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AGENDA

Board of Directors
Mid-Willamette Valley Council of Governments
Tuesday, December 13, 2022
3:30 P.M. – 5:30 P.M.
COG Conference Room (100 High Street SE, Suite 200, Salem)/Via Zoom

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

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

B. INTRODUCTIONS – *Sal Peralta, Chair*

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

D. CONSENT CALENDAR *(All items on the Consent Calendar will be approved by one vote unless an item is withdrawn for discussion at the request of a Board member. Members may have an item withdrawn by notifying the Chair at the meeting.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 September 20, 2022, meeting of the Board of Directors** **pg. x-x**
Requested Action: Approve minutes
- 2. Adopt 2023 Meeting Schedule** **pg. x-x**
Requested Action: Motion to Adopt the meeting schedule for the 2023 calendar year.
- 3. Adopt Fund Balance Target for FY 2022-23** **pg. x-x**
Requested Action: Motion to Adopt Resolution 2022-13.
- 4. Ratify Appointment of Kenna West to VDI and COG RLF Loan Boards** **pg. x-x**
Requested Action: Motion to ratify the appointment of Independence City Manager Kenna West to the VDI Loan Board and the COG RLF Board as representative for the City of Independence.

E. INFORMATIONAL ITEMS

- 1. Financial Report** **pg. x-x**
Information only.
- 2. Department Activity Reports** **pg. x-x**
Information only. Reports from the Community Development Department, Transportation Department, and Small Business Loan Program.
- 3. Introduction of New Staff**

F. ACTION ITEMS

- 1. Adopt Legislative Policy for 2023** **pg. x-x**
Requested Action: Motion to Adopt Legislative Policy for 2023
- 2. Adopt Member Dues/EDD Assessment FY 2023-24** **pg. x-x**
Requested Action: Motion to Adopt Member Dues and EDD Assessment for FY 2023-24
- 3. Public Hearing on Supplemental Budget for 2022-2023** **pg. x-x**
 - A. Supplemental Budget for Fiscal Year 2022-2023
 - B. Supplemental Budget Message – *Scott Dadson*
 - C. Public Testimony
 - D. Discussion
 - E. Amendments
 - F. Resolution 2022-14 - Adopting Supplemental Budget and Summary of Proposed Supplemental Budget
- 4. Election of Officers for 2023** **pg. x-x**
Requested Action: Motion to Elect officers for the 2023 calendar year based upon the recommendations of the Executive Committee.

G. EXECUTIVE DIRECTOR'S REPORT

- 1. Annual Meeting Planning Update**

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: Annual Dinner
Wednesday, February 15, 2023
In Person/Livestream (Details in Process)

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

MINUTES OF 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

**BOARD OF DIRECTORS
MEETING SCHEDULE FOR CALENDAR YEAR 2023**

<u>Date</u>	<u>Location</u>
January New Member Orientation Exact Date/Time TBD	Zoom or COG Offices 100 High Street SE, Suite 200 Salem, Oregon
February 15 Annual Meeting 6:00 p.m.	In Person Location to be confirmed
March 7 Executive Committee	Zoom or COG Offices
March 21 Board of Directors	Zoom or COG Offices
June 6 – 3 p.m. Budget Committee	Zoom or COG Offices
June 6 – 4 p.m. Executive Committee	Zoom or COG Offices
June 20 Board of Directors & Budget Hearing	Zoom or COG Offices
September 5 Executive Committee	Zoom or COG Offices
September 19 Board of Directors	Zoom or COG Offices
December 5 Executive Committee	Zoom or COG Offices
December 19 Board of Directors	Zoom or COG Offices

- Board meetings are scheduled to begin at 3:30 p.m., except for the annual meeting, which is in the evening.
- Executive Committee meetings are scheduled to begin at 3:30 p.m., unless specifically noted
- The Budget Committee usually meets prior to the June COG Executive Committee meeting.
- The Budget Hearing will be part of the June COG Board Meeting.



MEMORANDUM

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

DATE: December 13, 2022

THRU: Scott Dadson
Executive Director

FROM: Amber Mathiesen
Finance Director

SUBJECT: Resolution No. 2022-13 Fund Balance Target for FY 2023-24

Issue

Should The Mid-Willamette Valley Council of Governments shall establish a Fund Balance Target of \$798,099 for FY 2023-24?

Background

On October 21, 2014, the Board approved a Reserve Policy establishing a target for Fund Balance Reserves. On March 20, 2018, the Board adopted Resolution No. 2017-04 amending the Reserve Policy that:

- Sets a fund balance target each year in an amount equal to three month's operating expense;
- Adopts, by resolution at the December Board meeting a fund balance target for the subsequent year based upon figures from the most recent June 30 year-end;
- Funds the target balance with undesignated carryover/reserves over a five-year period; and
- Directs that amounts exceeding the beginning fund balance for a fiscal year will be placed into an Opportunity Fund, and that the subsequent transfer or use of Opportunity Fund moneys be subject to a Board resolution authorizing their use.

Recommendation

The Board adopt Resolution No. 2022-13 setting a Fund Balance (Operating Reserve) Target of \$798,099 for FY 2023-24.

Discussion

Although not required by law, it is generally considered best practice for governmental entities to have a fund balance policy and to set a target that an organization desires to end its fiscal year with and carryforward as the beginning fund balance for the following fiscal year. A fund balance is important because it:

- Provides sufficient cash flow for financial needs until anticipated revenue is received;
- Helps to secure and maintain investment grade bond ratings (for organizations that borrow);

- Offsets significant economic downturns or revenue shortfalls; and
- Provides funds for unanticipated adverse financial events.

The following schedule shows the calculation of the Fund Balance Target per the criteria established in the adopting resolution:

Operational Expenditures at FYE 6/30/21

Expenditures per 6/30/21 Audit:

Personal Services	2,210,113
Materials & Services	4,494,178

Less:

Wrokforce Grant Pass through	2,863,500	
Grants and Loans to Others	630,950	
Capital Outlay	17,450	
Recruitment Costs	-	
In-kind Costs	-	(3,511,900)

Adjusted Operational Costs	<u>3,192,391</u>
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Monthly Operational Cost	<u>266,033</u>
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Fund Balance Target (3 months)	<u>798,099</u>
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The COG's beginning fund balance as of July 1, 2021, was \$785,011 (the highest in 14 years), included the earnings from the Paycheck Protection Program earnings. If this were not the case, we would not currently be meeting our fund balance target and it would likely require several years to achieve the target balance. COG's beginning balance as of July 1, 2022 was \$1,382,796, \$442,000 of this balance is committed to expenditures related to multi-year expenditure obligations related to the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Distribution.

