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AGENDA
Mid-Willamette Valley
Council of Governments
EXECUTIVE COMMITTEE

September 7, 2021
3:30 p.m.

1. Call to Order – *Sal Peralta*
2. Approval of minutes of June 1, 2021, and August 19, 2021 Pgs. 2-6
3. Review Agenda for September 21, 2020, Board meeting Pgs. 7-8
4. Executive Director's Report
5. Other business
6. 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 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 JUNE 1, 2021
EXECUTIVE COMMITTEE
MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS**

Zoom Call

MEMBERS PRESENT

CHAIR: Councilor Sal Peralta, City of McMinnville

VICE CHAIR: Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde

Mayor Eric Swenson, Woodburn

MEMBERS ABSENT

Jackie Franke, Chemeketa Community College

OTHERS PRESENT

Scott Dadson, Executive Director

Denise VanDyke, Admin. Specialist II

CALL TO ORDER

Chair Peralta called the meeting to order at 4:04 p.m. Attendance was noted, and a quorum was present.

APPROVAL OF MARCH 2, 2021 MINUTES

MOTION: By Mayor Swanson, **SECONDED** by Tribal Councilwoman Leno, to **APPROVE THE MINUTES OF MARCH 2, 2021, AS PRESENTED.**

Discussion. None.

Motion carried. IN FAVOR: Peralta, Swanson, Leno. **OPPOSED:** None. **ABSTAINED:** None.

REVIEW OF BOARD AGENDA FOR JUNE 15, 2021

The agenda was reviewed and discussed. Mr. Dadson quickly reviewed the agenda items for the Board meeting. The consent calendar and the Budget Hearing are the main items on the agenda. It was discussed whether a report on the Legislative Committee should be on the agenda. The process for the Budget Hearing was discussed. Consensus was that the agenda is good as presented.

LEGISLATIVE COMMITTEE

Mr. Dadson provided background on the Legislative Policy Committee, who were previously appointed by the Board to look at the legislative policies and issues. The Committee has been meeting on a weekly basis. Mr. Dadson listed the Committee members: Councilor Peralta,

Mayor Cathy Clark, Mayor John McArdle, Commissioner Casey Kulla, and Ian Davidson, representative of the Cherriots Board. The Committee is looking at doing educational conversations with legislators and their staff, as well as others. We have supported Wildfire Recovery bills, and have discussed with Justin Martin, our lobbyist, other bills to keep up to date. How should we design some regional conversations, likely scheduled in late summer into fall, with members, partner organizations, and legislative delegations on various topics? Attendance has been 100 percent, so far, for the 7:00 a.m. Wednesday Committee meetings. Councilor Peralta mentioned that the previous Executive Director had a vision of the COG becoming more involved with legislative matters. The conversations would expand upon the meetings. There are a wide range of topics to consider. We will be able to see where the needs and concerns are for our members, and they will be able to connect with state and federal legislative delegations. The conversations will be a series. The Committee has addressed issues within the task set by the Board, as well as a couple that are close to, but not necessarily within that task.

[Towards the end of the meeting, both Mayor Swanson and Tribal Councilwoman Leno had connection issues and had to reconnect to the meeting.]

ADJOURNMENT

There being no further business, Chair Peralta adjourned the meeting at 4:21 p.m.

Scott Dadson, Executive Director

**MINUTES OF AUGUST 19, 2021
EXECUTIVE COMMITTEE
MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS**

Zoom Call

MEMBERS PRESENT

CHAIR: Councilor Sal Peralta, City of McMinnville

VICE CHAIR: Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde
Jackie Franke, Chemeketa Community College

MEMBERS ABSENT

Mayor Cathy Clark, Keizer

OTHERS PRESENT

Scott Dadson, Executive Director

Denise VanDyke, Admin. Specialist II

CALL TO ORDER

Chair Peralta called the meeting to order at 12:02 p.m. Attendance was noted, and a quorum was present.

EXECUTIVE SESSION

Chair Peralta read into the record the statement calling the Executive (Closed) Session to order.

