

# 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

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**CONVENING – HOMELESSNESS IN THE MID-WILLAMETTE VALLEY –  
Presentation by Janet Carlson, Board Administrator for the Mid-Willamette Valley  
Homeless Alliance, a Continuum of Care organization that has been working over the last  
two years to coordinate an action and sustained response to the issue of homelessness.**

**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**D. CONSENT CALENDAR** (*All items on the Consent Calendar will be approved by one vote unless an item is withdrawn for discussion at the request of a Board member. Members may have an item withdrawn by notifying the Chair at the meeting.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 June 15, 2021 meeting of the Board of Directors** **pg. 4-8**  
Requested Action: Approve minutes

**2. Ratify Appointments to the VDI and RLF Loan Boards** **pg. 9-10**  
Requested Action: Ratify the appointments of Lesa Goff and Alex Rhoten to the VDI and RLF Loan Boards.

## **E. INFORMATIONAL ITEMS**

**1. Legislative Policy Update** – *Legislative Policy Subcommittee* **pg. 11-22**

**2. Financial Report** **pg. 23-32**  
Information only.

**3. Department Activity Reports** **pg. 33-41**  
Information only. Reports from the Community Development Department, Transportation Department, and Small Business Loan Program.

#### **4. Executive Committee Report on Executive Director Six-Month Evaluation**

### **F. ACTION ITEMS**

- 1. Procurement Review Board, AV System for COG Facilities** **pg. 42-44**  
Requested Action: Motion to direct Executive Director to move forward with procurement and contract with Oregon Home Tech.
- 2. Personnel Manual Update** **pg. 45-47**  
Requested Action: Motion to adopt the updated Personnel Manual.
- 3. Appointment of Annual Dinner Planning Committee**  
Requested Action: Motion to appoint the Annual Dinner Planning Committee for the 2021 Annual Dinner.

### **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: Tuesday, December 14, 2021  
3:30 p.m.  
Location/Media: TBD**

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

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

Mid-Willamette Valley Council of Governments is inviting you to a scheduled Zoom meeting.

Topic: MWVCOG Board Meeting - Sept

Time: Sep 21, 2021 03:30 PM Pacific Time (US and Canada)

Join Zoom Meeting:

<https://us06web.zoom.us/j/95306781742?pwd=b1hNNThRzIzV2NMcU5mRHU3d25GUT09>

Meeting ID: 953 0678 1742

Passcode: 785060

One tap mobile

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**MINUTES OF JUNE 15, 2021**

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

**VIA Zoom**

**MEMBERS PRESENT**

Jackie Franke, Member, Chemeketa Community College Board of Education

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

Commissioner Kevin Cameron for Commissioner Danielle Bethell, Marion County

Mayor Brian Dalton, City of Dallas

Mayor Cathy Clark, City of Keizer

Councilor Roxanne Beltz, City of Monmouth

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

Ian Davidson, Salem-Keizer Transit District Board

Commissioner Casey Kulla, Yamhill County

Mayor Eric Swenson, City of Woodburn

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

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

Mayor Jim Kingsbury, Sublimity, representing Small Cities of Marion County

Sheronne Blasi, Member, Salem-Keizer School District Board of Directors

**MEMBERS ABSENT**

Commissioner Mike Ainsworth, Polk County

Mayor Rick Rogers, City of Newberg

Mayor Chuck Bennett, City of Salem

Lisa Rogers, Board Member, Chehalem Park and Recreation District

Terry Hsu, Director, Marion Soil & Water Conservation District

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

**OTHERS PRESENT**

Scott Dadson, Executive Director

Renata Wakeley, Community Development Director

Mike Jaffe, Transportation Director

Amber Mathiesen, Finance Director

Denise VanDyke, Admin. Specialist II

**CALL TO ORDER & INTRODUCTIONS**

Chair Peralta called the meeting to order at 3:33 p.m. The presence of a quorum was noted at 3:40 p.m.. Roll call was taken.

**EXECUTIVE DIRECTOR REPORT**

Mr. Dadson reported that he has extended the COVID emergency protocols until June 30. Managers are starting to discuss re-opening protocols. July 1 is the tentative re-opening date. A lot has been

accomplished during COVID. We have always had some flexible scheduling, and this will continue. We will be upgrading the audio-visual equipment in the conference room to allow for interactive hybrid meetings, as this format will allow more people to attend.

### **PUBLIC COMMENT**

None.

### **CONSENT CALENDAR**

**MOTION:** By Mayor McArdle, **SECONDED** by Councilor Beltz, to **APPROVE THE CONSENT CALENDAR, AS PRESENTED.**

1. *MINUTES OF April 28, 2021, MEETING OF THE BOARD OF DIRECTORS*
2. *AUTHORIZATION TO RENEW INSURANCE POLICIES AND EXTENDING MWVCOG WORKER'S COMPENSATION COVERAGE TO VOLUNTEERS – RESOLUTION 2021-08*

**Discussion:** None. Motion carried.

**IN FAVOR:** Cameron, Franke, Peralta, Dalton, Clark, Beltz, McArdle, Davidson, Swenson, Watkins, Kingsbury, Blasi. **OPPOSED:** None. **ABSTAINED:** None.

### **INFORMATIONAL ITEMS**

Mr. Dadson briefly reviewed the financial report. Generally we are doing well. Some programs' reports show a lag in payments, which is normal.

Ms. Wakeley provided highlights of the Community Development department report. Staff were invited to apply for a RARE participant and have been approved. Interviews are scheduled for next week. The RARE Participant will be working on Canyon recovery and the position will be funded fully by Pacific Power to help develop a hazard recovery measures toolkit. It is hoped that the RARE Participant will start in September. Another program we have been invited to participate with is the Fellows Program through Portland State University. A Summer Fellow costs about \$6,000, and it is hoped that we will be able to have someone through that program to help with Canyon recovery work, as well. The PSU population forecast is upcoming. Staff, especially Transportation/GIS staff are working with PSU on that. We have newly added Carlton to our list of cities for which we provide land use planning services, and we will be helping Newberg and Dundee with land use planning, as well.

Mayor Watkins thanked COG staff for Kiel Jenkins, the planner assigned to Carlton. He has been very helpful.

Commissioner Cameron added that a Marion County AmeriCorps volunteer will be working on a Broadband project in the Canyon.

Mr. Dadson provided the report for the loan department, referring to the memo provided in the agenda packet.

Mr. Jaffe reported that MWACT met in May and June. Staff provided a crash data report in May. Crash rates are lower than in the mid-90s, but still an issue – especially alcohol related crashes. Three projects are proposed for OTC funding. ODOT is going forward with the Aurora/Donald interchange, but they are still seeking the final amount of funding. The Portland State University (PSU) Population Research Center (PRC) is mandated to do a population forecast every four years. The most recent forecast has significantly lower numbers than previous forecasts. Staff are in communication with the PRC regarding our concerns. The forecasts are being redone and should be using better data. That said, a drop in birth

rates and in possible in-migration are holding overall growth down. Mr. Jaffe will send the population information and links to the PRC to those who request it. A discussion ensued regarding what information is taken into account by the PRC when generating forecasts.

### **BUDGET HEARING**

Chair Peralta opened the public hearing at 4:03 p.m. He asked Mr. Dadson to present the budget message.

Mr. Dadson shared a PowerPoint to illustrate his presentation. This budget provides for the continuation of COG programs and activities and is our best estimate. This has been a different year, with COVID, the CARES Act, and the September Wildfires. There has been an approximate eleven percent increase in the budget related to the state and federal funds primarily related to the CARES Act and wildfire recovery funding. For the coming year, federal and state funding are expected to decrease overall due to retirement of CARES Act and other COVID related grants. However, Member Dues and Local Revenue are anticipated to increase due to a slight rise in the per capita rate for dues, population growth, and increases in service requests in multiple departments. Designated Reserves are projected to increase primarily due to loan payoffs, and the Undesignated Reserves will be more than twice the budgeted amount. A significant factor in that increase in reserves is revenue generated by the COVID Paycheck Protection program loan revenues.

Personal Services, which includes salary and benefits, reflects a decrease from the amount budgeted for FY 2020-21. Included in personal services are the following:

- A net increase of .47 FTE. This includes increases and decreases across the organization as a whole.
- A 1.8% cost-of-living adjustment (COLA) will be applied July 1, 2021. At the October 2018 Board meeting, the Board directed the COG to use the CPI-W for Seattle due to the elimination of the Portland index by the U.S. Bureau of Labor Statistics used historically. The 1.8% COLA is the annualized adjustment for the second half of 2020. This adjustment helps to COG to attract and retain highly competent staff.
- An overall increase in the amount budgeted for fringe benefits.

Among the changes that will be coming are a new financial software system that will be more efficient and up-to-date than the current system. It is hoped that this system will be on line around July 1<sup>st</sup>. Conversations to come include future plans for the loan department, how we can provide more services in Community Development, and concerns about inflation (goods and healthcare, especially).

Chair Peralta stated that the Budget Committee met and approved the budget with a recommendation to the Board that they adopt the budget as presented.

**Public Testimony** - None.

**Discussion** – Rates are set by the Board at the December meeting, and increases are recommended using the CPI-Seattle and population adjustments. For the latest rates, this was a 1.8% baseline increase and PSU snapshot estimates were used as short term numbers. Wildfire affected cities were able to cover their 2020 dues, and we anticipate the same in 2021. Base dues are approximately \$1300 for our smaller cities. Ms. Blasi asked that it be double checked that the fiscal year dates in the budget are accurate, as she believes there may be some typos. It was mentioned that we provide fiscal services for the Mid-Willamette Valley Homeless Alliance (MWWHA), however, this has a minimal effect on the COG Budget as much of the monies are pass through. Also, MWWHA will be transitioning out of the COG

Budget on July 1. It was requested that the Board be kept up to date on MWVHA activity. Mayor Clark, MWVHA Chair, provided a quick update.

Chair Peralta expressed his appreciation for the work done on this budget. Kudos to the staff.

**Amendments** - None.

Chair Peralta closed the hearing at 4:27.