BEFORE THE BOARD OF DIRECTORS
FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
In the matter of setting a Fund Balance Target of \$798,099 for FY 2023-24.

Resolution No. 2022-13

WHEREAS, the Mid-Willamette Valley Council of Governments Board of Directors (Board of Directors) approved a Reserve Policy establishing a target for Fund Balance Reserves at their meeting on October 21, 2014; and

WHEREAS, the Board of Directors adopted Resolution No. 2017-04 amending the Reserve Policy at their March 20, 2018 meeting; and

WHEREAS, it is considered best practice for governmental entities to have a fund balance policy and to set a target that an organization desires to end its fiscal year with and carryforward as the beginning fund balance for the following fiscal year; and

WHEREAS, the Board of Directors has set a goal of achieving the target amount as calculated using the criteria established in the adopting resolution over a five-year period; and

WHEREAS, the calculated Fund Balance Target is \$798,099;

NOW, THEREFORE, the Board of Directors hereby resolves to set the Fund Balance Target for FY 2023-24 at \$798,099.

ADOPTED this 13th day of December, 2022.

Sal Peralta, Chair
Mid-Willamette Valley Council of Governments

ATTEST

Scott Dadson
Executive Director



MEMORANDUM

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

DATE: **December 13, 2022**

FROM: **Scott Dadson**
Executive Director

SUBJECT: Ratification of Appointment of VDI and RLF Loan Board member

BACKGROUND

With the resignation in 2021 of Tom Pessemier from the position of City Manager for the City of Independence, his board positions on both the Valley Development Initiatives (VDI) and MWVCOG Revolving Loan Fund (RLF) Boards became vacant. He offered the COG staff his support and advice during his tenure, which was as important as the decisions made on loans applications and new loan program initiatives.

The City of Independence has since hired Kenna West as City Manager, and have appointed her as their representative on both Loan Boards.

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 appointment of Kenna West, City Manager of the City of Independence, to the Valley Development Initiatives Loan Administration Board and to the MWVCOG Revolving Loan Fund Loan Administration Board.



MEMORANDUM

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

DATE: December 13, 2022

THRU: Scott Dadson
Executive Director

FROM: Amber Mathiesen
Finance Director

SUBJECT: Finance Report

Financial Software Transition Update

At the September 2021 Board meeting the COG Board requested an update on the transition of financial systems from GMS software to QuickBooks. The transition of data is complete, and we have been able to cancel our subscription to the old GMS software. Staff training relating to coding purchases and use of the new credit cards has taken place. Other procedures relating to processes and internal controls are being further refined and documented. The documentation of procedures will allow for better staff training and understanding of processes, creating consistency and resiliency. We have been using the new software to prepare for the annual audit and have been creating reporting mechanisms to streamline this process.

Revenue and Expense

COG's activities related to the budget are shown in Attachment A, an un-audited COG wide Budget versus actuals report through November 30, 2022. At the end of November 42% of the budget year has elapsed. Overall expenses are at approximately 43.20% of budget.

The revenue(income) section of the report demonstrates that COG has received 68.42%. The original budget is on this agenda to be amended with Supplemental Budget #1 to recognize \$2,150,000 in new revenues, and a second supplemental budget is anticipated in the spring as we continue to enter new contracts for service. While COG generally recognizes all new revenue, not all the funds were received or spent in the fiscal year due to projects spanning fiscal years, so some revenue and expenses are carried over to the next fiscal year.

Budget

As new grants applications have been written, and notices of intent to award have been received we will plan to present a supplemental budget at a future board meeting to recognize and allocate the funds for expenditure.



MEMORANDUM

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

DATE: December 13, 2022

FROM: McRae Carmichael
Community Development Director

SUBJECT: Community Development Update

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

Economic Development

Our ongoing work with the **Latino Business Alliance** (LBA), in development of a small business loan program. The Guidelines, Policies and Procedures are pending final approval of the LBA Board. Implementation of this loan program is expected in Q1 2023.

Santiam Canyon

The Micro Business Loan Program for the communities in the **Santiam Canyon** that were impacted by the fire of 2022 is being developed in conjunction with Marion County Economic Development. We have developed the Guidelines and Policies and Procedures; these are pending review and approval of Marion County. Marion County indicates they expect to be ready to commence the program in March- May of 2023.

Adam Franco of Marion County Economic Development and I meet with several members of the North Santiam Chamber of Commerce and business in the area to discuss their needs and the ability to access funding. This program endeavors to support the businesses and these communities, as a loan program with a forgivable option for up to \$30,000 of loan proceeds, based on new jobs created.

Entrepreneur Focus Group

We are working with this group to support economic growth in North Marion County – **Silverton & Mt. Angel**. Our loans officer will be making a presentation in Q1 2023 on access to capital and financing.

CPACE

At the request of **SEDCOR** we investigated need to act as administrator for the CPACE program if approved by our member counties and cities. Based on our research the administration of a CPACE loan will most likely be between 7-15 hours. We have received a streamlined application and administration plan from Deschutes County that has proven successful. We received approval to act as administrators and this administrative option is being introduced to our member counties and cities.

The **Mid-Willamette Valley Community Development Partnership Board** convened in September to begin the CEDS (Comprehensive Economic Development Strategy) update. The CEDS are updated 5 years to provide local and regional priorities and to serve as a roadmap for accessing funds.

Oregon Economic Development Districts, in partnership with **Link Oregon** and **The Ford Family Foundation** (TFFF), are working to market and help with outreach to all residents and service providers in our region to ensure sufficient response rates on an upcoming statewide mapping initiative on broadband access and connectivity. The survey is now open at www.FasterInternetOregon.org

In partnership with Business Oregon and the Ford Family Foundation, we have increased our grant writing and administration FTE to support our members as well. We currently have several contracts in place supporting our members with Grant Writing and Grant Administration services for **Sheridan**, **Monmouth**, **Dallas**, and **Aumsville** and several additional contracts are in review, including public infrastructure project of ARPA dollars throughout **Marion County**. This is a limited duration contract to support our members in Grant writing and Administration.

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. Other milestones include:

- **North Santiam Sewer Authority** (NSSA) authorized a 3 year \$150,000 contract for Project Management and staffing services for the board. MWVCOG Staff will be assisting the NSSA with its upcoming operational and facilities plan for the Mill City/Gates treatment plant and Idanha/Detroit.

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. COG currently provides contract planning services to twenty-two (22) cities.

COG has signed a contract with McMinnville to provide Land Use Services on an interim basis for the next 8 months. COG Staff will be providing current and long range planning services to support **McMinnville** while they recruit for two vacancies in their department. **Newberg** hired a new Planning Manager who began in November. COG staff have been supporting this new planner through the transition.

