

Mid-Willamette Valley
Council of Governments
EXECUTIVE COMMITTEE

June 6, 2023
4:00 p.m.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/86016226238?pwd=N3VEUGRwZ3RJbi9vRUNOQmRqQXprUT09>

Meeting ID: 860 1622 6238

Passcode: 870840

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1. Call to Order – Lisa Leno, Chair
2. Approval of Minutes from March 7, 2023
3. Review Agenda for June 13, 2023, Board Meeting
4. Executive Director's Report
 - Executive Director's Evaluation
5. Other Business
6. Adjournment

MINUTES OF MARCH 7, 2023

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS EXECUTIVE COMMITTEE

Zoom Webinar

MEMBERS PRESENT

CHAIR: Lisa Leno, Tribal Council Member, Confederated Tribes of Grand Ronde
Councilor Sal Peralta, City of McMinnville
Ian Davidson, Salem-Keizer Transit District Board
Councilor Roxanne Beltz, City of Monmouth

MEMBERS ABSENT

None

OTHERS PRESENT

Scott Dadson, Executive Director
Amber Mathiesen, Finance Director

CALL TO ORDER & INTRODUCTIONS

Chair Leno called the meeting to order at 3:31 p.m.

APPROVAL OF MINUTES OF NOVEMBER 29, 2022

A motion was made by Ian Davidson, seconded by Councilor Beltz, **TO APPROVE THE MINUTES AS WRITTEN**. The motion passed as follows:

YES: Leno, Davidson, Beltz

NO: None

ABSENT: Peralta

REVIEW OF AGENDA FOR MARCH 21, 2023 BOARD MEETING

The committee was amenable to approving the agenda as presented.

EXECUTIVE COMMITTEE RECOMMENDATIONS:

Appointment of the 2023 Budget Committee representatives:

Mr. Dadson explained that members would be appointed from the CoG Board, as well as lay citizens. Staff recommends board members Sal Peralta, Lisa Leno, and Ian Davidson, as well as lay citizens Julie Warncke, Heidi Bell, and Derik Munns be appointed to serve on the committee. Roxanne Beltz and Ken Huffer were recommended as alternates.

Ian Davidson objected to the phrase “lay citizen” in the staff report. Roxanne Beltz objected to the use of the term “citizen” in general. Due to state statute, these terms will remain in the document, with the addition of the clarifying clause “community representatives.”

BUDGET SCHEDULE

Mr. Dadson and Ms. Mathiesen explained the schedule. The committee members moved the Budget Committee meeting time from 3:00p.m. to 12:00 p.m.

SERVICE FEES

Mr. Dadson explained how staff sets member dues, service fees, and rate structures each year. The committee discussed adding an annual flat fee for legal services to the rate sheet.

Ms. Mathieson noted that the Affiliate Business Partner Rates have been added to this Resolution rather than presented as a separate Resolution as was done in previous years.

The committee was amenable to presenting the rate structure as presented to the Board of Directors.

EXECUTIVE DIRECTOR'S REPORT

RENTAL OFFER FROM CCBI

Mr. Dadson shared a lease agreement being offered by Chemeketa Community College to provide office space for MWVCOG. He advised that the speculative risk in the current market makes this move inadvisable at this time. The committee determined that MWVCOG will not move forward with the proposed lease agreement at this time.

ANNUAL DINNER REPORT

Mr. Dadson advised that this report will be postponed to the March 21 Board of Directors meeting.

OTHER BUSINESS

The committee circled back to the flat fee proposal for legal services and how it will be presented at the Board of Directors meeting.

Mr. Dadson advised that the vacant Administrative Support position has been filled by Linda Hansen, former City Recorder for the City of Turner.

ADJOURNMENT

Hearing no further business, Lisa Leno adjourned the meeting at 5:05 p.m.

Scott Dadson, Executive Director

Postscript: This document is a summary only. Minutes prepared by R. Gangelhoff.

AGENDA

Board of Directors

Mid-Willamette Valley Council of Governments

Tuesday, June 20, 2023

3:30 P.M. – 5:00 P.M.

