**MINUTES OF MARCH 16, 2021**

**MID-WILLAMETTE VALLEY**

## COUNCIL OF GOVERNMENTS

**BOARD OF DIRECTORS**

**VIA Zoom**

# MEMBERS PRESENT

CHAIR: Councilor Sal Peralta, City of McMinnville

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

Commissioner Casey Kulla, Yamhill County

Mayor Brian Dalton, City of Dallas

Mayor Cathy Clark, City of Keizer

Councilor Roxanne Beltz, City of Monmouth

Mayor Jim Kingsbury, representing Small Cities of Marion County

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

Lisa Rogers, Board Member, Chehalem Park and Recreation District

Ian Davidson, Salem-Keizer Transit District Board

Jackie Franke, Member, Chemeketa Community College Board of Education

**MEMBERS ABSENT**

Commissioner Danielle Bethell, Marion County

Commissioner Mike Ainsworth, Polk County

Mayor Rick Rogers, City of Newberg

Mayor Chuck Bennett, City of Salem

Mayor Eric Swenson, City of Woodburn

Terry Hsu, Director, Marion Soil & Water Conservation District

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

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

Vacant, representing Small Cities of Yamhill County

**OTHERS PRESENT**

Scott Dadson, Executive Director

Renata Wakeley, Community Development Director

Amber Mathiesen, Finance Director

Mike Jaffe, Transportation Director

Denise VanDyke, Admin. Specialist II

Councilor Shelley Engle, City of Detroit

Jan Fritz, Marion County Chief Administrative Officer

**CALL TO ORDER & INTRODUCTIONS**

Vice Chair Leno called the meeting to order at 3:37 p.m. The presence of a quorum was noted. Attendance was noted. Guests were introduced, and Mayor Kingsbury was welcomed as the newest member of the Board

**PUBLIC COMMENT**

None.

**CONSENT CALENDAR**

**MOTION** by Ms. Franke, **SECONDED** by Mayor McArdle, **TO APPROVE THE MINUTES OF dECEMBER 15, 2020; JANUARY 8, 2021; AND JANUARY 14, 2021; AS PRESENTED.**

This motion was retracted in favor of the following motion.

**MOTION** by Mr. Davidson, **SECONDED** by Commissioner Kulla, **TO APPROVE THE CONSENT CALENDAR, AS PRESENTED.**

1. *Minutes of December 15, 2020; January 8, 2021; and january 14, 2021 meetings of the board of directors*
2. *appointment of 2021 budget committee*
3. *adoption of 2021-22 budget schedule*
4. *resolution 2021-01 – annual salem/keizer area transprotation planning contracts*
5. *resolution 2021-02 – gis services contracts*
6. *resolution 2021-03 – community development contracts*
7. *resolution 2021-04 – member services contracts*
8. *resolution 2021-05 – banking services*

Discussion: None.

Motion carried**.**

**IN FAVOR:** Kulla, Dalton, Clark, Beltz, Kingsbury, McArdle, L. Rogers, Davidson, Franke, Leno. **OPPOSED:** None. **ABSTAINED:** None.

**INFORMATIONAL ITEMS**

Mr. Dadson and Ms. Mathiesen spoke regarding the financial report. In general, things are on track. The end balance will be higher than in the past mainly due to the CARES Act funds we have received. Spending is within boundaries. Ms. Mathiesen had technical difficulties in accessing her materials.

Ms. Wakeley reported for the Community Development Department, referring to the memo provided. Staff continue to work, following the lead of Marion County, to support the Santiam Canyon recovery, and a COG planner has been assigned to focus exclusively on the Santiam Canyon communities. Staff are working with various cities on grant administration projects, including Woodburn on their Family Resource Center project. The Housing Rehabilitation program will be wrapping up the Manufactured Home Park Grant program, which allowed assistance to be provided to 35 homeowners in seven communities. Another nine homeowners in five communities are being assisted through the standard Housing Rehabilitation Loan program.

Mr. Safstrom, the Small Business Loan Program Manager, was unable to attend the meeting due to family obligations. Mr. Dadson presented the Loan Program update, referring to the memo provided. A request to defederalize the Economic Development Administration (EDA) Revolving Loan Fund (RLF) Program will be discussed later in the meeting, but this is the result of an act of Congress that ends the burdensome reporting requirements and releases federal interest in the RLF monies. This will mean greater local control.