COG planners also 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**, **Falls City**, and **Mt. Angel**. This works involved in **Falls City**- Code amendment to reduce restrictive dimensional standards, allow tiny homes, add cottage cluster design standards, **Carlton**- Full Comprehensive Plan and Development Code update with a focus on housing and downtown development. Consultant-led. **Mt. Angel**- Housing needs analysis Consultant-led. And **Aumsville**- BLI/HNA/Parks Plan/UGB Expansion continues to be developed by COG planning staff with significant gains being made with DLCD regarding a need for an updated HNA.

COG staff managed and advertised an RFP for the City of **Dallas** for an updated Master Plan for the La Creole. COG staff are meeting with the selected consultant in December 2022 to assist with the implementation of this project. Staff are also assisting the City of **Dallas** with planning and project management for a TSP update being funded by ODOT.

The City of **Monmouth** has asked COG for assistance with Current Planning applications. Staff have received and processed approximately 10 applications since planning services were reinstated.

Grant Administration

We are finalizing our contract with DEQ for the **\$2 million** from the Oregon Department of Environmental Quality for septic repair and replacement projects to improve public health and water quality in areas affected by the devastating 2020 wildfires. DEQ's new [Onsite Financial Aid Program](#) is able to award the grants using funds from the federal [American Rescue Plan Act](#) and at the direction of the Oregon legislature. These funds will be distributed to property owners who were impacted by the Beachie Creek and Lions Head fire in September 2020. Impacted communities include **Gates, Detroit, Mill City, Idanha** and **unincorporated Marion County**. Over 620 septic tanks were damaged or destroyed by the fire and this money will be administered by COG as grant awards. The grant program will begin in Winter 2023 in collaboration with **Marion County**.

We have entered into several new contracts for grant writing and grant administration services. These include CDBG grant administration for the City of Sheridan, grant writing for the Sheridan Food Bank, grant writing and grant administration for the City of Amity's Library upgrade, grant administration for the City of Amity CDBG construction grant, grant administration for the City of Willamina CDBG design phase grant, City of Turner and Mt. Angel income survey for Marion County CDBG eligibility, Grant administration for the

We continue to assist **Amity** with their water improvements project and Davis-Bacon and BOLI wage monitoring requirements for the Salt Creek Bridge Water Line 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 project; and the City of **Willamina** on their successful Community Development Block Grant (CDBG) award for \$873,912, Safe Drinking Water Revolving Loan Fund, and Water/Wastewater award for \$6,114,660 to relocate their water intake. We continue to support the City of **Independence** with Davis-Bacon wage monitoring assistance on Phase II of their Water Improvement project.

We continue to support the City of **Aumsville** with a USDA Rural Assistance application for their wastewater treatment plant upgrades.

- Award of a DLCD **Planning Assistance** (PA) grant for \$50,100 to hire a surveyor to complete Letter of Map Amendments (LOMA's) to correct the FEMA maps for any properties documented to not be within the floodway in order to further remove barriers to rebuilding/redevelopment. The survey contract has begun. The survey work has been completed for Detroit and LOMA's have been approved. The survey work for Gates is currently being done in the field.
- Award to the cities of **Detroit** and **Gates** of a DLCD **Technical Assistance** (TA) grant to conduct development code updates to incorporate recent visioning work and processes and offer sample model code development code ordinances for review by both communities. Staff kicked off the 18-month program work in February 2022. Code updates and adoption will be completed in Spring 2023. Detroit and Gates both continue to work with their Technical Advisory Committees to review the Code. Both communities are interested in incorporating language into their code for fire protection and defensible spaces.

Housing Rehabilitation

The City of **Silverton**, in partnership with the cities of **Hubbard** and **Stayton**, received their award announcement for \$450,000 in CDBG-CV-2 (Coronavirus funding) funding to assist with rehabilitation of eligible structures in manufactured home parks. COG staff assisted with the funding application and will provide grant administration, environmental, and program management assistance with this new funding award from Business Oregon.



MEMORANDUM

TO: Board of Directors **DATE:** December 13, 2022

THRU: Scott Dadson
Executive Director

FROM: Mike Jaffe
Transportation Program Director

SUBJECT: Transportation, Safe Routes to School, and GIS Programs Update

Mid-Willamette Area Commission on Transportation (MWACT)

MWACT had two meetings this quarter, in October and in December. At the October meeting:

- ODOT staff provided information about the update to the **Oregon Freight Plan**.
- MWACT members received information about the **Center Street Bridge (Willamette River) Seismic upgrade project**, with construction starting in 2025 and continuing to 2027.
- ODOT also provided information about their new statewide program (**Innovative Mobility Program**) to provide small and large grants to community-based organizations, non-profits, government agencies and tribal governments. The goal is to make it easier for historically excluded groups to get where they need to go quickly, cheaply, and safely. The intent of the grants is to fund innovative programs that will provide needed transportation, reduce barriers to access, reduce automobile trips and reduce greenhouse gas emissions.

At the December meeting:

- Travis Brouwer (ODOT's Assistant Director for Revenue Finance and Compliance) discussed **ODOT's budget in the next 5 years**, particularly the anticipated deficit in funds for ODOT's Operation and Maintenance programs. ODOT is working with AOC & LOC (Oregon's Association of Counties and League of Cities) to **limit the federal fund exchange program**.
- Chair Ken Woods described his meeting in November with the other ACT chairs and Oregon Transportation Commission members.
- ODOT Area Manager Anna Henson provided updates of the intersection projects (including roundabouts at some locations) on state highways in Polk County: **Highway 99W at Orrs Corner and at Clow Corner Road (roundabout)**; and on **Highway 22W at Kings Valley Highway (roundabout) and Perrydale Road**.

Salem Keizer Area Transportation Study (SKATS)

- **SKATS 2050 Metropolitan Transportation Plan Update**

Every four years, the SKATS Metropolitan Planning Organization (MPOs) is required by federal regulations to update its long-range metropolitan transportation plan (**MTP**). This plan update – the SKATS 2050 MTP – covers regional transportation planning to the year 2050. This quarter, the Policy

Committee, Technical Advisory Committee and COG staff have been reviewing and revising the list of projects to include in the draft plan. In addition, the **public was provided an online map** of the projects to encourage early participation about which projects they supported and to submit comments on each project. Other work this quarter includes the update to the financial chapter (describes assumed revenues and expenses for road projects, transportation programs, and transit capital and operation) and beginning the interagency consultation process. More public outreach is planned early in 2023, and a draft plan will be available in the Spring 2023.