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

ZOOM

CONTACT: Scott Dadson, Executive Director; 503-540-1601
CHAIR: Lisa Leno, Confederated Tribes of Grand Ronde
VICE CHAIR: Ian Davidson, Cherriots, Salem Keizer Transit District

A. CALL TO ORDER – *Lisa Leno, Chair*

B. INTRODUCTIONS – *Lisa Leno, Chair*

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

D. CONSENT CALENDAR (*All items on the Consent Calendar will be approved by one vote unless an item is withdrawn for discussion at the request of a Board member. Members may have an item withdrawn by notifying the Chair at the meeting. The item will be removed by the Chair for discussion and a separate motion will be required to take action on the item in question.*)

1. Minutes of March 21, 2023, meeting of the Board of Directors **pg. x-x**
Requested Action: Approve minutes

2. COG/VDI Service Agreements **pg. x-x**
Requested Action: Approve Agreements

3. Resolution 2023-06: Authorization to Renew Insurance Policies and Extending MWVCOG Worker's Compensation Coverage to Volunteers **pg. x-x**
Requested Action: Approve Resolution No. 2023-06 authorizing the extension of worker's compensation coverage as outlined in the Resolution. This is an annual request.

4. Resolution 2023-07: Authorizing an Increase in the MWVCOG Credit Card Ceiling

5. Financial Report

E. INFORMATIONAL ITEMS

1. Department Activity Reports **pg. x-x**
Information only. Includes reports from the Community Development Department, Transportation Department, and Small Business Loan Program.

F. ACTION ITEMS

1. Public Hearing on Proposed Budget for 2023-2024

- A. Budget for Fiscal Year 2023-2024 (**separately enclosed**)
- B. Budget Message – *Scott Dadson (separately enclosed)*
- C. Report of Budget Committee – *Sal Peralta, Executive Committee Chair*
- D. Public Testimony
- E. Discussion
- F. Amendments
- G. Resolution 2023-08 Adopting Budget and Summary of Proposed Budget

pg. x-x

2. FY 2021-2022 Audit Presentation: *Ryan Pasquarella (Grove, Mueller & Swank)*

3. Comprehensive Economic Development Strategy (CEDS)

- A. Draft Presentation of CEDS –*McRae Carmichael*
- B. Requesting Board Nominations in Various Categories with Notification to Linda Hansen by August 1.

G. EXECUTIVE DIRECTOR'S REPORT

H. BOARD DISCUSSION/ROUNDTABLE *(This is an opportunity for Board members to introduce subjects not on the agenda and report on happenings in their respective jurisdictions.)*

I. ADJOURNMENT

**NEXT MEETING: September 19, 2023
3:30 p.m.
COG Offices/Zoom**

The Mid-Willamette Valley Council of Governments is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations to attend this meeting, please contact Linda Hanse at lhansen@mwvcog.org or (503) 588-6177 at least 48 hours prior to the meeting. Hearing impaired, please call Oregon Telecommunications Relay Service, 7-1-1. Thank you.

MINUTES OF MARCH 21, 2023

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS

Hybrid meeting - COG Conference Room/Zoom Webinar

MEMBERS PRESENT

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

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

Mayor Ken Woods, City of Dallas

Mayor Cathy Clark, City of Keizer

Mayor Chris Hoy, City of Salem

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

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

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

Lisa Rogers, Board Member, Chehalem Park and Recreation District

Councilor Roxanne Beltz, City of Monmouth

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

MEMBERS ABSENT

Commissioner Danielle Bethel, Marion County

Commissioner Jeremy Gordon, Polk County

Commissioner Kit Johnson, Yamhill County

Councilor Sal Peralta, City of McMinnville

Mayor Bill Rosacker, City of Newberg

Mayor Frank Lonergan, City of Woodburn

Mayor Jim Kingsbury, Small Cities of Marion County

Ms. Betsy Earls, Chemeketa Community College

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

Lyons-Mehama Water District Representative

OTHERS PRESENT

Scott Dadson, Executive Director

McRae Carmichael, Community Development Director

Amber Mathiesen, Finance Director

Mike Jaffe, Transportation Director

Linda Hansen, Administration Support Coordinator

CALL TO ORDER & INTRODUCTIONS

Chair Leno called the meeting to order at 3:37 p.m. The presence of a quorum was noted. Attendance was noted.

Agenda items were taken out of order by consent of the Board.

CONSENT CALENDAR

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

1. *MINUTES OF DECEMBER 13, 2022, MEETING OF THE BOARD OF DIRECTORS*
2. *APPOINTMENT OF 2023 BUDGET COMMITTEE*
3. *ADOPTION OF 2023-24 BUDGET SCHEDULE*
4. *RESOLUTION 2023-02-ANNUAL SALEM/KEIZER AREA TRANSPORTATION PLANNING CONTRACTS*
5. *RESOLUTION 2023-03 – GIS SERVICES CONTRACTS*

Discussion: None.