**MOTION** by Commissioner Cameron, **SECONDED** by Commissioner Kulla, to **APPROVE RESOLUTION 2020-11: PROPOSED BUDGET FOR FISCAL YEAR 2020-21, AS PRESENTED.**

Motion carried.

**IN FAVOR:** Cameron, Kulla, Leno, Peralta, Dalton, Clark, Beltz, McArdle, Davidson, Swenson, Watkins, Kingsbury, Blasi. **OPPOSED:** None. **ABSTAINED:** None.

### **APPROVING FINANCE SOFTWARE TRANSITION PROJECT**

Mr. Dadson stated that the Board previously established a procurement committee for this project. A Request for Information (RFI) was issued to solicit proposals. The old software functioned mainly because the former staff knew how to make it work. We need hardware and software updated to be sustainable and able to handle the transition of personnel. Four proposals were considered. The software selected has the lowest up front cost, but needs staff to transition the data. The software recommended by the Committee is QuickBooks. The transition cost is not to exceed \$60,000, and is the cost of the needed personnel time. The transition date will be July 1 to begin the new fiscal year with the new system. Year-end closing will be done in the old system for consistency.

Ms. Blasi asked for clarification on how it is anticipated that the new software will address the internal control weaknesses identified by the auditors. Mr. Dadson explained that the old system is not transitional. There were multiple sets of books that were not truly integrated. The new system will be fully integrated and will be following GFOA standards. We do fund accounting, receivables, and cash flow. This product is used by many of our members. We will be aligning our policies and procedures with best practices. Ms. Blasi asked to be kept updated on addressing of the findings and recommendations from the auditors. Ms. Mathiesen added that staff will also be documenting procedures with instructions for future staff transitions/additions.

**MOTION** by Mayor McArdle, **SECONDED** by Commissioner Kulla, to **DIRECT THE EXECUTIVE DIRECTOR TO PURCHASE AND IMPLEMENT QUICKBOOKS SOFTWARE CONSISTENT WITH THE FINANCE SOFTWARE REVIEW COMMITTEE'S RECOMMENDATION TO THE BOARD AND AUTHORIZE THE EXECUTIVE DIRECTOR TO MAKE THE NECESSARY EXPENDITURES RELATED TO THIS IMPLEMENTATION.**

Discussion: None.

Motion carried.

**IN FAVOR:** Cameron, Kulla, Leno, Peralta, Dalton, Clark, Beltz, McArdle, Davidson, Swenson, Watkins, Kingsbury, Blasi. **OPPOSED:** None. **ABSTAINED:** None.

### **BOARD DISCUSSION ROUNDTABLE**

Mayor Dalton announced that he plans to host the September 1 Mayors Coalition in Dallas. He will be following up with his fellow mayors.

**ADJOURNMENT**

Hearing no further business, Chair Peralta adjourned the meeting at 4:43 p.m.

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Scott Dadson, Executive Director



## MEMORANDUM

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

**DATE:** September 21, 2021

**FROM:** Scott Dadson  
Executive Director

**SUBJECT:** Ratification of Appointment of VDI and RLF Loan Board members

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### BACKGROUND

Both Kevin Joyce and Nancy Rogers have resigned their board positions on both the Valley Development Initiatives (VDI) and MWVCOG Revolving Loan Fund (RLF) Boards. Each served on these Boards for twenty years or more, and were instrumental in the growth and success of the loan programs through recessions, natural catastrophes, and now a pandemic. They offered the COG staff their support and advice during their tenure, which was as important as decisions they made on loans applications and new loan program initiatives.

At their July 27, 2021, both the VDI Loan Board and the RLF Loan Board voted to appoint Lesa Goff, VP of Commercial Lending with The Bank of the Pacific, and Alex Rhoten, principal Broker with Coldwell Banker Mountain West, as new members to fill the vacancies. Both are excited and willing to be Board members. The loan program has extensive experience with both in their business roles.

Ms. Goff was the lead contact with Well Fargo Bank that negotiated the COG banking services for the loan program, as well as treasury management for the entire COG banking relationship. She moved on to be a commercial lending team leader with Umpqua Bank, returned to Wells Fargo Bank to manage corporate lending, and then moved to her current position with The Bank of the Pacific, a community bank headquartered in Washington and providing commercial loans throughout our region with an office in Salem.

Mr. Rhoten similarly has a long-term relationship with the COG. He and his clients have used the COG loan programs for financing, and he represented our area on a seven county CDC until resigning several years ago. His company has a presence from Portland through Eugene with a wide range of experience in both real estate marketing and sales transactions.

The Council of Governments Board of Directors are required to review and then confirm the VDI and RLF Loan Administration Board appointments of candidates to these Boards after which their tenures on the Loan Boards can begin.

### RECOMMENDATION

Ratify the appointments of Lesa Goff and Alex Rhoten to the Valley Development Initiatives Loan Administration Board and to the MWVCOG Revolving Loan Fund Loan Administration Board.

CANDIDATE BIOS



**Lesa Goff**  
VP Regional Business  
Development Officer  
[LGoff@BankofthePacific.com](mailto:LGoff@BankofthePacific.com)  
971-701-2704



Lesa joined the Regional Commercial Banking team in 2019 supporting the Oregon region and brings more than 25 years in the banking industry. She is passionate about developing full banking relationships with her clients and assisting them in achieving financial success through customized banking solutions. Clients appreciate and rely on her experience with SBA loan programs, new market tax credit products, complex real estate transactions, interest rate derivative products and other appropriate credit solutions to support their success.

**OVER 35 YEARS OF EXPERIENCE**



Alex, a well-respected commercial real estate industry veteran, has become known for this creative thinking and openminded approach to problem-solving for his clients in today's economy. In addition to being a participating owner with 13 active agents, Alex currently serves on the CBC International Advisory Board and was the chair of the government affairs board for the Salem Association of Realtors. He is a founding member, past president, and current Board member of the Salem Fire Foundation. In addition, Alex is a member and VP of the Salem Hospital Foundation Board. He's actively engaged with the Salem Area Chamber of Commerce and the Strategic Economic Development Corporation.

**AWARDS**

- Elite Top 2% of Producers Internationally
- Number One Sales Professional in Oregon
- Bronze Circle of Distinction
- Number One Office in State of Oregon
- Best of the Mid-Valley Gold Medal for CRE



**Alex Rhoten**

**OWNER  
PRINCIPAL BROKER**



**2021 OREGON LEGISLATIVE SESSION**  
MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS  
LEGISLATIVE REPORT

## 2021 LEGISLATIVE SESSION OVERVIEW

Oregon's 81st Legislative Session convened on January 19, 2021 and ended June 26, 2021. 2,519 bills were introduced during the session, and 715 passed. Due to COVID-19 restrictions the Oregon Legislature reduced access for in person meetings at the Oregon Capitol and the entire 2021 session was held virtually.

Key legislative issues included energy policy, wildfire recovery and prevention, police reform, racial equity, COVID-19 response and recovery, and investments in education, housing, homelessness, and mental health resources.

## INTERIM DATES OF INTEREST

- August 25, 2021 – Revenue Forecast
- September 20-21, 2021 – Possible Special Legislative Session
- September 22-24, 2021 – Interim Legislative Committee Days
- November 15-17, 2021 – Interim Legislative Committee Days
- November 2, 2021 – Election Day
- November 17, 2021 – Revenue Forecast
- November 19, 2021 – Legislative Concept Bill Requests Due for 2022 Session
- January 11-13, 2022 – Interim Legislative Committee Days
- January 14, 2022 – Legislative Concept Bill Drop Deadline for 2022 Session
- February 1, 2022 – Legislative Session Begins
- February 9, 2022 – Revenue Forecast
- March 7, 2022 – Legislative Session Constitutional Adjournment

## LEGISLATIVE BILL REPORT

During the 2021 Legislative Session Perseverance Strategies, Inc. tracked 19 bills designated as of interest by the MWVCOG Legislative Subcommittee. The following includes details for each bill, including a bill summary, end of session status, and additional information about the intent of the measure.

### [HOUSE BILL 2004 EN](#)

**Subject:** Wildfire Recovery

**Bill Summary:** Appropriates moneys from General Fund to Oregon Department of Administrative Services to distribute to Oregon Community Foundation to provide grants to support emergency shelters.

**Status:** Enrolled

**Effective Date:** June 25, 2021

**What the Measure Does:** Appropriates \$9.7 million to the Department of Administrative Services for distribution to the Oregon Community Foundation for acquisition, renovation, and operation of shelters through Project Turnkey. Project Turnkey is required to report to the appropriate interim committee of the Legislative Assembly by September 15, 2022. This funding supplements the \$65 million approved by the Emergency Board for this purpose. Applications for qualified projects exceeded available funding for non-wildfire affected areas of the state, and these funds will enable four remaining projects currently in due diligence to proceed to a potential sale. The projects would add a combined total of 132 units of shelter in Deschutes, Multnomah, Malheur and Yamhill counties.

### HOUSE BILL 2173 A

**Subject:** Miscellaneous / Other

**Bill Summary:** Provides that counties may authorize Oregon Department of Administrative Services to make deductions from lottery revenues dedicated to county economic development purposes to pay for portion of costs of regional solutions coordinators within Regional Solutions Program.

**Status:** In committee upon adjournment.

**What the Measure Does:** Permits counties to authorize the Department of Administrative Services to deduct from the amount allocated to counties for economic development activities from net receipts of video lottery games up to 50 percent of the funding necessary to support the salaries and benefits of regional solutions coordinators.

### HOUSE BILL 2341 EN

**Subject:** Wildfire Recovery

**Bill Summary:** Authorizes tax collector in county covered by state of emergency declared by Governor due to fire or act of God, or authority of Governor under Emergency Conflagration Act, who knows or has reason to believe property has been destroyed or damaged by fire or act of God to prorate taxes imposed on property.

**Status:** Enrolled

**Effective Date:** September 25, 2021

**What the Measure Does:** In county covered by state of emergency, authorizes tax collector, who knows or has reason to believe property has been destroyed or damaged by fire or act of God to prorate imposed property taxes. Aligns methodology for proration of taxes on property destroyed and property damaged by fire or act of God. Changes property tax proration to include month of disaster rather than commencing month after disaster. Provides new computation for proration of taxes for property other than specially assessed property. Applies to property tax years beginning on or after July 1, 2020.