- **SKATS Transportation Improvement Plans (TIPs)**

2021-2026 TIP. The SKATS TIP lists the regional significant transportation projects and programs that are to be funded primarily with federal and state funds in the SKATS MPO area. Cost escalations have been a significant issue for projects in the adopted 2021-204 TIP, as construction projects put out to bid have been coming in much higher than the funds programmed for construction. The MPO and local agencies have been forced to amend the TIP throughout the year to change funding, delay or remove projects from the TIP, or decrease the scope of projects. More amendments are expected in 2023 as local agencies adjust their construction cost estimates.

2024-2029 TIP. SKATS is also working on the next update of the TIP, for federal fiscal years 2024-2029. As noted in the September Transportation Department's report to the COG Board, due to these cost escalations the SKATS Policy Committee decided, for the time being, to only provide funding to projects already included in the adopted 21-24 TIP and not to fund any new projects at this time. A draft of the 2024-2029 TIP is in preparation for public review. The public hearing will be scheduled in the first half of 2023.

- **Other SKATS Regional Planning work this quarter**

In September, the Policy Committee adopted the **SKATS Congestion Management Process** (Resolution 22-18). This document establishes how vehicular congestion is measured and classified, provides strategies to address or mitigate the congestion, and includes the measures for evaluating the effectiveness of the strategies implemented.

SKATS staff, its consultant (DKS Associates) and a Project Team of local agency staff have kicked-off development of a **Metropolitan Transportation Safety Action Plan**. The work will review crash data in the SKATS area; involve the public with surveys as well as virtual Open House and Community Meetings to get their input into safety needs; and recommend strategies and projects to improve transportation safety. The draft MTSAP is scheduled for December 2023.

Cherriots (Salem Keizer Transit) completed its **Long-Range Transit Plan**, following 16 months of work and community and stakeholder outreach. Cherriots staff presented the plan to the SKATS Policy Committee.

The **Cordon Road/Kuebler Boulevard Corridor Study** held both a virtual open house (Nov 1-18) and an in-person open house (Nov 10th) with good attendance. At these events was information of future conditions analysis (using forecasts of travel volumes); three conceptual alternatives for the corridor; and the opportunity to talk with staff and/or leave comments. See www.cordoncorridorstudy.com to view the Open House poster boards and other information.

SKATS is working with ODOT and the other MPOs in Oregon on a **Household Travel Survey**. Surveys in the SKATS area are scheduled for Fall 2023, with a pilot of the survey in Spring 2023.

SKATS and the other MPOs collaborated on an RFP and contractor selection for a vendor to develop an **eTIP system for MPO Transportation Improvement Program**. The project is completing final stages of development.

COG staff is also assisting the city of Salem, city of Keizer, and Marion County with their **Climate Friendly Area land use studies**. That work will continue until June 2023.

Safe Routes to School Program (SRTS) (MWVCOG and Salem-Keizer School District)

In October, MWVCOG hired Beth Schmidt as our new SRTS Coordinator. Beth worked as a substitute teacher for several years at the Salem Keizer School District. Beth and Emily Loberg (SRTS Program Assistant) have been **teaching pedestrian safety classes** at elementary schools. In 2022, our program taught these classes at 14 schools, and we are scheduling classes at schools for 2023.



The SRTS program also supported October's International Walk + Roll to School day at the district and have participated with school staff at several school site assessments to examine drop off and pick up conditions.

SRTS staff worked with the principal Nubia Green and staff of Bush Elementary school to hold a **Ruby Bridges Walk to School day** on November 14th. The students learned about Ruby Bridges' experience in 1960 when she was a first-grade student that was chosen to integrate schools in New Orleans, Louisiana. Students at Bush created banners and flags and the entire school walked around the park adjacent to Bush school. Mayor Chris Hoy, Superintendent Christy Perry, Salem Police Chief Womack and many others attended the morning event.



Census and Geographic Information Systems (GIS) Group

Below is a list of GIS projects completed during the quarter:

- GIS staff completed updates of the **city of Turner's zoning and overlay maps**, as well as updated their planning and utility web map applications. Staff also completed **mapping fire hydrants** for the city, which will be included in a **new utility web map application** that will be for internal city use only.
- GIS staff created a **map for the city of Amity's planning commission's work session on marijuana/psilocybin**. A map was created that showed 1,000 foot buffers around schools, parks, and other locations where children are known to congregate.
- GIS staff continued to assist the **Yamhill County Assessor** with deployment of their **ArcGIS Enterprise system** and related system maintenance and troubleshooting.
- GIS staff hosted a virtual **GIS Day event** via Zoom on International GIS Day, November 16th, 2022. GIS Day is an annual celebration of GIS (Geographic Information System) technology, and MWCOG's event included demonstrations of web map applications, tools for public outreach, and advanced custom application development. Around 20 people attended the live event, and the recording is available on the MWVCOG YouTube channel at this link:
<https://www.youtube.com/@mwvcog4807>



November 14, 2022

To: VDI and RLF Loan Boards

From: Scott Dadson, Executive Director, MWVCOG

Re: September 30, 2022, Quarterly Financials

Please find attached to this cover memo, the unaudited financials for the RLF and VDI Loans, for September 30, 2022. These reports show current cash on hand for the Business Lending Program, Current outstanding Loan Balances, and Fiscal year to date Receivables from Loans.

COG Revolving Loan Fund:

As of September 30, 2022, there are 17 Loans Outstanding with a value of \$2,939,846, an increase of total outstanding loan value by \$241,186. The yearly Revenue/Payments to the three RLF Loan Programs are estimated at \$286,406 which allows for up to 50% available for overhead/administrative cost in the estimated amount of \$143,203. Available for future lending is an amount of \$1,463,281 as of 09.30.22. The EDA Cares Act funding available for lending has been lent as of its end date of July 30, 2022 and has netted 5 loans with an outstanding loan value of \$1,269,350. This has improved our overall loan value, which, as it is paid back, increases our loanable dollars for the program.

VDI Loans:

The VDI Loan Pool has five (5) funds with a total amount of Funds Available for Lending purposes of \$1,784,197 as of 09.30.2022. In prior reporting period (06.30.22), we noted that there had been a decrease in funds available due to “expenses in the Colton Property as we prepare to sell it and some journal entries that we are chasing to reconcile the balances.” While a portion of these expenses were for the Colton Property, there was also a decrease in cash in that same quarter as cash on hand was used to fund a loan in VDI and then reimbursement for EDA was made in August, or the current quarter. The amount of the loan funding was \$400,000 and the amount of the EDA reimbursement was \$400,000. The amount of current cash on hand is also reflective of the payoff of two loans in the Intermediary Relending Program (IRP) in the amounts of \$140,000 and \$160,000, respectively. This puts the amount of non-federalized loan pool at \$1,262,286 and \$521,911 of Federalized Intermediate Lending Funds (ILP). The SBA ILP Program still has a loan target amount of \$250,000 to comply with lending requirements in the Agreement by and with SBA. As you may recall in the FY 20-21 Audit and prior Fiscal Reporting during the current FY Past, FY 21-22, A pre-payment of a Loan was repaid in the last month of the 20-21 Fiscal Year¹.