Motion carried.

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

ACTION ITEMS

MOTION by Mr. Pender, Jr., **SECONDED** by Councilor Beltz, **TO APPROVE Resolution No. 2023-01 Establishing Rates for Fee-for-Service Programs 2023-24.**

Discussion: None.

Motion carried.

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

PRESENTATION

Holly Nelson, Chemeketa Community College Executive Dean & Instructor in Leadership Management Margarie Yaroslaski shared information on Chemeketa Community College's ability to now offer Baccalaureate degrees in applied and technical skills, targeting working adults.

PUBLIC COMMENT

None.

FINANCIAL REPORT

Amber Mathieson, Finance Director, presented the staff report. Finances are mostly on target. It has been a year since the move to QuickBooks and the auditors are happy with the new presentation and information format.

DEPARTMENT ACTIVITY REPORTS

McRae Carmichael, Community Development Director outlined the staff report including three CDBG grants that have been awarded and two more that are being applied for. There have been 85 applications for septic grants from the canyon. She also introduced Curt Fisher, Land Use Planner for the COG and Laura Conroy, Attorney for the COG.

Mike Jaffe, Transportation Director, shared updates about SKATS and MWAC as well as information about the new SKATS Metropolitan Transportation Safety Action Plan (TSAP). He introduced two new staff members, Transportation Planner Steve Dobrinich and Administrative Assistant Theresa Whisenhunt.

EXECUTIVE DIRECTOR REPORT

Scott Dadson, Executive Director, introduced recently hired Administrative Support Coordinator, Linda Hansen. He described the Business Lending Program and the variety of loans that the COG is involved with, some in the COG's books and others with their own books, boards and audits. There is \$3.2 million in house to loan and Jeff Hilderbrand is working with Latino micro loans.

Attorney Bill Monahan is retiring. A new fee for service Legal Navigator Service is being implemented with on the phone legal advice and guidance provided to members. The Lyons-Mehama Water District has joined the COG. Ford Family funding and State money has helped to keep COG fees to members down.

BOARD DISCUSSION/ROUNDTABLE

Mayor Clark shared that Keizer would be celebrating its 40th birthday June 16 & 17 and that Keizer Fire District is turning 75 on May 20.

Councilor Beltz announced that Monmouth would be holding its first Peacock Festival on May 20, 2023, 9 am -4 pm, celebrating wild peacocks. There will be a Fun Run, vendors and more. Go to www.peacockfestival.com for more information.

Mayor Watkins mentioned that Carlton is breaking ground for a new civic building and that there is fundraising taking place. Carlton Fun Days is coming up in June.

Tribal Councilwoman Leno stated that a lot of construction is going on right now, including space for a new language program, preschool and Head Start, a vaccination clinic, domestic violence center, Elder housing and low income apartments. There is also a big addition to the fire station being built. Ten tiny houses have been built and 10 more are coming.

ADJOURNMENT

Hearing no further business, Chair Leno adjourned the meeting at 4:49 p.m.

Scott Dadson, Executive Director

Postscript: Minutes prepared by Linda Hansen

AGREEMENT

Between

VALLEY DEVELOPMENT INITIATIVES

And

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

THIS AGREEMENT made and entered into this 1st day of July 2023 by and between Valley Development Initiatives, an Oregon non-profit corporation (hereinafter "VDI") and the Mid-Willamette Valley Council of Governments, a voluntary intergovernmental association created by Agreement pursuant to ORS Chapter 190 (hereinafter "COG").

WITNESSETH:

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

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

1. Scope of Work to be Performed by COG

- A. Publicize the objectives and availability of the Intermediary Relending Program loans in eligible communities of the region, including special outreach efforts for minority and female-owned small businesses.
- B. Counsel loan applicants and help them prepare documentation needed for complete applications.
- C. Prepare a credit analysis of each loan application and make a recommendation to the Board of Directors.
- D. Prepare any additional documentation that may be required by the U.S. Department of Agriculture (hereinafter "USDA") after a proposal is approved by VDI.
- E. Prepare an environmental analysis of each loan application as may be required by the USDA.
- F. Prepare closing documents and manage the loan closing process in a timely manner and in compliance with all appropriate regulations.