### HOUSE BILL 2345 EN

**Subject:** Housing / Land Use / Economic Development

**Bill Summary:** Requires Oregon Business Development Department to distribute moneys in Oregon Rural Capacity Fund to Oregon's Economic Development Districts for purpose of assisting rural jurisdictions to apply for and administer grants and other forms of funding available from any source.

**Status:** Enrolled

**Effective Date:** July 27, 2021

**What the Measure Does:** HB 2345 establishes the Oregon Rural Capacity Fund to provide grants to Economic Development Districts for the purpose of providing those districts with the resources to assist rural jurisdictions to learn about, apply for, and manage grants and other funding opportunities that can be used to support workforce, infrastructure, economic development, and community development. The measure also requires the Oregon Business Development Department to develop and communicate the program's policies and purposes, determine total amount of moneys available, consult and coordinate with Economic Development Districts on distribution, and make distributions from the fund. Provides a General Fund appropriation of \$500,000 for deposit in the Oregon Rural Capacity Fund.

## HOUSE BILL 2411 EN

**Subject:** Broadband

**Bill Summary:** Requires notifications and process for allowing interested telecommunications providers to coordinate with Department of Transportation to include installation of underground infrastructure for provision of broadband as part of certain projects included in Statewide Transportation Improvement Program.

**Status:** Enrolled

**Effective Date:** September 25, 2021

**What the Measure Does:** HB 2411 requires the Oregon Department of Transportation to consult with the Oregon Broadband Office and notify telecommunications providers about potential projects that may be suitable for the installation of broadband infrastructure. Expenditure limitation has been included to accommodate the fiscal impact to ODOT in administering this bill.

## HOUSE BILL 2488 A

**Subject:** Housing / Land Use / Economic Development

**Bill Summary:** Requires that statewide land use planning goal relating to citizen involvement address participation and engagement for disadvantaged groups.

**Status:** In committee upon adjournment.

**What the Measure Does:** Requires Land Conservation and Development Commission (the commission) to make changes to statewide land use planning goals by December 31, 2026, to address climate justice by addressing climate change adaptation and mitigation and environmental justice for disadvantaged communities. Requires the commission to 1) establish and update measurable targets for climate change mitigation and adaptation, and greenhouse gas sequestration and storage; and 2) identify and map anticipated impacts to public resources and local communities from climate change. Requires the commission to include requirements or guidelines compelling local governments and applicable state agencies to: 1) include disadvantaged communities in land use planning and decisions; 2) determine and address local issues of diversity, equality; and environmental justice; and 3) identify and map disadvantaged communities and cumulative health risks they face, using data from various federal or state agencies, nonprofit organizations, and local programs. Requires that cities' and counties' comprehensive plans, land use regulations, plans, and zoning ordinances rules comply with changes to the statewide land use planning goals by a certain date. Requires Department of Land Conservation and Development (the department) to establish environmental justice advisory committee to advise the department on environmental justice changes to the statewide land use planning goals. Requires commission to adopt interim climate justice standards for local government's use, including environmental justice, equity, and public participation and climate adaptation risks and responses, and take into consideration state and federal goals for reducing greenhouse gases, until meeting compliance with goals changes. Establishes deadlines for compliance with interim standards and changed goals. Establishes Climate Justice Planning Goals Fund. Appropriates moneys to fund. Continuously appropriates moneys in fund to commission for specified purposes. Sunsets interim standards on January 2, 2030. Sunsets goal amendment process after commission certifies adoption of goal.

Amendments required the Land Conservation and Development Commission (the Commission) to include within the goals and guidelines described in ORS 197.225 a statewide land use planning goal that directs governments to take actions consistent with the following: 1) ensuring that the opportunity to participate in land use planning and decision-making is accessible to disadvantaged groups; 2) incorporating practices to engage the community, including disadvantaged groups, on climate justice, environmental justice and equity

in land use planning and decision-making; and 3) utilizing current technologies and mediums to: improve and expand communication between the local government and general public, including disadvantaged groups, and enhance the access to and accessibility of information used in land use planning and decision-making to the general public, including disadvantaged groups.

#### **HOUSE BILL 2654 EN**

**Subject:** Broadband

**Bill Summary:** Authorizes electric cooperative to use or allow for use of electric easement in provision of broadband services, subject to certain conditions and exceptions.

**Status:** Enrolled

**Effective Date:** January 1, 2022

**What the Measure Does:** Permits an electric cooperative to use, or allow for use, an electric easement for broadband services. Requires the electric cooperative to provide 60-day written notice to the property owner if the use of the easement would result in an expansion of the uses for which the easement is granted and specifies the contents of the notice. Permits a commercial broadband service provider to request an electric cooperative send notice to a property owner and specifies the contents of the request. Prohibits an electric cooperative from using, or allowing for use, an electric easement granted on property owned, managed or operated by a city. Limits the use of unrecorded electric easements to those currently used by the electric cooperative for electric facilities. Specifies the requirements by which the provider of broadband services must comply when using an electric easement to include reasonable accommodations to prevent disruption of agricultural or forest operations, compensation to the property owner for damage, and seven-day notice prior to commencement of activities. Provides for an expansion of use to be vested in the electric cooperative. Creates a cause of action by the property owner against the provider of broadband services for damages and specifies that the cause of action must be brought within 18 months of the required notice by the electric cooperative and that the cause of action is the property owner's exclusive remedy with respect to the use of the easement for broadband. Stipulates that the authorization granted to an electric easement does not permit expanded use if it is expressly prohibited by the written easement. Permits the electric cooperative to determine whether the expanded use would interfere with the cooperative's use of the electric easement and to decline the expanded use. Requires an electric cooperative to indemnify and hold harmless a property owner for damage resulting from activities related to the installation of broadband facilities. Establishes limitations on pricing by electric cooperatives for electric services to broadband service providers.

#### **HOUSE BILL 2656**

**Subject:** Building Codes

**Bill Summary:** Relating to contracts with persons to act as building officials.

**Status:** In committee upon adjournment.

**What the Measure Does:** Permits municipality or Department of Consumer and Business Services to contract with person to administer and enforce building inspection program and act as building official.

#### **HOUSE BILL 2722 A**

**Subject:** Wildfire Recovery

**Bill Summary:** Directs Public Utility Commission to convene workshops on best practices regarding wildfires.

**Status:** In committee upon adjournment.

**What the Measure Does:** Requires the Public Utilities Commission (PUC) to periodically convene workshops for public utilities, consumer-owned utilities (COUs), and electrical distribution system operators to share information related to wildfire best practices, and to adopt rules for establishment of wildfire risk reduction

procedures and standards. Requires public utilities to have, and operate in compliance with, a regularly updated risk-based wildfire protection plan that has been evaluated and approved by the PUC in consultation with the Oregon Department of Forestry and local emergency services agencies. Specifies minimum plan requirements, and requires the first plan to be submitted to the PUC by December 31, 2022. Requires COUs to have, and operate in compliance with, a regularly updated risk-based wildfire mitigation plan approved by the utility's governing body. Requires COUs to submit the first plan by December 31, 2023 and to submit a copy of the approved plan to the PUC. Requires COUs to conduct a periodic wildfire risk assessment of utility facilities. Allows insurers to adopt coverage provisions and underwriting standards to encourage certain property protection approaches, and to use maps and data developed by state agencies for the purpose of determining terms and conditions of the policies. Authorizes the Department of Consumer and Business Services (DCBS) to work with the State Fire Marshal and insurers to develop property protection approaches. Requires the President of the Senate and the Speaker of the House of Representatives to organize and jointly appoint a 14-member Land Use and Wildfire Policy Advisory Committee (Committee), to be staffed by the Department of Land Conservation and Development. Establishes Committee membership and processes. Requires the Committee to determine whether updates to the statewide land planning program are needed in order to minimize wildfire risk to people, public and private property, businesses, infrastructure, and natural resources, and to provide a report with recommendations to appropriate committees of the Legislative Assembly by December 31, 2022. Requires the Environmental Quality Commission to establish a program to detect and evaluate wildfire smoke levels for public health risk purposes, and to make public health risk information available to local public health authorities and the public. Requires the Oregon Health Authority (OHA) to establish clean air shelters within local communities, including provision and installation of filtration systems, in cooperation with local governments. Establishes that clean air shelters must be available to the public without charge during periods when wildfire smoke levels present a public health risk. Requires OHA to establish a grant program to increase the availability of smoke filtration systems in areas susceptible to wildfire smoke for persons vulnerable to the health effects of smoke. Authorizes OHA to issue grants to install smoke filtration systems in residential and commercial buildings, and buildings open to the public, and requires OHA to prioritize residential buildings occupied by lower income persons who are vulnerable to health effects of smoke. Adds 'wildfire' to state definition of 'emergency.' Requires the Office of Emergency Management (OEM) to update its statewide emergency plan to prepare for or respond to wildfire emergencies on an area-wide or statewide basis. Requires OEM to coordinate with cities, counties, and other specified entities to ensure local efforts align with the statewide plan, and to provide training and community education. Requires all counties to establish a 7-member forestland-urban interface classification committee pursuant to State Forester request for establishment. Revises committee membership and processes. Requires committees to establish minimum defensible space standards that include specified components for minimizing or mitigating wildfire risk within extreme hazard zones, and allows for committee minimum defensible space establishment in high hazard zones. Requires committees to produce maps of final standards, designations, and classifications, and to send those maps to Oregon State University for inclusion in a statewide wildfire risk map. Authorizes the State Forester to create defensible space standards for a county if the county committee fails to establish standards within specified timeframes. Requires the State Board of Forestry to establish by rule minimum defensible space requirements for extreme risk zones that are consistent with DCBS building code standards for structures within the forestland-urban interface and local government comprehensive plans and land use regulations, and by using data in the 2021 Oregon Explorer Map. Clarifies a landowner is liable for a maximum of \$10,000 only if they have willfully or recklessly failed to meet applicable minimum standards. Requires additional costs of fire protection identified by the State Forester in consultation with the State Fire Marshal be adopted by rule and ratified by the Legislative