¹ Section 5 B of the Loan Agreement states: “...Borrower will relend the funds in the ILP Re lending Fund so that the total principal balance of loans outstanding to Eligible Small Businesses does not fall below 75% of the outstanding principal balance of the Note at any time while the Loan is outstanding.”

The outstanding principal balance as of June 30, 2021, was \$738,029 of which \$553,522 should have been lent, however due the payoff the outstanding loan balance fell to \$548,257, which is 1% below the requirement of the SBA ILP's Lending Requirement.

There are currently 15 Loans outstanding with a value of \$1,826,421. This is reflective of the payoff of two loans in the ILP Program. The yearly Revenue/Payments to the five VDI Loan Programs is \$207,641. The VDI obligations to the COG for Personnel Lending and Support Services is \$154,000 of which there are two of the five SBA programs that are charged against. Both are underperforming Funds with current Revenues of \$125,488. The \$28,512 shortfall is made up by current revenues to include @\$12,000 /year revenue from four (4) SBA 504 Loans and principal and interest from two older USDA programs and the SBA ILP program. Loan personnel are working to increase the amount of SBA Loan activity in order to increase the year over year cash flow thus decreasing the need to use loan repayment proceeds in order to balance the transfer cost noted above.

Current Pipeline Loan Work:

Lending staff is currently working on loan documentation and closing for:

- Fire Equipment testing company - VDI Equipment term loan for \$106,250. Expected closing date 12/1/2022.
- Cheesemaker – SBA 540 to close by 1/1/2023.

Other opportunities in the discussion/application phase include:

- Two SBA 504 loans - \$1,561,875 and \$1,000,000, respectively
- Excavation company - \$300,000 RLF RE term loan

Other items in the pipeline include:

- Work also continues two micro lending programs that we are assisting with as part of our Economic Development work. One is with the Latino Business Alliance and the other is with Marion County in the Santiam Canyon Recovery area.
- We are also preparing presentations to member communities on the CPACE program, in which we would act as administrators during the application and closing process.

Funds for current and future lending purposes:

1. RLF	\$	1,434,089
2. VDI	\$	<u>1,784,197</u>
Total:	\$	3,247,478 cash on hand for lending purposes and \$494,047 is available for program overhead costs (estimated at \$216,000) and the balance for reinvestment into lending.

Housing Rehab Fund Loan Activity

We have 135 outstanding loans, valued at \$2,167,275 and \$971,419 of cash on hand for Housing Rehab Lending program dollars.

If you have any questions with regards to this report, please do not hesitate to call on me.

**Mid-Willamette Valley Council of Governments
State and Federal Legislative Positions
2022-2023**



DRAFT/082222

**Adopted by the Board of Directors
On _____**

WHAT IS THE PURPOSE OF THE COG

The Mid-Willamette Valley of the Oregon is faced with numerous problems resulting from rapid urbanization, including problems of limited natural resources, health, education, safety, economics, transportation, recreation, culture, multiplicity of governments, budget restraints, coordination of programs, environmental quality, community appearance and well-being. These problems will increase in complexity and intensity as the population increases. So that the solution of these problems may be prepared and planned through a rational democratic process the affected governmental units join in voluntary cooperation. (The Agreement of the Mid-Willamette Valley Council of Governments)

The Mid-Willamette Valley Council of Governments (the COG) advocates for regional cooperation as the most effective way to address a variety of community planning and development opportunities and issues.

The COG was organized by its membership to recognize two (2) separate, but distinct principles:

1. The Sovereign Equality of all its members; and,
2. The Well-being of each of the constituent political jurisdictions (the members) is dependent upon the sound growth and development of the entire Mid-Willamette Valley (the Region).

To achieve this, the membership created the COG as a regional body of which one of its' central purposes is to enable elected officials of the member governments to:

1. Jointly identify issues and needs which are regional in scope;
2. Achieve concurrence for cooperative actions;
3. Plan and recommend governmental action in areas of intergovernmental concern.

To this end, the Board of Directors of the MWVCOG adopted Legislative Priorities in 2020 and then created a Legislative Committee to work with State and Federal officials as well as the Members in accomplishing these Priorities. The Legislative Committee, represented by Board Members from the Region, has met during both the Long and Short Oregon Legislative Sessions in 2021 and 2022, advocated with the help of the COGs staff and lobbyist on these priorities, and hosted a Legislative Gathering in August of 2022. The Legislative Committee surveyed the membership during the Fall of 2022 and has recommended this updated set of Legislative priorities for the Board of Directors consideration.

MWVCOG TOP 3 REGIONAL ISSUES

1. REGIONAL CAPACITY BUILDING THROUGH THE COG(S) TO ASSIST IN THE EQUITABLE DISTRIBUTION OF OPPORTUNITIES AFFORDED BY ARPA AND IIJA TO THE MEMBER LOCAL GOVERNMENTS
2. SECURE STABLE FUNDING FOR REGIONAL TRANSPORTATION PROJECTS INCLUDING REGIONAL PUBLIC TRANSIT AND TARGETED HIGHWAY INTERCHANGES AND REFORM ROLE OF AREA COMMISSIONS ON TRANSPORTATION.
3. INCREASE THE AMOUNT OF AND ACCESS TO AFFORDABLE AND AVAILABLE HOUSING THROUGH REGIONAL APPROACHES TO ASSIST MEMBER LOCAL GOVERNMENTS PROVIDE DIVERSE, EQUITABLE, AND SUSTAINABLE HOUSING THROUGHOUT OREGON.