- G. Monitor repayments of loans, perform servicing and accounting functions, and provide counseling to borrowers with repayment difficulties.
- H. Perform loan collections and, with the advice of legal counsel when appropriate, initiate asset liquidation actions.
- I. Prepare monthly financial reports and other program performance reports as may be requested by VDI or the USDA. Prepare an annual budget for VDI in accordance with state and federal laws and regulations.
- J. Provide all necessary staff support to the Board of VDI such as making arrangements for meetings, preparing agendas, preparing correspondence for Board signature, preparing minutes of meetings for appropriate Board approval, and implementing Board decisions and actions.

2. Compensation

- A. For the Fiscal Year beginning July 1, 2023, the COG shall be due a fixed fee of \$90,000 for the work described in this Agreement payable in quarterly installments of \$22,500 as follows:

July 1, 2023
October 1, 2023
January 1, 2024
April 1, 2024

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

3. Miscellaneous Understandings

- A. COG is engaged as an independent contractor and shall be solely responsible for payment of contributions and benefits under FICA, Workers Compensation, and benefits programs such as may be offered by COG or required by law. COG shall

likewise be solely responsible for the collection. accounting and payment of personal income taxes. property taxes and excise taxes. as may be applicable.

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

4. Termination

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

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

**VALLEY DEVELOPMENT
INITIATIVES**

**MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS**

Derik Munns, President
VDI Board of Directors

Scott Dadson, Executive Director

AGREEMENT

Between

VALLEY DEVELOPMENT INITIATIVES

And

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

THIS AGREEMENT made and entered into this 1st day of July 2023 by and between Valley Development Initiatives, an Oregon non-profit corporation (hereinafter VDI) and the Mid-Willamette Valley Council of Governments, a voluntary intergovernmental association created by Agreement pursuant to ORS Chapter 190 (hereinafter "COG").

WITNESSETH:

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

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

- 1.** VDI and COG will jointly employ employees to provide the services described herein. VDI and COG will divide employer responsibilities as follows:
 - A.** Positions. VDI and COG will jointly employ employees in the following positions:
 - Loan Program Manager/Loan Officer
 - Loan Officer
 - Loan Documentation Specialist
 - Fiscal Assistant (Accounting & Finance)
 - B.** Selection. If a position becomes open during the term of this Agreement, VDI will be involved in hiring as follows:
 - VDI Board members will be included on the hiring committee;
 - VDI Board will make their decision to the COG Executive Director regarding VDI's candidate of choice. The COG will consider VDI's choice in making the final decision.

- C. Employee Oversight. VDI will have the following role in employee direction and control: VDI Board will conduct an annual review and make recommendation s regarding job descriptions and staffing levels; VDI Board will report annually to the COG Board regarding the above listed employee performance.
 - D. Compensation. VDI Board will review compensation for employees in the above listed positions on an annual basis as part of the VDI's budget review and approval process.
2. Residual Responsibilities. COG will assume all residual employer responsibilities, including compensation, taxes, benefits, and similar. VDI and COG agree the above mentioned employees will complete the following functions:
- A. Publicize the objectives and availability of the Community Advantage Program loans in eligible communities of the region, including special outreach efforts for minority and female-owned small businesses within the underserved markets.
 - B. Counsel loan applicants and help them prepare documentation needed for complete applications.
 - C. Prepare a credit analysis of each loan application and make a recommendation to the VDI Board of Directors.
 - D. Prepare documentation required by SBA Loan Guaranty Processing Center for the applications' review and approval.
 - E. Prepare closing documents and manage the loan closing process in a timely manner and in compliance with all appropriate regulations.
 - F. Monitor repayments of loans, perform servicing and accounting functions, and provide counseling to borrowers with repayment difficulties.
 - G. Perform loan collections and, with the advice of legal counsel when appropriate, initiate asset liquidation actions with SBA Commercial Loan Service Center West in Fresno, California.
 - H. Prepare monthly financial reports and other program performance reports as may be requested by VDI or SBA. Prepare an annual budget for VDI in accordance with state and federal laws and regulations.
 - I. Provide all necessary staff support to the Board of VDI such as making arrangement s for meetings, preparing agendas, preparing correspondence for Board signature, preparing minutes of meetings for appropriate Board approval and implementing Board decisions and actions.

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

- A. For the Fiscal Year beginning July 1, 2023, the COG shall be due a fixed fee of \$53,250 payable in quarterly installments of \$13,312.50 as follows:

July 1, 2023
October 1, 2023
January 1, 2024
April 1, 2024

- B. COG will be responsible for all other employee benefits and payroll assessments, including without limitation health insurance, unemployment insurance, payroll tax, and workers compensation insurance.
- C. The contribution paid to the COG shall be proposed to the VDI Board of Directors on an annual basis.
- D. In the event of unusual or protracted transactions such as major collection actions, the COG may be eligible for additional contributions. The COG shall present such additional compensation request to the VDI Board of Directors on a case-by-case basis for review and approval prior to disbursement of any additional funds.

