

MINUTES OF SEPTEMBER 20, 2022

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

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

MEMBERS PRESENT

CHAIR: Councilor Sal Peralta, City of McMinnville (Zoom)

VICE CHAIR: Lisa Leno, Tribal Council Member, Confederated Tribes of Grand Ronde (Zoom)

Ian Davidson, Salem-Keizer Transit District Board

Mayor Brian Dalton, City of Dallas

Mayor Cathy Clark, City of Keizer (Zoom)

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

Mayor Linda Watkins, Carlton, representing Small Cities of Yamhill County (Zoom)

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

Commissioner Danielle Bethell, Marion County (Zoom)

Commissioner Casey Kulla, Yamhill County

Mayor Rick Rogers, City of Newberg (Zoom)

Mayor Eric Swenson, City of Woodburn (Zoom)

Mayor Jim Kingsbury, representing Small Cities of Marion County

Lisa Rogers, Board Member, Chehalem Park and Recreation District (Zoom)

MEMBERS ABSENT

Mayor Chuck Bennett, City of Salem

Councilor Roxanne Beltz, City of Monmouth

Commissioner Jeremy Gordon, Polk County

Betsy Earls, Member, Chemeketa Community College Board of Education

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

Terry Hsu, Director, Marion Soil & Water Conservation District

OTHERS PRESENT

Scott Dadson, Executive Director

McRae Carmichael, Community Development Director

Amber Mathiesen, Finance Director

Jeff Hilderbrand, Loan Program Manager

Denise VanDyke, Admin. Specialist II

Ghassan AlAriqi, Financial Analyst

Ashley Carson Cottingham, Member, Salem-Keizer School District Board of Directors (Zoom)

CALL TO ORDER & INTRODUCTIONS

Councilor Peralta called the meeting to order at 3:32 p.m. The presence of a quorum was noted. Attendance was noted.

PUBLIC COMMENT

None.

CONSENT CALENDAR

Mayor Clark pulled item #2 for correction.

Motion by Mayor McArdle, Second by Councilor Beltz, to approve the Consent Calendar, as amended.

1. MINUTES OF JUNE 21, 2022, MEETING OF THE BOARD OF DIRECTORS

Discussion: None.

Motion carried.

IN FAVOR: Peralta, Leno, Davidson, Dalton, Clark, McArdle, Watkins, Hinojos Pressey, Bethell, Kulla, R. Rogers, Swenson, Kingsbury, L. Rogers. **OPPOSED:** None. **ABSTAINED:** None.

It was pointed out that the resolution refers to the "Acting Executive Director"; which should be corrected to "Executive Director".

Motion by Mayor Clark, Seconded by Ms. Rogers to approve Resolution 2022-12 as corrected.

Discussion: None.

Motion carried.

IN FAVOR: Peralta, Leno, Davidson, Dalton, Clark, McArdle, Watkins, Hinojos Pressey, Bethell, Kulla, R. Rogers, Swenson, Kingsbury, L. Rogers. **OPPOSED:** None. **ABSTAINED:** None.

INFORMATION ITEMS

1. Financial Report

An introduction was made of the new financial analyst Ghassan AlAriqi. He spoke of his background and his experience. Ms. Mathiesen reported on the financial software transition. We are at the point of having the majority of data in QuickBooks, and are nearly finished with the transition process. We are also documenting our processes for succession planning purposes, and for information. She went over the financial report briefly. Working on the end of the year audit. As of the year end, expenses were below revenues. Seeing more grants and will be bringing a supplemental budget to you in December. Mr. Dadson added that it is common to receive a large grant and have a carryover balance to the next fiscal year.

2. Community Development update:

Ms. Carmichael introduced herself as the new Community Development Director. It has been a fairly smooth transition, and she is looking forward to the DEQ grant discussion later in the agenda. We are expanding our land use services, and our grant writing to support our members. She discussed some of the new grant contracts now in place and mentioned that the NSSA project is moving forward. Housing rehabilitation program received \$450,000 for a new round of loans as of July. The Community Development Partnership Board is meeting tomorrow for the first time since covid. They will be starting on the update of our five year plan, which is how we get our EDA dollars.

3. Transportation:

Mr. Dadson, filling in for Mike Jaffe, referred to the report provided in the agenda packet. There will be some transition happening among SKATS staff due to retirements, as well as some additions to work on future projects. There are several members of the MWACT board that are asking the legislative committee how we can expand to have those bigger and better conversations with other ACTs and MPOs. There are some big and small projects in the region, but with all projects being more expensive, they are having to reprioritize.

The Legislative gathering was hosted by the Confederated Tribes of Grand Ronde at Spirit Mountain, and it was a wonderful event. We had around 90 regional elected members and elected or candidates for state

or federal legislative positions that attended. The feedback received was it was a great place to meet people in one spot and they like that, that no one else does this kind of event, and they now know that COG is a resource for them.

Councilor Peralta said we are seeking the financing from the state through Business Oregon in the amount \$250,000 a year for the next five years for the off set for technical assistance for members. We have an ask in for the six COGs throughout the state.

ACTION ITEMS:

1. Credit Card policy changes - Resolution 2022-11.

Mr. Dadson explained that this would change how we pay our vendors: It is easier to stop payment or challenge a charge on a credit card than it is to stop payment on a check. It also allows for easier organization of expenses. We are asking to increase our credit limit from \$15,000 to \$35,000 and would provide for additional cards for ease of tracking charges. We would also be establishing a written policy with checks and balances.