As general guiding principles, the Mid-Willamette Valley Council of Governments (MWVCOG) will:

- Support the legislative, policy, and project specific priorities identified by the Salem Keizer Area Transportation Study.
- Promote state funding for and recognition of metropolitan planning organizations, like SKATS, as independent regional transportation planning entities in both policy and the Oregon Revised Statutes.
- “Support the reformation and increase the relevance of the Area Commissions on Transportations and their role to advise ODOT, the Oregon Transportation Commissions, and legislators on issues of statewide transportation policy. Empowering the ACTs to prioritize projects through the allocation of state transportation funds on the state highway system and other multimodal facilities of regional importance will serve to balance the economic needs of the region, the safety of all transportation users, and the need to reduce pollution and greenhouse gas emissions.”
- As a Home Rule State, MWVCOG will advocate on the philosophy that local governments are equal partners, with different responsibilities, than the State, and that Local Governments are to be respected and trusted in their service to residents. Local governments stand ready to use the Oregon share effectively and responsibly of the transportation funds, for transit expansion, local bridges, and safe routes to schools.
- Increase state use and recognition of Economic Development Districts and their regional approach to economic development and funding in both policy and the Oregon Revised Statutes, and opportunities to leverage existing organizations and staffing to support both federal, state, and local efforts;
- Support state and federal policies and legislation that recognize, empower, and respect the grassroots priorities and projects of regional councils throughout Oregon;
- Support creation of programs within Councils of Government that provide resources to foster greater local government cooperation, innovation, and efficiency; and
- Advocate for the equitable allocation of state and federal resources across all regional governments based on a variety of factors to include need, service demands, economic indicators, and not just population, to promote equity in the state and ensure no one area receives a disproportionate share of resources.

Priority Policy Positions (Proposed 22-23)

1. REGIONAL CAPACITY BUILDING THROUGH THE COG(S) TO ASSIST IN THE EQUITABLE DISTRIBUTION OF OPPORTUNITIES AFFORDED BY ARPA AND IJA TO THE MEMBER LOCAL GOVERNMENTS
2. SECURE STABLE FUNDING FOR REGIONAL TRANSPORTATION PROJECTS INCLUDING REGIONAL PUBLIC TRANSIT AND TARGETED HIGHWAY INTERCHANGES AND REFORM ROLE OF AREA COMMISSIONS ON TRANSPORTATION.
3. INCREASE THE AMOUNT OF AND ACCESS TO AFFORDABLE AND AVAILABLE HOUSING THROUGH REGIONAL APPROACHES TO ASSIST MEMBER LOCAL GOVERNMENTS PROVIDE DIVERSE, EQUITABLE, AND SUSTAINABLE HOUSING THROUGHOUT OREGON.
4. Regional Public transit is critical to the Oregonians who use it and even those who do not. Public transit connects people and places in both urban and rural areas. As a reliable commute option, it supports economic vitality by attracting business and workers. It enables rural residents to travel for jobs and services. It improves community health by supporting a more active lifestyle and reducing congestion and greenhouse gas emissions. Improving regional and intercity connections will benefit visitors and Oregonians who travel to other places for jobs, services, or other needs.
5. Through future legislative bills and/or written and verbal testimony to the Oregon Transportation Commission, continue to support the highest-priorities project identified by the Mid-Area Area Commission on Transportations (MWACT). Project Priorities include:
 - o **Newberg-Dundee Bypass (Yamhill County)**
 - o **I-5 @ Aurora-Donald Interchange (Marion County)**
 - o **OR22 @ OR51 (Polk County, near West Salem)**
 - o **OR18 @ OR22 “Valley Junction” (Polk County, near Grand Ronde).**
6. Work with our partners at State Organizations who represent our Counties, Cities, and Special Districts to support legislation that will help all three types of COG Membership in an effort to make the Mid Willamette Valley a premier region in the State of Oregon. These partners are as follows:
 - A. [League of Oregon Cities 22-23 Priorities](#)
 - B. Association Of Oregon Counties 22-23 Priorities
 - C. Special Districts of Oregon 22-23 Priorities
 - D. [Oregon Economic Development Districts](#)
 - E. Transit Association 22-23 Priorities
 - F. [Rural Development Initiatives](#)

Previous Priority Policy Positions (From 21-22 Approved Positions) with Continued Relevance

1. Protect and Preserve the Communities and Economy of the Santiam Canyon

As improvements are made to Detroit Reservoir in an effort to help reintroduce anadromous fish upstream of Willamette River dams and the region recovers from the devastating wildfires of September 2020, the MWVCOG will support legislation, initiatives and decisions that preserve economic development, housing development, recreation and the regions tourism economy, as well as protects the quality and quantity of downstream communities drinking water supply.

Most homes and business in the Santiam Canyon are not served by municipal wastewater systems and instead rely upon septic to treat waste water. State laws and concerns about North Santiam River quality prohibit homeowners and businesses from rebuilding, expanding, or replacing failed septic system. Consequently, businesses and residents are leaving the Santiam Canyon and/or finding it more and more difficult to overcome barriers to redevelopment, having a negative economic consequence for the Mid-Willamette Valley region.

The MWVCOG will support state and/or federal legislation that enables and funds the newly created North Santiam Sewer Authority and the communities of the Santiam Canyon in-development of a regional wastewater system that is geologically suitable, environmentally sustainable, financially feasible and politically viable.

2. Increase Capacity for Rural Communities

Rural communities often lack staff to identify and apply for federal and state programs that would foster workforce development, build infrastructure, and enhance economic and community development. To provide this capacity, MWVCOG supports statewide efforts to develop and fund rural service centers to aid local governments in applying for federal and state resources. To maximize efficiencies and take advantage of existing capacity, MWVCOG supports using existing Economic Development Districts or Councils of Government to perform this function.

3. Support the Optional Use of Regional (vs. Local) Housing Needs Assessments and Economic Opportunity Analysis

The MWVCOG supports rule changes to OAR 660-024-0045 (Regional Large Lot Industrial Land) to provide a framework for local governments to work on the employment land supply at a more regional scale. The MWVCOG supports removing restrictions on Housing Needs Assessments (HNAs) and Economic Opportunity Analysis (EOAs) that limit such analysis to areas within city limits (allowing counties and other cities in a region to participate, should they choose to do so). MWVCOG opposed the division of resources by the legislature or state agencies by prioritizing larger population cities or counties, the Metro area; or Eastern Oregon in the establishment of renewed or new funding programs and resources and instead encourages the equitable allocation of state and federal resources across all regional governments based on a variety of factors to include need, service demands, economic indicators, and population, to ensure no one area receives a disproportionate share of resources.

Other Major Policy Positions

5. Preserve Regional Voices Through the Area Commissions on Transportation (ACTs)

The MWVCOG supports legislation and/or policy direction that gives ACTs a voice in policy issues and a role in prioritizing projects for the Enhance Program, Connect Oregon Program, or other state-wide programs

The MWVCOG supports legislation that empowers and enables the ACTs to work with ODOT and the OTC to develop modernization and multimodal plans and setting project funding priorities as part of 20-year plans. MWACT has approved a list of high-priority modernization projects in order to speak with one voice about priority transportation needs.

7. Broaden Federal Definition of Rural

The MWVCOG support diversification of the definition of “rural area” in state and federal law to broaden eligibility for needed funding source for both federal and state sources based more upon merit and localized rural definitions. This will allow communities to work with federal and state staff to serve areas of greatest need and identify rural communities where, with collaboration, the greatest impact can be made.