Assembly, and removes limitation for those additional costs to only be borne by landowners within a forestland-urban interface classification in a forest protection district. Requires DCBS to adopt wildfire hazard mitigation building code standards consistent with R327 standards for new residences on lots or parcels platted after passage of this Act in extreme hazard areas. Requires DCBS to consult with Oregon State University (OSU) to develop an interactive tool using data from the ODF 2021 Oregon Explorer Wildfire Risk Portal (Portal) to identify when building code standards must be applied, and to be electronically available for statewide use at little or no expense to the public and local governments. Requires OSU, in consultation with ODF and the State Fire Marshal, to develop and maintain a publicly accessible comprehensive statewide map of wildfire risk. Establishes map requirements, and requires OSU to provide technical assistance to state and local government map users. Directs OSU to provide a progress report to an interim wildfire committee of the Legislative Assembly by December 31, 2021, and requires map completion by June 30, 2023. Requires ODF to carry out a fuel reduction treatment program on forestlands and rangelands that are in the four highest importance categories of the 'Pacific Northwest Quantitative Wildfire Risk Assessment,' dated April 9, 2018, or on which treatment would provide substantial benefit to the state. Requires ODF to use the comprehensive statewide map of wildfire risk to identify state and local resource needs for mitigating wildfire risk, and to estimate funding, staffing and other administrative resources necessary for state, county, and city governments to implement wildfire risk reduction programs. Requires ODF to identify policy barriers to increasing implementation of fuel reduction treatment projects on private lands. Requires ODF to develop consistent performance measures and condition-based metrics for monitoring and communicating the effectiveness of state investments and project actions to mitigate wildfire risk. Requires program to provide opportunities for ODF to identify workforce development needs and to develop funding proposals for those needs. Requires ODF to cooperate with federal agencies to increase effectiveness of forest management activities on federal lands. Modifies findings related to state and federal partnership. Adds rangeland management activities to State Forester authorities under stewardship contract agreements, and authorizes the State Board of Forestry to: identify an appropriate state agency to assist ODF in carrying out federal rangeland treatments; request treatment metrics from the State Forester to achieve federal forest management goals; and direct ODF to ensure federal land treatment is prioritized, federal and state resources are maximized to expedite treatment, and identify capacity needed to meet treatment goals. Adds priorities under the Good Neighbor Authority for projects that reduce fuel loads and wildfire suppression costs. Requires ODF to design and implement a program to reduce wildfire danger on non-federal or private forestlands and rangelands through restoration of landscape resiliency and the reduction of hazardous fuel levels. Requires ODF to consult with specified entities, and to prioritize specified projects identified in the statewide map of wildfire risk. Allows a small tract forestland owner to submit a forest health restoration plan to the State Board of Forestry and requires the Board to review that plan. Asserts that Board approvals require the Board to certify to the county assessor that the forestland qualifies for a credit in the first property tax year beginning on or after the certification date. Specifies credit maximums. Establishes that it is the policy of the state to maximize forestland and rangeland resiliency, including but not limited to the achievement of fuel load reduction, wildfire suppression cost reduction, and improved vegetation condition resiliency, and requires the Board to adopt rules that maximize forest resiliency, including but not limited to the use of prescribed burns and commercial and noncommercial harvesting. Directs ODF to consult and coordinate with federal agencies, private stakeholders, and other state agencies to determine the adequacy of state, federal, and private wildfire response capacity, and requires ODF to seek to leverage state moneys to increase federal wildfire resources available to Oregon for effective initial response.

### HOUSE BILL 2883 A

**Subject:** Wildfire Recovery

**Bill Summary:** Establishes Oregon Public Places Are Safe Places Investment Fund.

**Status:** In committee upon adjournment.

**What the Measure Does:** Establishes Oregon Public Places Are Safe Places Investment Fund. Continuously appropriates moneys in fund to Office of Emergency Management for implementation of strategies for identifying and developing staging areas for emergency response. Creates advisory committee within Office of Emergency Management to provide expenditure advice and recommendations. Requires advisory committee to consist of Oregon Emergency Response System Council and members representing special districts, park and recreation entities, Port of Portland, interests of Oregonians who are Black, Indigenous or other people of color, Indian tribal interests, Portland metropolitan area, coastal areas in Oregon, and Willamette Valley.

### HOUSE BILL 3090

**Subject:** Miscellaneous / Other

**Bill Summary:** Appropriates moneys to Department of Environmental Quality to award grant for on-site septic system low-interest loan programs and to cover related administrative costs.

**Status:** In committee upon adjournment.

**What the Measure Does:** Allocates \$2,000,000 from the General Fund to the Department of Environmental Quality (DEQ) for the biennium starting July 1, 2021. Requires DEQ to award program grant for no less than \$1,950,000 and not later than September 1, 2021. Allows DEQ to cover administrative costs necessary to implement loan program.

### HOUSE BILL 5042 EN

**Subject:** Wildfire Recovery

**Bill Summary:** Modifies certain appropriations from General Fund to specified state agencies and Emergency Board for biennium ending June 30, 2021.

**Status:** Enrolled

**Effective Date:** April 15, 2021

**What the Measure Does:** HB 5042 is an omnibus budget reconciliation bill implementing changes to rebalance the 2019-21 biennium legislatively approved budget. In general, the measure includes actions related to the COVID-19 pandemic, wildfire recovery, supplemental budget increases, the rebalancing of agency budgets, the realignment of funding between fund-types, a debt service savings adjustment, and technical adjustments. Overall, the measure produces net General Fund savings of \$21.5 million, increases Other Funds expenditure limitation by \$898.2 million, and increases Federal Funds expenditure limitation by \$567.8 million. General Fund savings result from tapping unallocated emergency fund dollars to help cover costs.

Section 76 of the enrolled bill allocated funding to communities in the Santiam Canyon to mitigate impacts from the 2020 wildfires.

### SENATE BILL 395

**Subject:** Transportation

**Bill Summary:** Increases required expenditure on footpaths and bicycle trails from one percent to five percent of amounts received from State Highway Fund.

**Status:** In committee upon adjournment.

**What the Measure Does:** Increases the required expenditure on footpaths and bicycle trails from one percent to five percent of amounts received from the State Highway Fund. Makes applicable to Department of Transportation, counties, and cities under certain circumstances. Directs Department to report annually to the Joint Committee on Transportation regarding implementation of program. Revises membership and duties of the Bicycle and Pedestrian Advisory Committee.

### SENATE BILL 464 EN

**Subject:** Wildfire Recovery

**Bill Summary:** Authorizes governing body of county covered by state of emergency declared in response to September 2020 wildfires to adopt law directing tax collector to prorate and cancel property taxes imposed on taxable property that suffered loss in real market value as result of wildfires, without application from property owner.

**Status:** Enrolled

**Effective Date:** September 25, 2021

**What the Measure Does:** Authorizes governing body of county covered by state of emergency declared in response to September 2020 wildfires to adopt ordinance or resolution directing tax collector to prorate and cancel property taxes imposed on taxable property that tax collector knows suffered loss in real market value as result of wildfires, without application from property owner. Allows adopted ordinance or resolution to also direct tax collector to prorate and cancel property taxes on taxable property that suffered damage, or disruption of use, due to wildfires, upon application by property owner. Sets application requirements, eligibility standards, and deadline of July 1, 2022, unless set earlier by ordinance or resolution. Requires such ordinances or resolutions to include wildfire map, produced through public process, identifying boundaries within which wildfire tax relief may be granted and eligible properties for wildfire tax relief. Provides for refunds of overpayment of property taxes. Applies to property tax year beginning on July 1, 2020. States intent that provisions and ORS 308.425 shall operate concurrently and provisions of this measure supersede ORS 308.425. Sunsets January 2, 2023.

### SENATE BILL 541

**Subject:** Transportation

**Bill Summary:** Declares that policy of state is to include atmospheric carbon sequestered by lands and waters of state in calculation to determine progress towards greenhouse gas reduction goals.

**Status:** In committee upon adjournment.

**What the Measure Does:** Declares that policy of state is to include atmospheric carbon sequestered by lands and waters of state in calculation to determine progress towards greenhouse gas reduction goals. Carbon dioxide is the most commonly produced greenhouse gas. Carbon sequestration is the process of capturing and storing atmospheric carbon dioxide. It is one method of reducing the amount of carbon dioxide in the atmosphere with the goal of reducing global climate change. Senate Bill 541 declares that it is the policy of state to include atmospheric carbon sequestered by lands and waters of state in calculation to determine progress towards greenhouse gas reduction goals.

## SENATE BILL 5534 EN

**Subject:** Miscellaneous / Other

**Bill Summary:** Modifies amount of lottery bonds authorized to be issued for specified state agencies.

**Status:** Enrolled

**Effective Date:** July 1, 2020

**What the Measure Does:** SB 5534 authorizes the issuance of lottery revenue bonds for specified projects.

A total of \$445.2 million of net lottery bond proceeds are authorized to be spent on 55 projects, including:

- \$50 million to recapitalize the Special Public Works Fund for municipal infrastructure projects
- \$50 million for wildfire recovery housing supply and land acquisition
- \$40 million for water supply development projects
- \$28 million for planning and rehabilitation of high-hazard dams
- \$20 million for the Behavioral Health Housing Incentive Fund
- \$17.5 million to provide school districts with matching funds for broadband access
- \$15 million for levee inspection, accreditation, certification, or repair project grants
- \$15 million for an affordable market rate housing acquisition loan program
- \$10 million to recapitalize the Brownfields Redevelopment Fund for cleanup and redevelopment of brownfields properties
- \$10 million for the Oregon main Street Revitalization Grant program

Bonds are scheduled to be issued in the spring of 2022 and 2023. Lottery Funds debt service is estimated to be \$18.5 million in the 2021-23 biennium and \$78.9 million for the 2023-25 biennium.

## SENATE BILL 615

**Subject:** Broadband

**Bill Summary:** Establishes Low Income Broadband Bill Payment Assistance Fund.

**Status:** In committee upon adjournment.

**What the Measure Does:** Establishes Low Income Broadband Bill Payment Assistance Fund. Directs Oregon Business Development Department to establish by rule program, administered by Oregon Broadband Office, for providing broadband bill payment assistance to low income households. Directs department to consult, coordinate, and collaborate with the Oregon Broadband Advisory Council. Allows for moneys in fund to be allocated by office to qualified nonprofit community-based organizations for purpose of providing low income broadband bill payment assistance.