The Mid-Willamette Valley Council of Governments (MWVCOG) Board of Directors will now meet in executive session for the purpose of considering the employment of an applicant for the position of the Executive Director of the MWVCOG. The executive session is held pursuant to ORS 192.660(2)(i), which allows the Board of Directors to meet in executive session to review and evaluate the employment-related performance of the Executive Director. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room. For the purposes of this virtual meeting, "room" shall mean the video call.

The Executive Session began at 12:03 p.m.

Scott Dadson's work performance over the last six months was discussed. He reported on his first six months and the things that were accomplished despite COVID. He thanked Renata Wakeley and staff for their work during the interim year. Chair Peralta reviewed sections of Mr. Dadson's contract regarding compensation and having an evaluation at six months. He commented on Mr. Dadson's performance and reported on the input he gathered from conversations with COG management and staff. Ms. Franke commented on Mr. Dadson's accomplishments and requested that Mr. Dadson and Chair Peralta type up their comments to provide documentation for the personnel file.

Compensation was discussed and a recommendation was made. It was also recommended that the City of Salem, or another large member city, be contacted about doing a 360 evaluation in February for Mr. Dadson's one year review.

Executive Session ended at 12:32 p.m. and the Executive Committee returned to regular session.

MOTION: By Ms. Frank, **SECONDED** by Tribal Councilwoman Leno, to, **IN COMPLIANCE WITH THE CONTRACT WITH SCOTT DADSON, DOCUMENT THAT A PROBATIONARY EVALUATION WAS PERFORMED AND APPROVE A \$2,500 ANNUAL INCREASE IN SALARY, AS WELL AS THE SIX PERCENT (6%) INCREASE TO SERVE AS CONTRIBUTION TO HIS RETIREMENT ACCOUNT.**

Discussion: Ms. Franke recommended preparing a statement to be read to the Board as a report on this evaluation. It should be added to the next Board agenda.

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

OTHER BUSINESS

Chair Peralta provided a thumbnail update on the Legislative Committee's work. The group has been meeting every other week, and the meetings have been a very useful tool to address legislative issues as they arose. Five of six issues we backed were passed, and we have not given up on the sixth. COG was able to help distribute funds at the state level and local level. The process has revealed where there are weaknesses in local municipalities' finance systems. Main topics were:

Santiam Canyon wildfire recovery

Homelessness/housing – credit was given to the legislature for what was passed, but there is a lot more needed

Emergency management coordination between jurisdictions, including resources

Mr. Dadson mentioned that the Committee was also directed by the Board to raise the profile of the COG and the region with the Legislature. For the February Session, we will try to create a gathering of state and federal representatives to speak to our members and gather information from our membership. Legislative staff will be included in convenings, which are being planned for this fall, so they can hear first hand what we have been hearing.

Chair Peralta suggested increasing the Legislative Committee to include other districts, the tribe, etc. Tribal Councilwoman Leno expressed her interest in joining the Committee.

ADJOURNMENT

There being no further business, Chair Peralta adjourned the meeting at 12:48 p.m.

Scott Dadson, Executive Director

AGENDA

Board of Directors
Mid-Willamette Valley Council of Governments
Tuesday, September 21, 2021
3:30 P.M. – 5:30 P.M.

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

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

B. INTRODUCTIONS – *Sal Peralta, Chair*

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

D. CONTINUUM OF CARE UPDATE – *Janet Carlson or Jan Calvin (confirm)* **pg. x-x**

E. LEGISLATIVE POLICY UPDATE – *Justin Martin* **pg. x-x**

F. 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 15, 2021 meeting of the Board of Directors **pg. x-x**

Requested Action: Approve minutes

2. Ratify Appointments to the VDI and RLF Loan Boards **pg. x-x**

Requested Action: Ratify the appointments of Lesa Goff and Alex Rhoten to the VDI and RLF Loan Boards.

G. INFORMATIONAL ITEMS

1. Financial Report **pg. x-x**

Information only.