Funding applications should be considered based upon a variety of factors that drive available funding to the most rural populations while also evaluating the most economic and community development potential- even if the overall result may benefit communities of population over 50,000.

8. Promote Equitable Broadband Development While Preserving Local Authority of Rights of Way

The MWVCOG supports legislation and legal actions that preserves and restores local government authority to manage public right of ways and local government’s ability to set rates and receive compensation for the use of right of ways. MWVCOG supports equitable broadband infrastructure deployment, especially in rural areas, while opposing any legislative efforts restricting municipal authority to provide their own broadband services.



MEMORANDUM

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

DATE: **December 13, 2022**

FROM: **Executive Committee**
Mid-Willamette Valley Council of Governments

THRU: **Scott Dadson**, Executive Director

SUBJECT: Proposed COG Membership Fees and Economic Development District Assessment for FY 2023-24

Issue

- A. Should the Board adopt the attached Member Dues schedule for FY 2023-24?
- B. Should the Board adopt the attached Economic Development District (EDD) Assessment for FY 2023-24?
- C. Should the Board Reaffirm the rates for a non-profit affiliate and for-profit business partner programs that allows and strengthens partnerships between the COG and regional non-profits and for-profit companies for FY 2023-24?

Background

MWVCOG uses our membership dues and the EDD Assessment to leverage additional grant funding on behalf of our members and to support all COG member services. The COG Board and staff recognize the funding impacts that our members are likely to experience in the years to come and we hope that our staff have shown the importance and value that we provide to members in leveraging funds generally and strengthening our partnerships, and now more than ever in response to the Coronavirus pandemic.

The COG Executive Committee wishes to affirm the respect and value we place upon your continued membership in service and support of our region and seek your feedback on other ways our staff and the COG Board can be of services to our members.

Section XIII of the Agreement of the Mid-Willamette Valley Council of Governments (MWVCOG) requires that the Executive Committee recommend a participation cost structure to the Council annually, no later than March prior to the fiscal budget cycle. Since most jurisdictions are well into their budget cycle by then, the Board has directed that dues be established at the December meeting prior to them going into effect in the following July.

In December 2006, the Board of Directors approved the recommendation from the Executive Committee that the per capita rate for membership fees be increased by the CPI on an annual basis.

The methodology approved by the Board of Directors for calculating Member dues is as follows:

A per capita rate is established (currently 0.541 for FY 2022-23) and multiplied by the jurisdiction's population as determined by Portland State Population Research Center. Because dues are required to be approved by the Board of Directors at their December meeting, the data we use is the most current available from published sources in November. The per capita rate is adjusted each year by the Consumer Price Index (CPI) for all wage earners in the Seattle area. The minimum and maximum amounts were previously established by the Board of Directors and have been adjusted by the CPI beginning in FY 2007-08.

The methodology for calculating Economic Development District Local Share Fees is as follows: The total amount of dues is determined by the Board of Directors to ensure match funding in order to access the full eligible award from the EDA (currently \$75,000 for FY 2023-24). That figure is multiplied by the percentage of the jurisdiction's population to the total population of the area served.

In FY 2012-13, a concession was granted to Polk County to reduce their member dues to \$5,000 because of loss of timber funds that created a financial hardship on the County. It was agreed that Polk County member dues would increase at least 5 percent (regardless of the CPI) until the dues deficit was made up.

Recommendation

On November 29, 2022, the Executive Committee recommended the COG Board:

A. Member Dues

Adopt one option in the attached Member Dues Schedule for FY 2023-24 which reflects the following adjustments:

- The most recent population estimates or equivalent
- Option 1, to increase the per capita rate by 5% which would
 - Increase the maximum cap from \$ \$44,574 to \$45308
 - Increase the minimum base fee b from \$1,354 to \$1377
- Option 2, to increase the per capita rate by 8.6% which reflects the Seattle CPI-W for the first half of 2022(annualized amount) from the current \$ \$0.515 to \$0.541 which would
 - Increase the maximum cap by the CPI from \$ \$44,574 to \$46,861
 - Increase the minimum base fee by the CPI from \$1,354 to \$1,424

B. EDA Assessment

Adopt the proposed Economic Development District Local Assessment for FY 2023-24 which maintains minimum fee of \$161 which spreads the assessment among the other jurisdictions proportionately by population to ensure collection of a minimum of \$75,000, the amount required by the Economic Development Administration (EDA) as match for the EDA Planning Grant.

Discussion

The Option 2 adjustment to the Member Dues is in accordance with the policy adopted by the COG Board in 2006. It reflects population increases or decreases, if applicable. In the case of Polk County, dues were increased 5% from last year's dues. Overall, these adjustments result in an increase to the COG dues of \$33,287(.12%).

With respect to the Economic Development District Assessment, the MWVCOG uses these funds to leverage additional grants to its members. The minimum assessment in FY 2022-23 was \$161, with no increase for FY23/24. The remaining balance to meet a match of \$75,000 is spread out pro-rata based upon the jurisdiction's population. Unless requirements change from the EDA, it is anticipated the match requirement of \$75,000 would remain the same in subsequent years. Because the EDA allows staff time spent on certain project to be counted as "in-kind" match, staff will track and report such time, and any

assessment amounts off-set by in-kind work will be carried forward and be taken into consideration, along with a reasonable reserve, when setting the total assessment target amount in future years.

C. Affiliate and Business Partner Program

Reaffirm the rates for a non-profit affiliate and for-profit business partner program that allows and strengthens partnerships between the COG and regional non-profits and for-profit companies. Below are the program guidelines that clearly define who is eligible and benefits provided under both programs:

	Individual / Non-Profit Affiliate	For-Profit Business Partner
Cost	\$500	\$500
Eligibility	Non-profit regional organizations and statewide intergovernmental associations that either have government representation on their boards (i.e. SEDCOR, Travel Salem, LOC, AOC, OSBA) or that partner with the COG in the delivery of its programs and services (i.e. Boys and Girls Club) This category would also be available to individuals in organizations who work regularly with the COG (i.e. Regional Solutions Coordinator).	Any for-profit Business that does business with the public entities that make up membership in the COG.
	Individual / Non-Profit Affiliate	For-Profit Business Partner
Scope of Services	<p>Affiliates would receive all COG publications, member pricing for training and events, and member rates for fee-for-service programs that were also offered to non-member entities (i.e. GIS, transportation modeling, etc.).</p> <p>Affiliate members would also receive recognition on the COG website.</p> <p>Affiliate members would not be eligible to participate in the COG's fee for service programs that are limited to government entities (i.e. recruitments, strategic planning, etc.).</p>	<p>Business Partners would receive all COG publications, member pricing for training and events, and member rates for fee-for-service programs that were also offered to non-member entities (i.e. GIS, transportation modeling, etc.)</p> <p>Business Partners would also receive recognition in COG publications and website. Business Partners would not be eligible to participate in the COG's fee for service programs that are limited to government entities (i.e. recruitments, strategic planning, etc.).</p>

Attachments:

COG Dues Schedule
EDD Dues Schedule



MEMORANDUM

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

DATE: **December 13, 2022**

THRU: **Scott Dadson**
Executive Director

FROM: **Amber Mathiesen**
Finance Director

SUBJECT: Supplemental Budget 1

ISSUE

Should the Mid-Willamette Valley Council of Governments (COG) adopt a supplemental budget?

