wildfire recovery and rebuilding process. Other representatives include Marion and Linn County Building, Planning, and Economic Development staff; Business Oregon; Department of Land Conservation and Development (DLCD); Small Business Development Center (SBDC); SEDCOR; and the North Santiam and the Stayton-Sublimity Chambers of Commerce. With support from a contract with Marion County for community and economic development staff support to the Santiam Canyon, and a recent grant award from **DLCD** for \$17,200, we have been able to provide land use planning, building permit review, and surveying support to the Santiam Canyon at no charge to individuals or the cities.

### **Grant Administration**

We recently entered into a grant administration contract with the City of **Willamina** on their successful Community Development Block Grant (CDBG) award for \$495,900 to relocate their water intake. We continue to assist **Amity** with their water improvements project, the City of **Falls City** with a \$350,000 CDBG to aid in final design engineering related to a future wastewater improvements project, and the cities of **Jefferson** and **Independence** on Davis-Bacon and BOLI wage monitoring requirements related to an Oregon funded infrastructure projects.

### **Housing Rehabilitation**

The City of **Stayton** and COG have expended and closed out the \$400,000 Housing Rehabilitation CDBG award, serving eligible persons in manufactured home parks or persons ineligible under current housing rehabilitation program rules. At close of the grant contract, COG staff was able to assist thirteen (13) homeowners in **Stayton**, seven (7) in unincorporated **Marion County**, five (5) in **Aumsville**, four (4) in **Mt. Angel**, three (3) in **Hubbard**, two (2) in **Sublimity**, and one (1) in **Silverton**. COG staff is also assisting property owners with Valley Development Initiative (VDI) housing rehabilitation loans in **Aumsville** (1), **Jefferson** (3), and unincorporated **Marion County** (1).

The VDI Board also met in May to review and approve amended policies related to defederalized VDI housing rehabilitation funding to ensure we are allowing our funds to support rebuilding efforts and greater flexibility for use of funds by fire impacted, income-qualifying persons wishing to rebuild in the **Santiam Canyon**.



## MEMORANDUM

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

**DATE:** June 15, 2021

**THRU:** **Scott Dadson**  
Executive Director

**FROM:** **John Safstrom**  
Loan Program Manager

**RE:** Business Lending Program Update

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The COG Revolving Loan Fund (RLF) Loan Administration Board approved the third loan from the CARES Act grant. The loan was for the purchase of a medical office building in Salem by the tenant, a chiropractor. The RLF loan participated with Willamette Valley Bank.

The COG was approved by the Economic Development Administration (EDA) to defederalize the Revolving Loan Fund. This allows the RLF Board to set its own loan program guidelines for lending to small businesses and not be subject to time consuming reporting to EDA. However, EDA will maintain an oversight role, and some of the RLF program conditions are subject to the EDA prevailing wage rules for loans to businesses with construction projects.

The COG loan program is providing services to Pioneer Trust Bank for the Payroll Protection Program (PPP) second round of financing. The COG loan program assisted Pioneer Trust Bank with the first round of the PPP loans, and as of May this SBA loan program is ending.

Currently, loan program staff is preparing loan applications for the EDA CARES Act revolving loan program, the Marion County RLF, the SBA Intermediary Relending RLF, and migrating the data from the current loan program payments tracking software to a new and integrated software platform that is used for loan application and loan servicing. The integrated software will save staff time, and provide efficiencies while cutting staff costs. The CARES Act grant requires the COG to lend the all the awarded funds under a deadline. Staff should meet this deadline and have the funds working in the region as soon as possible.



## MEMORANDUM

**TO:** Board of Directors **DATE:** June 15, 2021

**THRU:** Scott Dadson  
Executive Director

**FROM:** Mike Jaffe  
Transportation Program Director

**SUBJECT:** Transportation Program Update

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

#### *May MWACT Meeting*

Yamhill County Commissioner Casey Kulla and Mike Jaffe attended the February 27, 2021, meeting of the Oregon Bicycle Pedestrian Advisory Committee (OBPAC). This was OBPAC's first meeting with Area Commission on Transportation (ACT) representatives. Commissioner Kulla and Mr. Jaffe attended a breakout session of the meeting related to mapping and planning bicycle and pedestrian projects. The second breakout meeting discussed funding opportunities and shovel-ready projects.

ODOT staff gave a presentation of crash statistics on Highway 99E in Marion County between Aurora and Salem. The corridor was designated as a Safety Corridor in 2002 and later decommissioned in 2014 after crash rates decreased. The number of fatal and serious crashes along the corridor was lower in the last five years (2014-2019) compared to crashes in 1994-1999. Fatal crashes dropped from 13 in 1994-1999 to six in 2014-2019 with alcohol involved in five of the six fatal crashes in 2014-2019. However, total crashes (of all types) increased in the segment of Highway 99E between Woodburn and Salem; and 63 of these were alcohol involved crashes. ODOT staff presented a list of completed and upcoming safety engineering projects. There are other safety projects from the 2002 Highway 99E Safety Report's Implementation Plan that could be implemented in the future.

MWACT members received a presentation about progress on a Facility Plan for OR 18 in the Fort Hill area (Polk County near Grand Ronde). After previous systems analysis work, stakeholder involvement, and public comments, the initial design includes widening OR 18, potential realignment of OR22 as it approaches Valley Junction, and a new interchange for OR22/OR18. ODOT developed three interchange concepts for the interchange to get public review and comment. A virtual open house was held May 10<sup>th</sup> to June 11<sup>th</sup> with a virtual meeting on May 19<sup>th</sup>. Work on the Facility Plan will continue throughout 2021 with a scheduled public hearing with the Oregon Transportation Commission (OTC) toward the end of 2021. Design work and cost estimates will continue throughout the year and into 2022. Funds for construction are not identified at this time.