## HOUSE BILL 866 EN

**Subject:** Building Codes

**Bill Summary:** Permits municipality or Department of Consumer and Business Services to contract with person to administer and enforce building inspection program and act as building official.

**Status:** Enrolled

**Effective Date:** January 1, 2022

**What the Measure Does:** Permits municipality or Department of Consumer and Business Services (DCBS) to contract with person to administer and enforce building inspection program and act as building official (BO) under specified conditions. Defines "discretionary decision" as waiving a plan review, inspection, or code provision; or allowing alternative material, design, or method of construction. Limits cities that did not procure contract BO services before January 1, 2018 and counties to use of contract BOs while recruiting for individual

to employ as BO. Requires municipality procuring contract BO service to: 1) designate qualified municipal employee to review and ratify or disapprove all contract BO's discretionary decisions; 2) establish or otherwise have specified access to a local review board to which permit applicant may appeal contract BO's discretionary decisions; and 3) obtain and publish an independent financial audit of the building inspection program at least once every two years. Establishes that BO, contract BO, and other staff that provide building inspection services are public officials for purposes of Oregon government ethics laws. Allows municipality to validate discretionary decisions of contract BOs taken prior to effective date of measure and requires any action to challenge discretionary decision of contract BO to be commenced by December 31, 2024. Authorizes DCBS to investigate potential violations, prescribe corrective actions against municipalities, and take action against certification of contract BO. Prohibits municipality found to have pattern of violations from procuring services of contract BO.

Requires municipal building official, responsible for administering and enforcing building inspection program, to be government employee. Establishes minimum qualifications. Authorizes municipalities to hire contractor for building inspection services, subject to supervision by building official. Allows multiple municipalities to jointly employ building official and inspector, if all municipalities located within three adjacent counties and Department of Consumer and Business Services determines timely service can be provided. Subjects building officials and building inspectors to government ethics laws. Requires municipality operating program to establish administrative appeal process. Provides municipalities with 90 days to declare intention to comply with Act or intention to relinquish program, on or before July 1, 2022. Validates historical actions of municipalities, if actions would have been lawful if performed by Department of Consumer Business and Services.

### **SENATE JOINT MEMORIAL 3 EN**

**Subject:** Wildfire Recovery

**Bill Summary:** Urges establishment and funding of federal system to reimburse state and local government property owners and private property owners for damage to real property that results from spreading of wildfires originating on federal lands.

**Status:** Filed with Secretary of State

**What the Measure Does:** Urges the U.S. President and Congress to establish and fund a federal system to fully reimburse state and local government property owners and private property owners for damage to real property that results from the spreading of wildfires that originate on federal lands.

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## MEMORANDUM

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

**DATE:** September 21, 2021

**THRU:** Scott Dadson  
Executive Director

**FROM:** Amber Mathiesen  
Finance Director

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

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### **FY 2020-21 – Unaudited Financials as of June 30, 2021**

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 191% 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 (101.1%) 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 88.1%, total expenses are also slightly lower than target at 72.4%.

#### Transportation Program

Both revenues and expenditures in this program are running close to budget (79.2% and 90.0% 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 (107.6% and 123.6% 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 96.1%. Expenditures are below budget at 88.8%. 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 June, we have received 61.6% of budgeted revenue. Overall expenditures are also below budget at 53.3%.

### Housing Rehab Program

Housing Rehab Program revenues are at 97.4% 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 113.5% of budget.

### Economic Development Services

Programs in this area are designed primarily to stimulate economic growth in our service area. Revenues are at 346.9% and expenditures are 344.0%. 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 56.9% of budget. Revenues are behind at 57.0% 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 244.7% at this point in the year, this is due to loan clients resuming payments after COVID19 related deferrals.

### **Financial Software Transition Update**

At the March Board meeting the COG Board requested an update on the transition of financial systems from GMS software to QuickBooks. The transition is still in progress, but we are pleased to report most day-to-day accounting functionality such as invoicing and receiving payments has been moved into the new system, and those processes are working well. The new system is offering robust reporting tools allowing finance to offer precise reporting and tracking of the financial activities. You can see some of the reports attached. We can now track our cash flow, outstanding receivables, and our expenses over time, as well as other details. These reports will become more meaningful over time as more data is entered into the system.

The QuickBooks system has also allowed us to expand service to our members. We are now offering electronic invoicing, which allows an electronic invoice, and any back up to be sent to the customer's email address. This saves the COG processing and mailing costs, as well as offers more efficient delivery.

The next step will be to transition payroll processing to QuickBooks so we can eliminate using multiple systems pay staff and manual entry to reconcile the bookkeeping system.

Mid-Willamette Valley Council of Governments  
 FY 2020-21 Summary Financial Report  
 For twelve Months Ending 06/30/2021(100% 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	1,034,776	75.4%	-	-		-	-		-	-	
State	-	-		-	-		123,508	116,665	94.5%	374	-	0.0%	9,600	9,739	101.5%	-	-	
Local	484,969	927,904	191.3%	544,335	479,605	88.1%	82,523	97,706	118.4%	61,351	66,439	108.3%	341,010	189,814	55.7%	220,084	538,477	244.7%
<b>Total Revenues</b>	<b>484,969</b>	<b>927,904</b>	<b>191.3%</b>	<b>544,335</b>	<b>479,605</b>	<b>88.1%</b>	<b>1,577,954</b>	<b>1,249,146</b>	<b>79.2%</b>	<b>61,725</b>	<b>66,439</b>	<b>107.6%</b>	<b>350,610</b>	<b>199,553</b>	<b>56.9%</b>	<b>220,084</b>	<b>538,477</b>	<b>244.7%</b>
<b>Requirements</b>																		
Personal Services	(151,773)	(99,232)	65.4%	(335,552)	(236,186)	70.4%	(1,015,959)	(633,086)	62.3%	(42,170)	(54,597)	129.5%	(377,613)	(197,882)	52.4%	-	(5,883)	
Indirect	(37,640)	(43,042)	114.4%	-	-		(251,959)	(274,879)	109.1%	(10,459)	(13,540)	129.5%	(93,647)	(49,075)	52.4%	-	(2,613)	
Materials & Services	(252,493)	(304,653)	120.7%	(130,155)	(100,902)	77.5%	(322,640)	(522,839)	162.1%	(9,096)	(8,180)	89.9%	(38,192)	(43,521)	114.0%	-	(2,653)	
<b>Total Operational Costs</b>	<b>(441,906)</b>	<b>(446,928)</b>	<b>101.1%</b>	<b>(465,707)</b>	<b>(337,088)</b>	<b>72.4%</b>	<b>(1,590,558)</b>	<b>(1,430,803)</b>	<b>90.0%</b>	<b>(61,725)</b>	<b>(76,317)</b>	<b>123.6%</b>	<b>(509,452)</b>	<b>(290,478)</b>	<b>57.0%</b>	<b>-</b>	<b>(11,149)</b>	
<b>Results from Operations</b>	<b>43,063</b>	<b>480,976</b>		<b>78,628</b>	<b>142,517</b>		<b>(12,604)</b>	<b>(181,657)</b>		<b>-</b>	<b>(9,878)</b>		<b>(158,842)</b>	<b>(90,925)</b>		<b>220,084</b>	<b>527,328</b>	
<b>Other Resources</b>																		
Transfers	7,521	-	0.0%	-	-		84,564	49,842	58.9%	-	-		208,043	-	0.0%	-	(25,013)	
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>551,131</b>		<b>-</b>	<b>142,517</b>		<b>-</b>	<b>24,349</b>		<b>-</b>	<b>(9,878)</b>		<b>-</b>	<b>(90,925)</b>		<b>-</b>	<b>(128,635)</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	1,934,789	104.5%
State	-	-		-	-		-	-		588,000	3,748,800	637.6%	721,482	3,875,204	537.1%
Local	460,769	442,773	96.1%	107,500	69,273	64.4%	82,918	80,796	97.4%	165,000	304,903	184.8%	2,006,124	2,718,085	135.5%
<b>Total Revenues</b>	<b>460,769</b>	<b>442,773</b>	<b>96.1%</b>	<b>112,500</b>	<b>69,273</b>	<b>61.6%</b>	<b>82,918</b>	<b>80,796</b>	<b>97.4%</b>	<b>1,228,000</b>	<b>4,259,953</b>	<b>346.9%</b>	<b>4,579,529</b>	<b>8,528,078</b>	<b>186.2%</b>
<b>Requirements</b>															
Personal Services	(367,931)	(325,399)	88.4%	(60,934)	(45,273)	74.3%	(58,661)	(68,513)	116.8%	(119,850)	(154,855)	129.2%	(2,194,891)	(1,584,720)	72.2%
Indirect	(91,247)	(80,699)	88.4%	(15,112)	(11,228)	74.3%	(14,548)	(16,991)	116.8%	(29,723)	(38,404)	129.2%	(544,335)	(530,471)	97.5%
Materials & Services	(38,255)	(35,515)	92.8%	(37,521)	(6,268)	16.7%	(9,709)	(8,600)	88.6%	(1,078,427)	(4,031,638)	373.8%	(1,786,333)	(4,963,867)	277.9%
<b>Total Operational Costs</b>	<b>(497,433)</b>	<b>(441,613)</b>	<b>88.8%</b>	<b>(113,567)</b>	<b>(62,769)</b>	<b>55.3%</b>	<b>(82,918)</b>	<b>(94,104)</b>	<b>113.5%</b>	<b>(1,228,000)</b>	<b>(4,224,897)</b>	<b>344.0%</b>	<b>(4,525,559)</b>	<b>(7,079,058)</b>	<b>156.4%</b>
<b>Results from Operations</b>	<b>(36,664)</b>	<b>1,160</b>		<b>(1,067)</b>	<b>6,505</b>		<b>-</b>	<b>(13,308)</b>		<b>-</b>	<b>35,056</b>		<b>53,970</b>	<b>1,449,020</b>	
<b>Other Resources</b>															
Transfers	(68)	-	0.0%	1,067	-	0.0%	-	-		75,000	-	0.0%	376,127	24,829	6.6%
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>1,160</b>		<b>-</b>	<b>6,505</b>		<b>-</b>	<b>(7,226)</b>		<b>-</b>	<b>71,910</b>		<b>-</b>	<b>1,112,154</b>	