BACKGROUND

This resolution adjusts the 2022-23 Fiscal Year budget to provide compliance with Oregon Budget Law for unforeseen events including unanticipated costs or additional unanticipated revenue.

This is common practice and is done by most local governments at least annually, if not more often. Under Oregon Budget Law, there are three ways to change appropriations after the budget is adopted:

1. A transfer of appropriations which decreases an appropriation and increases another. This is the simplest budget change allowed under Oregon Budget law. This does not increase the overall budget. This is approved by a Board resolution.
2. A supplemental budget of less than 10 percent of total appropriations within an individual fund follows a process similar to the transfer of appropriations.
3. A supplemental budget in excess of 10 percent of total appropriations requires a longer process. This process includes a notice in the paper and a public hearing.

The third type of budget change is necessary for fiscal year 2021-22 and has been duly advertised and noticed. Attached is resolution for Board approval.

Supplemental budget amendments include:

- MWVCOG anticipates receipt of grant funding not anticipated in the original budget via newly announced DEQ Coronavirus Fiscal Recovery Fund for Fire Recovery of the areas affected by the 2020 Wildfire Emergency Order. The \$2,000,000 grant award was announced, and the expenditures are expected to begin in January 2023.

- MWVCOG has received grant funding not anticipated in the original budget via the North Santiam Sewer Authority Support Project. This \$150,000 contract with Marion County will allow GOC staff to continue to help support recovery efforts in the Santiam Canyon following the wildfires of 2020.

In all cases for anticipated grants, if funds are not awarded, they will not be expended, but by including the funds in this supplemental budget we are poised to make any needed expenditures.

RECOMMENDATION

Approve Resolution 2022-14, approving Supplemental Budget No.1 amending, and appropriating funds in the fiscal year 2021-22 budget.

BEFORE THE BOARD OF DIRECTORS
FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
In the matter of making appropriations
For Fiscal Year 2022-23

RESOLUTION 2022-14

WHEREAS, it is necessary for the Mid-Willamette Valley Council of Governments, hereinafter called MWVCOG to amend the Budget for fiscal year 2022-23

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 amendment to the Budget for fiscal year 2022-23; and

THAT the following appropriations are changed as follows for the purposes specified for the fiscal year 2022-23:

Appropriations	Reason for Change	Budget	Increase	Decrease	Revised Budget
Personal Services	DEQ Fire Recovery Grant Funds	\$3,218,833	\$ 175,125	\$ -	
	North Santiam Sewer Authority Support Project		\$ 150,000		\$3,543,958
Materials and Services	DEQ Fire Recovery Grant Funds	\$2,050,644	\$ 1,824,875	\$ -	\$3,875,519
	Total Changed Appropriations	\$5,269,477	\$ 2,150,000	\$ -	\$7,419,477

THAT the Executive Director is authorized to execute said Budget and shall file a true copy of the Budget with the Oregon Department of Revenue.

ADOPTED by the Board of Directors of the Mid-Willamette Valley Council of Governments at Salem, Oregon this 13th day of December 2022.

ATTEST

Sal Peralta, Chair
MWVCOG Board of Directors

Scott Dadson Executive Director



MEMORANDUM

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

DATE: December 13, 2022

FROM: Scott Dadson
Executive Director

RE: Election of Officers for 2023

Action Requested

Approve the following CY 2023 MWVCOG slate of officers:

- Chair: Lisa Leno, Confederated Tribes of Grand Ronde
- Vice Chair: Ian Davidson, Salem Area Mass Transit District (Cherriots)
- Immediate Past Chair: Councilor Sal Peralta, City of McMinnville
- Councilor Roxanne Beltz, City of Monmouth

Background

Under the 190 Agreement, the Executive Committee annually nominates a Chair and Vice Chair to the COG Board for the new calendar year. The Agreement provides that the Immediate Past Chair, McMinnville Councilor Sal Peralta, will automatically serve on the Executive Committee for one year; and that a fourth member be selected by the Board Chair.

After discussion at their December 7, 2022, meeting, the Executive Committee is recommending that the current officers be elected in accordance with the ORS 190 Agreement, with Monmouth Councilor Roxanne Beltz being appointed to the fourth position on the Executive Committee. Vice Chair Leno has spoken with Councilor Beltz, who has agreed to serve if elected.



MEMORANDUM

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

DATE: December 13, 2022

FROM: **Executive Committee**
Mid-Willamette Valley Council of Governments

RE: Executive Director Evaluation and Salary Adjustment.

The Executive Committee would like to thank the Board Members and Staff who participated in the 360 Performance Review of the Executive Director, Scott Dadson this past fall. The Executive Committee has met and reviewed the results of this survey and the performance of the Executive Director at its November 28, 2022, meeting.

The Board felt that Mr. Dadson has exceeded our expectations and our standards and is on track in his leadership of the COG and its staff. Per the contract that was agreed to, the executive committee is unanimously recommending that a salary adjustment be made for the Director as follows: Because the review that was conducted was part of the initial review period which was supposed to be in February of 2022, that a retroactive step increase be made to July 1, 2022 and secondly that due to the December action of this review, that the Director will be eligible for a step increase effective July 1, 2023 in the next fiscal year, consistent with the policies of the COG. The date of the next review will be in December of 2023.



MEMORANDUM

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

DATE: December 13, 2022

FROM: Denise VanDyke
Administrative Services Coordinator

RE: Annual Meeting Planning Update

Thank you to the Board members who have volunteered to participate on the Annual Meeting Planning Committee.

The Committee met and determined that the 2023 Annual Meeting will be in person, with an online viewing option for the public, on Wednesday, February 15, 2023. A couple of venues were identified, and a contract is being finalized. Award nominations will be open before the date of this meeting, with a deadline just after the New Year.

We are looking forward to our first in person Annual Meeting in a few years, and hope that many of you will be able to attend. Please watch for information on registrations opening.