### ***June MWACT Meeting***

MWACT members discussed potential projects in the MWACT area for consideration for ODOT's Enhance Program for the FY 24-27 State Transportation Improvement Program (STIP). \$65 million is available statewide for Enhance projects to address congestion and freight supportive projects. Following discussion of options by MWACT members, consensus was reached to support three projects for consideration by ODOT and the Oregon Transportation Commission: \$5 million towards the Newberg-Dundee Bypass project, \$10 million for the I-5 third lane project from the Kuebler Blvd. to Delaney Road, and between \$1-8 million for projects in the OR22E Facility plan (Mission Street SE in Salem). There was also a presentation of the process for assigning funds in the 24-27 STIP for bicycle, pedestrian, and transit projects.

**ACT Reset:** the OTC approved an Implementation Work Plan to guide the refocus of the ACTs in their advisory role to the OTC. The three recommended themes of the plan include ACT engagement with the state Strategic Action Plan (SAP), ODOT and OTC coordinated communication efforts, and internal ODOT improvements to strengthen ACT/ODOT/OTC relations.

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

#### ***Draft 2021-2022 Unified Planning Work Program (UPWP)***

The SKATS Policy Committee adopted the 2021-2022 UPWP during their April 2021 meeting. Highlights of the next year's plan include the update of the SKATS Public Participation Plan (PPP) and beginning the update of the Regional Transportation Systems Plan (RTSP) and the SKATS Transportation Improvement Program (TIP). SKATS will also develop a Regional Safety Plan, continue to work with our local jurisdiction on corridor plans, and update system inventories and run the SKATS travel model.

#### ***Regional Safety Plan***

Over the last six months, COG staff had a series of meetings with key regional partners to discuss the framework for a RTSP. Based on those meetings, COG will develop an intergovernmental agreement (IGA) with ODOT and select a consultant to help develop the plan over the next year.

#### ***Population Forecasts***

Population forecasts are a critical part of transportation planning. The Portland State University's Population Research Center (PRC) is, by state statute, responsible to develop county and UGB forecasts every four years for all counties in Oregon (with the exception of Metro). In the latest round of PRC's draft forecasts for Polk and Marion Counties, COG staff had significant concerns with the forecast for Marion County and the Urban Growth Boundary (UGB) for Salem/Keizer, as they were significantly lower than previous forecasts. COG staff wrote - and the SKATS Policy Committee approved - a letter and memorandum to PRC that documented the concerns with the forecasts. In May, a meeting was held with staff from PRC, COG, Salem, Keizer, DLCD, and others to discuss revisions to these forecasts. Based on discussion, PRC has agreed to revise the forecasts for Marion County and the Salem and Keizer UGBs. Final numbers will be available soon.

#### ***Support Letters for Project Funding***

Letters of support were provided to local jurisdictions that applied to Congress for funding local transportation projects in the SKATS area. This included the construction phase of the McGilchrist Street improvement project and the Pringle Creek pathway (both City of Salem projects), as well as letters of support for the Salem Area Mass Transit District (SAMTD) Operations and Maintenance Facility project and "Kuebler Link"-Job Center Mobility project.



### ***Safe Routes to School (SRTS)***

In April, 36 students sent in their artwork for the SRTS poster contest using the theme “I like walking/biking/rolling because...” Twelve students had their artwork selected as winners of custom SRTS backpacks. In May, we asked students to participate in the Walk and Roll Challenge. 122 students at nine Salem Keizer Elementary Schools participated, logging over 1900 trips. Physical Education teachers at the schools said this was a great activity, and they would like to find more ways to partner next school year.

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

COG GIS staff completed zoning and comprehensive plan map updates for the cities of **Mt. Angel, Sublimity, and Jefferson.**

GIS Staff are assisting the city of **Turner** with the development of three online web map applications. The City purchased an ArcGIS Online license of their own and requested assistance with the development of the applications. An online planning map was completed and is available on Turner’s website here: <https://turneror.maps.arcgis.com/apps/webappviewer/index.html?id=48ec3586e83f44468856b0a3cbe52036>.

An online utility map and a city map are currently in development.

GIS staff completed the annual update of the Salem-Keizer School District’s attendance boundary map series and update to the Salem-Keizer SchoolFinder website. SchoolFinder is an interactive online map application in which users can enter an address and find out which elementary, middle, and high school attendance areas it is in. The SchoolFinder can be seen here: <https://gis.salkeiz.k12.or.us/>.

BEFORE THE BOARD OF DIRECTORS  
FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS  
In the matter of making appropriations  
For Fiscal Year 2021-22

**RESOLUTION 2021-09**

**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 2021-22; and

**WHEREAS**, the MWVCOG Budget Committee met on June 1, 2021, to review and receive public comment on the proposed FY 2021-22 Budget and recommended approval to the Board of Directors; and

**WHEREAS**, at a budget hearing conducted on June 15, 2021, 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 2021-22; and  
**THAT** the following amounts are hereby appropriated for the purposes specified for the fiscal year beginning July 1, 2021:

<i>Personal Services</i>	\$ 2,516,315
<i>Materials &amp; Services</i>	1,873,163
<i>Grants and Loans to Others</i>	455,000
<i>Capital Outlay</i>	25,500
<i>Reserves-Designated</i>	2,132,516
<i>Reserves-Undesignated</i>	<u>777,273</u>
<i>Total Appropriation</i>	\$ 7,779,767

**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 15<sup>th</sup> day of June 2021.

ATTEST

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Sal Peralta, Chair  
MWVCOG Board of Directors

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Scott Dadson  
Executive Director