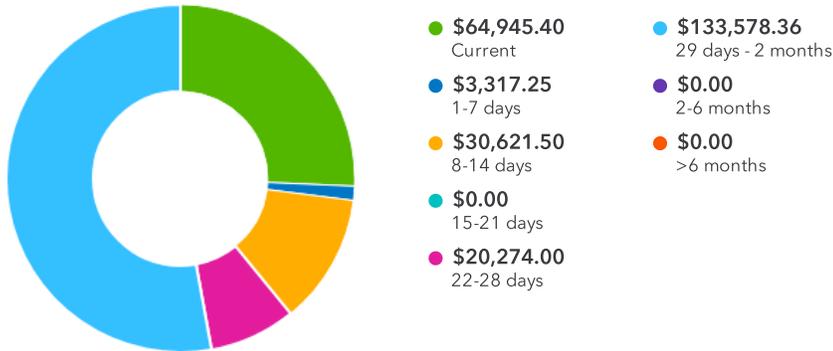
# Mid-Willamette Valley Council of Governments

## ACCOUNTS RECEIVABLE 1

As of today

# \$252,736.51

Total A/R amount



Aging Buckets	Accounts receivable
Current	\$64,945.40
1-7 days	\$3,317.25
8-14 days	\$30,621.50
15-21 days	\$0.00
22-28 days	\$20,274.00
29 days - 2 months	\$133,578.36
2-6 months	\$0.00
>6 months	\$0.00

# Mid-Willamette Valley Council of Governments

## ACCOUNTS PAYABLE BY AGING PERIODS

As of today

### \$12,895.87

Total A/P amount



- **\$12,895.87**  
Current
- **\$0.00**  
1-7 days
- **\$0.00**  
8-14 days
- **\$0.00**  
15-21 days
- **\$0.00**  
22-28 days
- **\$0.00**  
29 days - 2 months
- **\$0.00**  
2-6 months
- **\$0.00**  
>6 months

Aging Buckets	Accounts payable
Current	\$12,895.87
1-7 days	\$0.00
8-14 days	\$0.00
15-21 days	\$0.00
22-28 days	\$0.00
29 days - 2 months	\$0.00
2-6 months	\$0.00
>6 months	\$0.00

# Mid-Willamette Valley Council of Governments

EXPENSES BY TIME  
This fiscal year to date

**\$704,009.87**

Total expenses



Time period	Expenses (2020)	Expenses
Jul '21	\$0.00	\$398,946.69
Aug '21	\$0.00	\$198,425.78
Sep '21	\$0.00	\$106,637.40

# Mid-Willamette Valley Council of Governments

## REVENUE BY TIME

This fiscal year to date

**\$2,936,770.85**

Total revenue



Time period	Revenue (2020)	Revenue
Jul '21	\$0.00	\$266,182.36
Aug '21	\$0.00	\$2,469,322.82
Sep '21	\$0.00	\$201,265.67

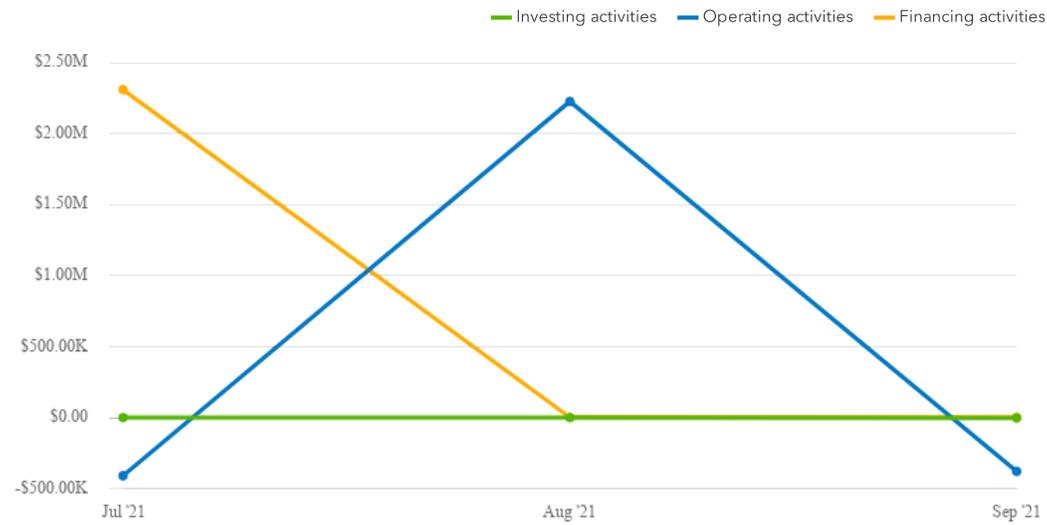
# Mid-Willamette Valley Council of Governments

## CASH FLOW

This fiscal year to date

# \$3,747,614.85

Net cash flow



Time period	Investing activities	Operating activities	Financing activities
Jul '21	\$0.00	-\$409,258.48	\$2,308,872.49
Aug '21	\$0.00	\$2,225,308.59	\$1,358.75
Sep '21	-\$2,505.61	-\$378,666.50	\$2,505.61

# Mid-Willamette Valley Council of Governments

## Profit and Loss by Month

July 1 - September 14, 2021

	JUL 2021	AUG 2021	SEP 1-14, 2021	TOTAL
<b>Income</b>				
County	55,233.97	158,663.00	13,178.18	\$227,075.15
Federal		68,750.00		\$68,750.00
Direct Federal Funds	18,250.66			\$18,250.66
<b>Total Federal</b>	<b>18,250.66</b>	<b>68,750.00</b>		<b>\$87,000.66</b>
Loan Revenue	10,131.78	13,903.43	18,011.19	\$42,046.40
Local	111,106.95	289,970.06	54,867.62	\$455,944.63
Services	71,459.00			\$71,459.00
State		1,938,036.33		\$1,938,036.33
VDI Contract Revenue			115,208.68	\$115,208.68
<b>Total Income</b>	<b>\$266,182.36</b>	<b>\$2,469,322.82</b>	<b>\$201,265.67</b>	<b>\$2,936,770.85</b>
<b>GROSS PROFIT</b>	<b>\$266,182.36</b>	<b>\$2,469,322.82</b>	<b>\$201,265.67</b>	<b>\$2,936,770.85</b>
<b>Expenses</b>				
A - Personal Services				\$0.00
Fringe Benefits	35,532.96	1,887.29	58,177.30	\$95,597.55
Payroll Tax	62,625.18	26,401.70	3,996.01	\$93,022.89
Salaries	165,733.95	129,399.04	3,732.93	\$298,865.92
<b>Total A - Personal Services</b>	<b>263,892.09</b>	<b>157,688.03</b>	<b>65,906.24</b>	<b>\$487,486.36</b>
Materials and Services				\$0.00
Communication	1,081.88	1,081.72		\$2,163.60
Computer Support, Supplies & Upgrades	9,899.17	941.06	329.15	\$11,169.38
Dues & subscriptions	615.00	375.00	15.00	\$1,005.00
Insurance	14,909.32	415.00		\$15,324.32
Legal & Professional Services		344.24		\$344.24
Audit Services		548.50		\$548.50
Legal Services	3,419.80	-240.00		\$3,179.80
Loan Servicing		-129.17	-129.17	\$ -258.34
Lobbyist		1,650.00	1,650.00	\$3,300.00
Other Professional Services	82,522.95	18,693.65	22,629.33	\$123,845.93
<b>Total Legal &amp; Professional Services</b>	<b>85,942.75</b>	<b>20,867.22</b>	<b>24,150.16</b>	<b>\$130,960.13</b>
Meals - Taxed		-12.49		\$ -12.49
Occupancy Expense	14,902.85	13,988.85	13,988.85	\$42,880.55
Office Equipment Allocation	1,446.46			\$1,446.46
Office Supplies	1,145.12	399.97	944.00	\$2,489.09
Other Misc Expense	1,065.74	779.51		\$1,845.25
Pass Through Payments		1,884.44		\$1,884.44
Photocopying and Printing	1,009.33	768.22		\$1,777.55
Postage	1,638.15	246.00		\$1,884.15
Travel, Training and Meetings	241.85		145.00	\$386.85

# Mid-Willamette Valley Council of Governments

## Profit and Loss by Month

July 1 - September 14, 2021

	JUL 2021	AUG 2021	SEP 1-14, 2021	TOTAL
Vehicle Repair & Maintenance	1,156.98	1,328.25	1,159.00	\$3,644.23
<b>Total Materials and Services</b>	<b>135,054.60</b>	<b>43,062.75</b>	<b>40,731.16</b>	<b>\$218,848.51</b>
<b>Total Expenses</b>	<b>\$398,946.69</b>	<b>\$200,750.78</b>	<b>\$106,637.40</b>	<b>\$706,334.87</b>
NET OPERATING INCOME	<b>\$ -132,764.33</b>	<b>\$2,268,572.04</b>	<b>\$94,628.27</b>	<b>\$2,230,435.98</b>
Other Income				
Interest Earned	36.84	162.64		\$199.48
Bank Interest	605.85		-457.96	\$147.89
Loan Interest	8,834.24	9,730.09	9,462.64	\$28,026.97
<b>Total Interest Earned</b>	<b>9,476.93</b>	<b>9,892.73</b>	<b>9,004.68</b>	<b>\$28,374.34</b>
Other Miscellaneous Revenue	299.00			\$299.00
<b>Total Other Income</b>	<b>\$9,775.93</b>	<b>\$9,892.73</b>	<b>\$9,004.68</b>	<b>\$28,673.34</b>
NET OTHER INCOME	<b>\$9,775.93</b>	<b>\$9,892.73</b>	<b>\$9,004.68</b>	<b>\$28,673.34</b>
NET INCOME	<b>\$ -122,988.40</b>	<b>\$2,278,464.77</b>	<b>\$103,632.95</b>	<b>\$2,259,109.32</b>



## MEMORANDUM

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

**DATE:** September 21, 2021

**THRU:** Scott Dadson  
Executive Director

**FROM:** Renata Wakeley  
Community Development Director

**SUBJECT:** Community Development Update

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

### Economic Development

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 **McMinnville** as they worked through some staffing transitions. Both have completed their new land use planner hires but **McMinnville** 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.