4. Miscellaneous Understandings

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

5. Termination

- A. This Agreement may be terminated by mutual consent of the parties.

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

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

**VALLEY DEVELOPMENT
INITIATIVES**

**MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS**

Derik Munns, President
VDI Board of Directors

Scott Dadson, Executive Director

Mid-Willamette Valley Community Development Partnership

MEMORANDUM

DATE: June 1, 2023

TO: Community Development Partnership Board
Mid-Willamette Valley Council of Governments

FROM: McRae Carmichael, Community Development Director (mcarmichael@mwvcog.org or 503-540-1625)
Scott Dadson, Executive Director (sdadson@mwvcog.org or 503-540-1601)

SUBJECT: Community Development Partnership Board appointments

Requested Action

1. Confirm or change appointed representative to the Mid-Willamette Valley Community Development Partnership (MWVCDP) Board

Background

The Mid-Willamette Valley Community Development Partnership Board is a 29-member board made up of both local government elected officials and business leaders from Marion, Polk and Yamhill Counties to:

1. Provide feedback to the MWVCOG on the various ongoing development programs and projects, and consider ideas and opportunities for new regional, intergovernmental initiatives and projects for federal and state funding;
2. Oversee the implementation of development grant programs, such as those funded by the U.S. Economic Development Administration (EDA), and advocate for regional development priorities; and
3. Identify special regional development needs or opportunities at the state or federal level and provide formal, public forums for communicating regional concerns and priorities to state and federal agencies.

The Partnership Board also reviews and prioritizes projects on the Comprehensive Economic Development Strategies (CEDS) list prior to submission to the EDA for further consideration. The next CEDS 5-year update will also be due in July 2023 and MWVCOG staff is preparing to complete this work.

A description of the composition of the board and appointing authorities from the Partnership Board By-laws is attached. We have a number of vacancies and are seeking new appointments.

Please contact COG Community Development Director McRae Carmichael or Executive Director Scott Dadson if you have questions or comments.

Composition of the Board

- A. The Partnership shall be comprised of a Board made up of both elected officials and non-elected appointees.
- B. A minimum of 51% of the members of the Board shall always be elected officials from general purpose local governments such as cities, counties and tribes.
- C. The appointed member composition of the Board shall be as follows:

<u>Economic or Policy Interest</u> (one from each category below)	<u>Appointing Authority</u>
Agriculture	Marion County
Construction industry	City of Salem
Financial institutions	Marion County
Food processing industry	Polk County
Forest products industry	Yamhill County
Organized labor	City of Salem
Manufacturing	Polk County
Minority groups	Marion County
Professions	City of Keizer
Small businesses	Yamhill County
Unemployed (Chemeketa Community College, Jobs Council or The Enterprise)	Marion County
Utilities industry	City of Salem
Minority entrepreneurs	At-large Board appointment
A representative from the Mid-Willamette Area Commission on Transportation or from a natural resources management board	At-large Board appointment

- D. One elected official representative (an elected mayor, city councilor, tribal council member or county commissioner) shall be selected to serve on the Board by each of the following general purpose local governments:
- City of Salem
 - City of Keizer
 - City of Silverton
 - City of Woodburn
 - A representative from the small cities of Marion County (selected by annual caucus of Marion County small city mayors)
 - City of Dallas
 - City of Monmouth
 - A representative from the small cities of Polk County (selected by annual caucus of Polk County small city mayors)
 - City of McMinnville
 - City of Newberg
 - A representative from the small cities of Yamhill County (selected by annual caucus of Yamhill County small city mayors)
 - Marion County Board of Commissioners
 - Polk County Board of Commissioners
 - Yamhill County Board of Commissioners
 - A representative from the Tribal Council of the Confederated Tribes of Grand Ronde

- E. Non-elected Board members shall be appointed for four year terms that are renewable by their appointing authorities every four years. The policy areas to be represented on the Board by appointed members may be changed by a majority vote of the Board of Directors and approval by a majority vote of the Mid-Willamette Valley Council of Governments.
- F. Elected Board members serve at the pleasure of the local government that selects them for as long as they hold elected office.