Mr. Jaffe gave the update for the Transportation Program. The Mid-Willamette Area Commission on Transportation (MWACT) re-elected Dallas City Councilor Ken Woods as Chair, and Keizer Mayor Cathy Clark was re-elected Vice Chair for 2021. Marion County Commissioner Bethell is the newest member of MWACT, replacing Commissioner Brentano. Yamhill County Commissioner Kulla has also joined MWACT as a relatively new member. He previously served as an alternate for Yamhill County. Work of MWACT includes providing letters and testimony in support of a request to the Oregon Transportation Commission (OTC) for funds to combine and complete the first two phases of the I-5 at Donald/Aurora interchange. However, the ORC did not approve the extra funds for phase 2. Mr. Jaffe also discussed the ACT reset, explaining that how the ACTs and the OTC interact has changed over the last several years. The ACTs are being engaged to help with resetting the OTC/ACT relationship and to, hopefully, have more direct communications on a regular basis between all involved. The Salem Keizer Area Transportation Study (SKATS) has had staff working on several projects, including updating the Unified Planning Work Program, assisting with the Coronavirus Response and Relief Supplemental Appropriations Act, helping the City of Keizer prepare for their virtual Open House on the Wheatland Road Corridor Study, supporting the City of Salem’s “Our Salem” comprehensive plan update process and their Climate Action Plan Task Force, and assisting with the Keizer Growth Transportation Impacts Study. The Geographic Information Systems (GIS) department has been working on some exciting new apps for Yamhill County Public Works. These GIS-centric custom mobile applications help the grass clearing and herbicide sprayer crews avoid protected habitat areas in the county by providing location information in real time and alerting the crews to avoid sensitive areas. So far, we have heard good reviews, and they have renewed the contract. The GIS staff also have been busy creating an online web map application for the City of Sheridan. Users can search for properties using a variety of criteria and choose to see multiple layers of information, as well as being able to print maps and click on map features to see details. The application is one of many to be found on the MWVCOG ArcHub page. GIS staff also work with the Census Bureau and have been assisting with the Boundary and Annexation Survey (BAS) for 2021. Redistricting assistance is currently an increasing request, and our GIS staff also help our land use planners with land inventories for our members.

Commissioner Kulla gave staff kudos for the native wildlife app. Mr. Davidson agreed that is wonderful work.

Vice Chair Leno handed the meeting over to Chair Peralta.

**RESOLUTION 2021-06 – APPROVE RATES**

Mr. Dadson presented the request to set fee-for-service program rates for FY 2021-22.The staff report provided in the agenda packet provides details. In summary, for Member Services, there is no change recommended in the rates. Legal Services requests are picking up. The Strategic Planning and Goal Setting services are provided through a third party, and they have indicated that the rates reflect the contracted cost of their services.

Ms. Wakeley reported that for the Community Development program, if rates are not at a full cost recovery, increases of the CPI were made at a minimum. A market rate analysis was done this year for land use planning services, and slight increases were recommended across all services provided in Community Development. She is continuing to track the market rates for these services, and we are mostly below the average market rates. Mr. Jaffe stated that increases were recommended for the Transportation and GIS services. Modeling services are requested infrequently, but require skilled staff to perform. Mr. Dadson reported that the Loan program is trying to achieve full recovery with their loan fees, but when loans are not awarded, the fee-for-service rates are used.

**MOTION** by Commissioner Kulla, **SECONDED** by Ms. Franke, **TO APPROVE THE HOURLY RATES, AS PRESENTED.**

Discussion: None.

Motion carried**.**

**IN FAVOR:** Kulla, Dalton, Clark, Beltz, Kingsbury, McArdle, L. Rogers, Davidson, Franke, Leno, Peralta. **OPPOSED:** None. **ABSTAINED:** None.

**ASSIGNMENT OF LEGISLATIVE SUBCOMMITTEE**

Mr. Dadson stated that, at the last meeting of the Board, the Legislative Subcommittee was created. Staff are now requesting nominations and/or volunteers to serve on this subcommittee. It was suggested that this subcommittee could be able to provide direction on time sensitive issues. Discussion ensued, including the airing of concerns regarding the ability to keep the preference of various levels of representation straight, as the members would be representing their home jurisdiction, the COG Board, the Subcommittee, and possibly other concerns. It was noted, in the end, that it would be good to be able to have a rapid response to time sensitive issues, but this group may not be the correct one for that. This subcommittee would be used to gain input that will help focus and promote positions, and engage our members. The following Board members volunteered, and the subcommittee is open to additional members at a later time.