## MEMORANDUM

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

**DATE:** September 21, 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)

Due to a lack of agenda items, MWACT meetings were not held in July and August.

#### September MWACT Meeting

ODOT staff presented information about how \$165 million in future funds in the **2024-27 State Transportation Improvement Program (STIP) will be invested in bicycle and pedestrian projects.** A portion of those funds (\$45 million) will be used for projects along state highways, and ODOT staff have gone through a rigorous methodology to identify a “125% list” of projects, including 10 projects in the MWACT area. An online open house to review and comment on potential projects is scheduled from September 15th – October 31st.

The 2024-27 STIP will also have \$65 million available statewide for **Enhance projects** (i.e., modernization projects), with the OTC stipulating that **these funds be used for freight-supportive projects along with congestion issues on the state highway system.** Staff shared information about two proposals submitted for funding in the MWACT area: additional funds (\$10 million) to use for **Newberg-Dundee Bypass (Phase 2)** and \$10 million in funds for the **I-5: Kuebler to Delaney widening project (southbound phase)** – primarily to replace the Battle Creek Road bridge -- in order that Interstate 5 can be built with three southbound lanes for the entire length of the project. Decisions about which projects in the state will be recommended to the Oregon Transportation Commission for Enhance funding will occur in the first quarter of 2022.

ODOT also has prepared a list of **preservation (aka “Fix-It”), local bridge, ADA, and safety projects** in the MWACT area that are being scoped for the 2024-27 STIP. The list of projects and detailed information about each one (with their business case) was shared with MWACT members for their review.

Lastly, the project consultant for the **I-5 @ Brooklake Road interchange study** (located north of Keizer and west of Brooks) has developed six concepts for reconstruction of the interchange, in order to improve safety and maximize operational efficiency of the freeway and interchange to address existing and future

needs, while taking into account adjacent land uses and access management considerations. ODOT staff showed aerial photos overlaid with illustrations of each interchange concept and provided the number of acres each interchange concept would require (ranging from three to fifteen acres), and initial planning level costs that range from \$57 million to \$87 million. Next steps are to narrow the choices and proceed with development of the Interchange Area Management Plan (IAMP).

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

The SKATS Policy Committee met in June, July, and August. The new representative on the Policy Committee from the Salem-Keizer School Board is Maria Hinojos Pressey. During the quarter, the board adopted plans, TIP amendments, and discussed or were presented with updates on these transportation topics:

- ***County and UGB Population Forecasts*** –The PSU Population Research Center has revised and finalized their forecasts for Marion County, Polk County, and the urban growth boundaries in the two counties after staff from Salem, Keizer, the counties and SKATS met with PRC staff in late May to discuss the draft forecasts.
- ***I-5 Widening (Kuebler to Delany)*** – The Policy Committee approved a TIP amendment and Air Quality Conformity Determination to add the design of a third northbound travel lane to Interstate-5 and the replacement of the Battle Creek Bridge over I-5.
- ***SKATS Regional Transportation Safety Action Plan (RTSAP)*** - COG and ODOT developed the Request for Proposals for developing the RTSAP, reviewed proposals and selected a consultant and is currently in negotiation with the consultant to refine the tasks in the scope of work.
- The Policy Committee adopted the ***Consultation Process for Use During the Development of the SKATS RTSP and TIP***, as required by FHWA for all MPOs
- ***SKATS Public Participation Plan (PPP)*** – Every 4 years, SKATS reviews the goals, objectives, policies, and activities it uses, as documented in the PPP. A final draft of the PPP will go to the Policy Committee in September or October.
- ***OMPOC transportation priorities paper*** – The Oregon MPO Consortium developed and approved a paper outlining funding priorities and policies they supported at the federal level.
- ***Wheatland Road Multimodal Corridor Plan (Keizer)***– The consultant and project team developed three concepts for the corridor, then held a virtual open house in July and August for several weeks to ask the public which concept they preferred. Postcards were sent to 2,645 homes, businesses, and organizations in the corridor area. About 150 people provided responses to the Open House survey.
- ***Cordon Road/ Kuebler Blvd. Corridor Study (Marion County & Salem)***– an RFP was developed and staff from Salem, Marion County and SKATS reviewed proposals. Marion County is currently working with selected consultant team on a final scope of work.
- ***Cherriots Regional Long Range Transit Plan*** – Salem-Keizer Transit has contracted with Jacobs Engineering Group to create a 20-year long range transit plan for both the local and regional services. The plan schedule has adoption of the new plan in October 2022. SKATS staff will be involved in providing data and travel model forecasts.

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

- During the summer, staff hosted an **SRTS information booth** as the Salem Saturday Market, the Edgewater Market, and “Fun Fridays” in Northgate Park (associated with Hallman Elementary). At most of these events there was also a free bike repair from Northwest Hub staff. The SRTS booth was also at the August 29<sup>th</sup> Monster Cookie bike ride.

- Staff continues to create **maps showing recommended walking routes** to elementary schools (with safety tips on the reverse, in English and Spanish). The maps will be distributed to each school to encourage students to safely walk, roll or bike to school.
- From the **student art contest** theme “I like walking/biking/rolling because...”, staff had desktop calendars printed with 12 winning drawings submitted by students. 200 calendars are being distributed to schools, school administration staff, the school board, the COG board and others. Five SKDS elementary students that sent in art for our contest were also chosen as winners in a statewide Walk+Roll Spring Challenge 2021 art contest.
- Staff has several meetings with the School District’s Communication Team to **coordinate information about SRTS events for the upcoming school year**. In September, information is being distributed to principals to every elementary school about the first event (**International Walk to School Day** on October 6<sup>th</sup>) and to deliver the “**Drive Like It**” **safety campaign** signs at all elementary schools. At least 16 principals have said they will have their school participate on October 6<sup>th</sup>, and the SRTS program will provide materials for each school and prizes for students.
- Federal funds from SKATS and matching funds from the school district are now available to continue the SRTS program for four more years.

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

COG GIS staff developed a **program for redistricting for cities and special districts** who elect representatives by representative areas (not at large). COG has provided redistricting services since at least the 1990s and is prepared to assist organizations who need services following the 2020 Census. For more information, contact Lesley Hegewald at [lhegewald@mwvcog.org](mailto:lhegewald@mwvcog.org)

COG GIS staff completed zoning and/or comprehensive plan designation map updates for the cities of **Aumsville, Sheridan, and Willamina**, and address map updates for the cities of **Mt. Angel and Willamina**.

COG GIS staff provided mapping support for the **Dayton** UGB swap and **Aumsville** Buildable Land Inventory projects. COG GIS staff completed development of two online mapping applications for the city of **Turner**: a city map and a utility map.

COG GIS staff submitted a scope of work in July to **Yamhill County** for assisting the county to set up an enterprise server environment for GIS. This week, the county said they are interested in using COG services, and both staffs will coordinate to work out a refined scope and contract.



## MEMORANDUM

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

**DATE:** September 21, 2021

**FROM:** Scott Dadson  
Executive Director

**SUBJECT:** Business Lending Program Administrative Update

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The purpose of this memo is to keep the Board up to speed during our Administrative Transition in the Small Business Lending Program.

### **Business Lending Staff**

The COG is currently advertising for both the Business Lending Program Manager position and the Loan Documentation and Servicing Specialist positions. Both of these positions have been advertised on Indeed, Oregon Economic Developers Association, League of Oregon Cities, Association of Oregon Counties and our own web pages. We have also sent the Advertisements with applicable links to each of the Board Members for disbursement throughout the local networks. As of Tuesday, August 17, 2021, we had not received sufficient applications for the Program Manager, so we extended the first review date to September 1, 2021.

For more information on these positions, please go to [www.mwvcog.org/jobs/](http://www.mwvcog.org/jobs/)

### **Cooperative Agreements for Loan Service Work**

COG Staff met with the Business Lending Staff of the Lane COG, Oregon Cascades West COG, the CCD Business Development Corporation to discuss interim support for our Loan Programs during our transition. MWVCOG currently has a relationship with each of these neighboring Councils of Government for the purposes of assisting in Loan Servicing for SBA 504 Loans. These agreements supplement our current agreement with the CCD Business Development Organization in satisfying our loan packaging agreements with SBA for 504 Products.

In addition to these services, the organizations mentioned above have agreed to assist in Loan Servicing and Packaging services during the interim period for RLF Loans and ILP Loans. The first point of contact for the COG will be Alison Boswell. She will sort the deals and handle them at first. The underwriting and servicing will happen with our partners until such time as both the Business Lending Program Manager and Loan Specialist positions are filled.

### **Letters to MWVCOG Regional Lending Partners and Local Contact**

We have sent a letter to our Regional Lending partners letting folks know of our transition, how to contact Alison Boswell, and other details.

### **Banking Services Authorizations**

We were without some necessary signers for various VDI matters, so an administrative authorization was crafted to serve until a Resolution could be passed at the September 2<sup>nd</sup> VDI Board meeting. It was necessary to do this administratively as checks needed to be written and several of the previously authorized signers are no longer here. The check signers for VDI are the Chair, the Secretary, the COG Finance Director, and the Economic and Community Development Director for the COG.

### **Bankruptcy**

We received a letter regarding the Jon H Weiner Bankruptcy, in which VDI is represented by attorney Justin Thorp of Sherman, Sherman, Johnnie, and Hoyt (SSJ&H). This firm represents VDI as well as Pioneer Bank. Both Pioneer and VDI hold security in the property that is part of the bankruptcy. We have been asked if we would waive the conflict of interest with Mr. Thorp as the order of priority is clear and both VDI and Pioneer are fully secured. I have instructed Alison Boswell to sign this consent on behalf of VDI and for Mr. Thorp to represent VDI's position in this matter. Mr. Weiner's Chapter 7 Bankruptcy is related to a loan with VDI under Tweetie Holdings.