Motion by Mayor Rogers, Second by Commissioner Kulla to approve Resolution 2022-11, as presented.

Discussion: None.

Motion carried.

IN FAVOR: Peralta, Leno, Davidson, Dalton, Clark, McArdle, Watkins, Hinojos Pressey, Bethell, Kulla, R. Rogers, Swenson, Kingsbury, L. Rogers. **OPPOSED:** None. **ABSTAINED:** None.

2. Appointment of Annual Dinner Planning Committee.

Mr. Dadson said that we are seeking volunteers and/or nominees to serve on the MWVCOG Annual Dinner Planning Committee. Councilor Peralta said that it's an easy and fun committee and will help pick the award recipients. Mayor Rogers, Mayor McArdle, Councilor Peralta, Mayor Clark, and Mayor Watkins volunteered for the committee.

3. Loan Servicing Agreement.

Mr. Dadson introduced Jeff Hilderbrand, Loan Program Manager. We are working with two other COGs that have revolving loan funds Oregon Cascades West COG out of Albany and Lane COG is down in Eugene. There is also CCD out of Roseburg. We have worked out a relationship with CCD over time. To enter into this agreement with the other COGs to provide assistance with back office loan servicing will save us \$75,000 to \$80,000 per fiscal year. Jeff Hilderbrand added that we are already using CCD when we do the SBA 504 Loans. He explained how the loan servicing process works. CCD will do our loan documentation for us. It should not all be done by the loan officer but should be done by another to provide check and balances in the process. If we needed to go out and hire someone, it would cost about \$100,000.00 with benefits. With CCD it would be \$28,750, which would be more cost effective for us. We already have the technology to remotely provide the materials to the back office staff. Mr. Dadson mentioned that we have about 33 loans in our portfolio now, which will stay with us. We will all be on the same software system, and our portfolio is ours, but will be maintained by CCD. Finance and our attorney have reviewed and approved this agreement, and it is our recommendation to enter into this agreement. Jeff Hilderbrand Added that loan approval will stay with our loan boards. Mayor Kingsbury asked for clarification on the timeline. Mr. Dadson replied that it is a two year agreement with review at one year and all the other entities have already agreed to it. Mayor Clark asked who the employees will report to? Will this be a shared contractor? Mr. Dadson said that the staff are already employed by CCD and we have a nine to ten year relationship with CCD already. The staff will report to CCD directly. Mayor McArdle said he likes to allow people to work at their highest service level and this may mean we can get more loans.

Motion by Mayor McArdle, Second by Mayor Kingsbury to approve the Loan Servicing Agreement as presented.

Discussion: None.

Motion carried.

IN FAVOR: Peralta, Leno, Davidson, Dalton, Clark, McArdle, Watkins, Hinojos Pressey, Bethell, Kulla, R. Rogers, Swenson, Kingsbury, L. Rogers. **OPPOSED:** None. **ABSTAINED:** None.

4. Acceptance of DEQ Grant Award

Mr. Dadson said there were three grants approved, and we are one of the three. Marion County is also part of this process. This is for new septic systems in the North Santiam Canyon. Ms. Carmichael explained that this is for property owners with low to moderate income. COG is the recipient of a \$2.5 million grant for the septic systems. March 3rd is the deadline for rebates. There is also a loan program for those that have not been able to get started on their work, which also has an income requirement. All our funds need to be assigned by June 2024. By the end of November, our first step will be outreach. There were 620 properties that were destroyed by the fire. We will contact all the property owners, so they know about the grants and loan programs. We have a relationship with Marion County on how we share the information to catch everyone. You can't get more than you pay for on the rebate for this.

Commissioner Bethell asked if our costs will be covered, and will this be for primary or secondary residences? Ms. Carmichael replied that our applications are by zip code. We are not asking about the primary or secondary aspect, just who needs the funds. Ms. Rogers asked for clarification on the grant amount. In the write up it has been \$2.5 million, or was it \$2 million? Mr. Dadson clarified that it is \$2 million. There was discussion as to whether the grants will cover the amount of need. Ms. Carmichael stated that it is believed to be enough. Councilor Peralta added that \$15 million was given to DEQ by the legislative. At this point, \$6 to \$7 million have been allocated, and the left over dollars would be used to upgrade the septic. Ms. Carmichael said it was the disaster driven, and they are concerned about making sure that the water quality and drain fields are protected. Councilor Peralta asked Mr. Dadson to add this to the legislative agenda for tomorrow.

Motion by Mayor Kingsbury, Second by Commissioner Bethell accept the DEQ grant award as presented.

Discussion: None.

Motion carried.

IN FAVOR: Peralta, Leno, Davidson, Dalton, Clark, McArdle, Watkins, Hinojos Pressey, Bethell, Kulla, R. Rogers, Swenson, Kingsbury, L. Rogers. **OPPOSED:** None. **ABSTAINED:** None.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Dadson reported that staff is working with the Legislative Committee about our three top priorities.

BOARD DISCUSSION/ROUNDTABLE:

None

ADJOURNMENT

Hearing no further business, Chair Peralta thanked everyone for attending and adjourned the meeting at 4:37 p.m.



Scott Dadson, Executive Director