* Ian Davidson, Salem Area Mass Transit (Cherriots)
* Mayor John McArdle, City of Independence/Small Cities of Polk County
* Mayor Cathy Clark, City of Keizer
* Councilor Sal Peralta, City of McMinnville
* Commissioner Casey Kulla, Yamhill County

**MOTION** by Councilor Beltz, **SECONDED** by Jackie Franke, **TO APPOINT THE SLATE OF NOMINEES TO THE LEGISLATIVE SUBCOMMITTEE.**

Discussion: None.

Motion carried**.**

**IN FAVOR:** Kulla, Dalton, Clark, Beltz, Kingsbury, McArdle, L. Rogers, Davidson, Franke, Leno, Peralta. **OPPOSED:** None. **ABSTAINED:** None.

**AUTHORIZE REQUEST TO DEFEDERALIZE EDA REVOLVING LOAN FUND PROGRAM**

Mr. Dadson presented the request on behalf of Mr. Safstrom. This request is the result of the RLF Act 2020, an act of Congress that defederalizes Economic Development Administration (EDA) Revolving Loan Fund (RLF) programs that are more than seven years old. Staff will still need to adhere to administrative rules, but this ends the in-perpetuity reporting and allows more flexibility at the local level. The federal resolution is attached, and is a complex document. It only releases certain interest in the funds and scope. There are many RLF programs across the country that will be going through this process. By authorizing this today, we should be able to be among the first group through. The RLF Loan Board met on March 4th and approved a recommendation that the COG Board to authorize the Executive Director to sign the Agreement to release interest.

**MOTION** by Mayor McArdle, **SECONDED** by Commissioner Kulla, **TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE STANDARD RELEASE AGREEMENT TO DEFEDRALIZE THE EDA REVOLVING LOAN FUND PROGRAM.**

Discussion: None.

Motion carried**.**

**IN FAVOR:** Kulla, Dalton, Clark, Beltz, Kingsbury, McArdle, L. Rogers, Davidson, Franke, Leno, Peralta. **OPPOSED:** None. **ABSTAINED:** None

**EXECUTIVE DIRECTOR’S REPORT**

Mr. Dadson reported on the Virtual Annual Meeting, which occurred on March 10th. He found the experience very interesting as a new Executive Director coming in. There were 68 live participants and 21 views of the recorded event. As of this morning, 14 people had completed the after event survey. The results were emailed to the Board members prior to this meeting. Generally, it was noted that the pace and the information were good. Many thanks to the Confederated Tribes of Grand Ronde for sponsoring the event. Hopefully, we will be in person next time. Ms. Wakeley thanked Karen Odenthal and Denise VanDyke for their help with the event. Mr. Jaffe said that Ms. Odenthal did a great job as “event planner”. Ms. Franke said that it was a unique experience, but the survey responses show that it was a good quality presentation. Some felt they learned more with this format than they usually do with the standard format. Chair Peralta agreed with the previous comments, especially that Ms. Odenthal did a great job as event coordinator, producer, director, etc. This year, he will be selecting the venue and is open to suggestions, including venues outside of Yamhill County. Ms. Franke suggested Chemeketa Community College. Ms. Rogers suggested the Chehalem Cultural Center in Newberg.

**BOARD DISCUSSION/ROUNDTABLE**

Mayor Clark announced that pro baseball will be in Keizer this year at Volcanoes Stadium. There will be four teams in the local league. KeizerFest will be returning in August and will be outdoors. COVID numbers in Marion County continue to decrease. There was significant damage in the local parks from the ice storm. Fortunately, the Keizer community has stepped up to help clear things away.

Councilor Beltz asked for guidance on behalf of Monmouth regarding a bond measure to replace the Monmouth City Hall. What are the best ways to ask residents for financial support in the current world?

Mr. Davidson said that Cherriots has been hard hit by the pandemic. Currently, ridership is at about 50% of pre-COVID ridership. The silver lining is that they have been able to provide this essential service throughout the pandemic.

Councilor Engle stated, on behalf of the City of Detroit, thanks for all the support for Detroit from the COG since the September 8th fire, especially Renata Wakeley and staff. There will be a groundbreaking on Saturday for the new community center, both marinas plan to open this summer, and building applications are coming in. Rebuilding will happen.

**ADJOURNMENT**

Hearing no further business, Chair Peralta thanked everyone for attending and adjourned the meeting at 4:36 p.m.

 Scott Dadson, Executive Director