### **Past due Status of VDI Owned Property**

The last issue to report is that of the past due status of Goat Mountain Public House, who is the tenant of property owned by VDI in Colton Oregon. VDI has both rental/lease agreement with the owner for the house and business, as well as a loan position with regards to certain equipment in the building that supports the restaurant business. I have attached an email giving more detail on this issue to this memo but wanted you to know of the situation.



**Date:** September 15, 2021  
**To:** VDI Loan Board  
**From:** Scott Dadson, MWVCOG Executive Director  
**Subject:** Goat Mountain Lease Status 091221

On August 11, 2021, it was learned that Portland General Electric (PGE) contacted Mark Hoyt of Sherman, Sherman, Jonnie & Hoyt LLP (SSJH), as the registered agent for VDI, LLC, regarding service to 23788 S Highway 211, Colton OR 97017 and the Goat Mountain Public House. Their contact was to verify who the tenant is, as the tenant appears to own on that account. Mr. Hoyt provided the contact information for Yelena in the PGE Credit Fraud Department.

Alison Boswell followed up with Yelena at PGE on August 12, 2021. Apparently, the tenant (Kristina) has only paid two electric bills over the last two years. The electricity had been shut off at the restaurant and will be turned off soon at the residence. Kristina had left a voicemail for Alison on August 9, but when Ms. Boswell called back, she had to leave a voicemail in return. When Ms. Boswell called on August 12, the voicemail box was full. Ms. Boswell sent Kristina an email asking Kristina to contact Ms. Boswell. Justin Thorp at SSJH was updated.

On August 12, Mr. Thorp asked for a meeting to discuss whether it will be necessary to foreclose and/or terminate the lease. He expressed disappointment that the tenant seems to have not been able to succeed with the restaurant. He advised talking with Kristina, enquiring about her plans. If she decides to fold, VDI has a security interest in equipment and furniture, as well as the real estate, so it would be necessary to ensure that the collateral stays on site. It is unlikely that VDI would be responsible for the PGE bill. We are scheduling a meeting with Attorney to discuss our options.

On August 13, 2021, I visited the property in Colton. It is empty and closed for sure. If the trailer we own on the property, is the manufactured/double wide behind the restaurant, then there is someone there on the property. I saw inside the building, albeit from looking in only and the furniture was in the building. Alison Boswell of the COG.VDI staff reviewed the file, limited that it is. The insurance was paid by VDI and is good until April 2022.





## MEMORANDUM

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

**DATE:** September 21, 2021

**FROM:** Scott Dadson  
Executive Director

**SUBJECT:** Procurement Review Board, AV System for COG Facilities

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### ISSUE

As we move forward, the reality of “hybrid” meetings for the COG Board, Committees, members and staff have made upgrades to the current audio/visual (AV) system for our conference room a necessity.

### BACKGROUND

In FY2020-21, staff secured a non-competitive grant of CARES Act funding from the Economic Development Administration (EDA) to Economic Development Districts to help prevent, prepare for, and respond to the coronavirus pandemic. Eligible activities included technical assistance and capacity building for member organizations and organizational capacity support, including technology costs. In order to best support staff, the COG Board, and other Boards, committees, and member services support, COG wishes to improve our speakers, microphones, TV screens, and computer interface in our conference room to conduct better and improved interactive meetings with greater flexibility for users, better recording, and real time information distribution and input. Staff received two (2) separate provider quotes for similar equipment and installation of audio/visual (AV) equipment. The most competitive comparable estimate is attached, one for \$25,000 and the other for \$58,370.00. The COG staff AV review committee has added a substitute for the microphone system that will better allow for both rooms to interact with the system.

### RECOMMENDATION

Direct Executive Director to move forward with procurement and contract with attached Oregon Home Tech.



• Home Automation • Lighting Control • Shading Solutions •  
Home Theater • Whole Home Audio/Video • Security • Surveillance  
971-208-9777

OregonHomeTech.com

5276 Southbend DR SE Salem OR, 97306

Oregon Home Tech  
971-208-9777

5276 Southbend Dr SE  
Salem, Oregon  
97306  
United States

#### Prepared For

John Nielson  
Willamette ESD  
1200 Lancaster DR NE  
Salem, Oregon  
97301  
United States

#### Proposal Date

09/08/2021

#### Proposal Number

0000094

#### Reference

100 High ST SE

#### Scope of Work

##### ClearOne (2) Room AV Conferencing System

- Provide and Install Automatic Split/Combined (2) Room Conferencing System
  - In-Ceiling Microphones
  - In-Ceiling Speakers
  - 4K Camera with Pan-Tilt-Zoom
- Provide & Install (3) 75" Displays with Tilt Mount
- Remove Existing Projectors

#### Pricing

Description	Rate	Qty	Line Total
ClearOne CONVERGE Pro 2 48T DSP Mixer with 4 Mic/Line AEC Inputs, 8 Mic/Line Outputs, USB Audio, Telephone Interface, 2 x 10 Watt Power Amplifier	\$2,918.00	1	\$2,918.00
ClearOne BMA CT 24 inch BMA with 2 x 10 Watt Power Amplifiers	\$3,224.00	2	\$6,448.00
36W PoE+ power supply kit for BMA 36 Watt PoE+ Injector	\$169.00	2	\$338.00
USB Expander for CONVERGE Pro 2	\$499.00	1	\$499.00
Ceiling Speaker Pair Includes 2 x LS6CT ceiling speakers with 8 ohm and 70V/100V transformer taps and ceiling tile bridges.	\$271.00	2	\$542.00
UNITE 50 4K ePTZ Camera 4K, USB, e-PTZ with UVC Protocol, 120 degree ultra wide-angle field- of-view	\$399.00	2	\$798.00

USB 3.0 Cable – 30 feet 30 feet (~10 meters) long USB 3.0 Cable, to connect a Laptop with Converge Huddle or Unite camera	\$289.00	2	\$578.00
LG 75" QLED TV	\$1,199.00	3	\$3,597.00
TV Mounts Full Motion Mount for 75" TV	\$219.00	3	\$657.00
Cabling & Misc. Parts Speaker Cabling Microphone Cabling Accordion Door Sensor HDMI Cables Network Cabling	\$694.00	1	\$694.00
Install Labor and Programming	\$3,840.00	1	\$3,840.00
		Subtotal	20,909.00
		Tax	0.00
		<b>Proposal Total (USD)</b>	<b>\$20,909.00</b>



## MEMORANDUM

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

**DATE:** September 21, 2021

**THRU:** Scott Dadson  
Executive Director

**FROM:** Amber Mathiesen  
Finance Director

**SUBJECT:** Resolution No. 2021-10 Update to MWVCOG Employee Handbook

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### ISSUE

Should the Mid-Willamette Valley Council of Governments (COG) Board of Directors adopt a resolution to amend the current MWVCOG Employee Handbook, last updated in 2020.

### BACKGROUND

As a regular practice the MWVCOG performs regular reviews of the Employee Handbook in order to maintain consistency with administrative practices and to maintain compliance with employment law and best practices. The most recent reviews and updates were performed in March 2020, 2019, and 2016 by the previous Executive Directors and General Counsel. The attached draft of recommended updates and, including but not limited to:

- (1) Enhanced the No-Discrimination Policy.
- (2) Removed gender specific language throughout
- (3) Clarified the deadline for reimbursement requests to be filed
- (4) Changes pay periods from monthly to bi-monthly and clarifies dates for pay
- (5) Removes mid-month draws
- (6) Clarified vacation accrual proration levels
- (7) Clarified language relating to Administrative Leave
- (8) Clarified Accrual of Sick Leave proration levels
- (9) Adds Juneteenth to the list of COG recognized Holidays
- (10) Clarified language relating to Use of Accrued Holiday Leave
- (11) Clarified language for Bereavement Leave to be consistent with Oregon Family Leave Act
- (12) Reinstated pay for Jury Duty and clarified language about Jury Duty Compensation
- (13) Clarified language relating to Parking Benefit
- (14) Clarified language relating to Flexible Workplace and Telecommuting
- (15) Overall review of the 2020 Manual against the CIS Model Policy to identify and revise sections that required modification to correct errors, add due process provisions where needed, reconcile where policy and actual practice have been in conflict, and improve clarity.

Other changes may be substantial in volume but are either to correct inconsistencies, bring policies into compliance with state and federal laws, or to provide greater clarity (i.e. travel expense policy / retirement benefit) to the previous adopted version.

## DISCUSSION

Since adoption of the 2020 Employee Handbook, changes have been made to various laws requiring that the Handbook be updated to comply with new law. In addition, some sections of the Handbook have been found to be incomplete or difficult to interpret or apply in practice.

It is customary to regularly review the Employee Handbook and to ensure the policies are legally compliant, complete, and align with current practices. The Executive Director has conducted a thorough review of the document adding changes to address his areas of concern.

The changes have been reviewed by COG management staff. Adoption of this document will improve the quality of the handbook and bring the COG into compliance with recent legislation. After adoption, it is recommended that the management staff be trained so it can implement the new policies. Further modification of the handbook should be considered on a regular basis.

## RECOMMENDATION

The Board adopt Resolution No. 2021-10 to update the MWVCOG Employee Handbook.

*Note: The 2021 MWVCOG Employee Handbook is included as a separate document for your reference.*

BEFORE THE BOARD OF DIRECTORS  
FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS  
In the matter of adopting the 2021 update to the  
MWVCOG Employee Handbook.

**RESOLUTION 2021-10**

**WHEREAS**, the Mid-Willamette Valley Council of Governments, an intergovernmental entity formed by agreement pursuant to ORS Chapter 190, has an employee handbook (aka personnel manual) that sets out the expectations and rules for the workplace;

**WHEREAS**, from time to time it is necessary to update manuals and handbooks; and

**WHEREAS**, the State of Oregon has adopted new legislation requiring workplaces to put in place additional guidelines, rules and safeguards for employees;

**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 2021 update of the MWVCOG Employee Handbook (aka personnel manual).

**ADOPTED** by the Board of Directors of the Mid-Willamette Valley Council of Governments at Salem, Oregon this 21<sup>st</sup> day of September 2021.

ATTEST

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

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