2. Department Activity Reports **pg. x-x**

Information only. Reports from the Community Development Department, Transportation Department, and Small Business Loan Program.

3. Executive Committee Report on Executive Director Six-month Evaluation

H. ACTION ITEMS

1. Personnel Manual Update

pg. x-x

Requested Action: Motion to adopt the updated Personnel Manual.

2. Appointment of Annual Dinner Planning Committee

pg. x-x

Requested Action: Motion to appoint the Annual Dinner Planning Committee for the 2021 Annual Dinner.

I. EXECUTIVE DIRECTOR'S REPORT

J. 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.)*

K. ADJOURNMENT

NEXT MEETING: Tuesday, December 14, 2021

3:30 p.m.

Location/Media: TBD

**New Board Member orientation will take place
immediately prior to the December meeting.**

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MEMORANDUM

TO: **Board of Directors** **DATE:** September 21, 2021
Mid-Willamette Valley Council of Governments

FROM: **Renata Wakeley**
Community Development Director

SUBJECT: Community Development Update

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 80 submitted projects through the Economic Development Administration (EDA) application process and RST staff to identify potential state and federal funding sources. RST and COG are coordinating informational session and webinars related to **American Rescue Plan Act** (ARPA) funding requirements and opportunities to leverage ARPA funds with other programs. COG staff assisted **Polk County** with an application to the EDA for a childcare center and we are in discussion with **SEDCOR** and **Chemeketa Community College** on a potential **EDA Build Back Better Regional Challenge ARPA** project to continue expansion of the Build to Scale and Ag Innovation Hub work in our region.

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. Other milestones include:

- Award from the **Department of Land Conversation and Development** (DLCD) to fund planning technical assistance and Base Flood Elevations (BFE’s) for properties identified as within the FEMA floodplain in the amount of \$20,095.
- Submission of application to DLCD for **Planning Assistance** (PA) funding for \$50,100 to hire a surveyor to complete a Letter of Map Amendment (LOMA) to correct the FEMA map for any properties documented to not be within the floodway to further remove barriers to rebuilding/redevelopment.
- COG was awarded 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. The RARE participant starts in September 2021.

- COG staff will assist the cities of **Detroit** and **Gates** with a **Technical Assistance** (TA) application to DLCD for audits of the existing development code to incorporate recent visioning work and processes and offer sample model code development code ordinances for review by both communities.

COG continues to manage the first phase of the **North Santiam Sewer Authority** (NSSA) Master Facilities plan contract with Keller Associates, the project engineer. The project engineer presented a Draft Master Plan to the North Santiam Sewer Authority on June 2, 2021. Additional information was requested and presented at the July and August monthly NSSA meeting. It is anticipated the draft Master Plan will be adopted at the September NSSA meeting, with the recommended first phase of work to connect the City of **Gates** to Mill City's current sewer system. After Master Plan adoption, MWVCOG's contract with Keller Associates allows us to enter into Phase 2 of the Engineering contract for permitting and construction drawings, if requested by the NSSA and Marion County.

Land Use Planning

Our planners continue to support communities through draft code amendments, zone and comprehensive plan map updates, and new overlay zones and design standards, in addition to a large number of new development and subdivision applications in the area. With the addition of the City of **Carlton**, COG currently has twenty-two (22) cities under contract for planning services in FY21/22.

Over the past 3 months, COG staff has provided interim planning services to the cities of **Dundee** and **McMinnvill** as they worked through some staffing transitions. Both have completed their new land use planner hires but **McMinnvill** has asked COG to continue to provide interim services to offer some planner job training, assist with an audit of their landscape review code requirements, and with staffing their Historic Landmarks Committee into the Fall of 2021.

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

Grant Administration

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

Housing Rehabilitation

The City of **Stayton** and COG 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**. However, we have nineteen (19) eligible applicants we were not able to assist with the previous grant program and are pursuing additional funding opportunities to meet this unmet need.

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

The VDI Board also met in May to review and approved 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**. To date, we have been able to assist two (2) eligible applicants with rebuilding in the Canyon.