



Executive Committee Meeting Agenda Packet

June 22, 2017, 9:00 a.m.

Cascades West Center
1400 Queen Avenue, SE
2nd Floor, Large Conference Room
Albany, OR 97322

The meeting locations are wheelchair accessible. If you need special assistance please contact Oregon Cascades West Council of Governments at 541-967-8720, forty-eight (48) hours prior to the meeting.

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1400 Queen Ave SE • Suite 201 • Albany, OR 97322
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EXECUTIVE COMMITTEE MEETING

AGENDA

June 22, 2017

9:00 a.m.

Cascades West Center
1400 Queen Avenue SE
Albany, OR. 97322

An Executive Session may be called as deemed necessary by the Chair, pursuant to ORS 192.660.

1. **Approval of Previous Meeting Minutes** (*Chair Sharon Konopa*)
(9:00 – 9:05 a.m.)

Minutes of the May 4, 2017 Executive Committee meeting will be reviewed for approval (Page 3).

ACTION: Motion to approve the May 4, 2017 Executive Committee meeting minutes.

2. **OCWCOG Special Projects Fund** (*Executive Director Fred Abousleman*)
(9:05 – 9:20 a.m.)

The Executive Committee will further discuss the proposed Special Projects Fund (Page 7).

ACTION: Information only, no action needed.

3. **OCWCOG Annual Dinner** (*Executive Director Fred Abousleman*)
(9:20 – 9:30 a.m.)

Executive Director Abousleman will provide updates on the OCWCOG Annual Dinner.

ACTION: Information only, no action needed.

4. **OCWCOG Program Updates** (*All Program Directors*)
(9:30 – 9:45 a.m.)

Staff will be available to answer any questions from the Executive Committee on the program updates (Page 9, Page 11).

ACTION: Information only, no action needed.

5. Topics of Regional Interest (Chair Sharon Konopa)
(9:45 – 9:50 a.m.)

The Executive Committee will decide on a Topic of Regional Interest for the July Board of Directors Meeting.

ACTION: Information only, no action needed.

6. July Full Board Agenda Items (Chair Sharon Konopa)
(9:50 – 9:55 a.m.)

The Executive Committee will review and comment on proposed agenda items for the next Board of Directors Meeting. Staff will present items for the agenda known to date, including:

1. Consent Calendar

- a. Approval of previous Board of Directors Meeting Minutes
- b. Approval of Senior Services Advisory Council (SSAC) Membership Renewals
- c. Approval of Disability Services Advisory Council (DSAC) Membership Renewals
- d. SSAC and DSAC Officer Election Update
- e. Financial Update for the period of July 2016 – May 2017

2. OCWCOG Special Projects Fund

3. OCWCOG Annual Dinner

4. Program Update Question and Answers

5. Topics of Regional Interest

6. Other Business

7. Adjournment

7. Other Business
(9:55 – 10:00 a.m.)

8. Adjournment
(10:00 a.m.)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MINUTES
May 4, 2017**

MEMBERS: Mayor Sharon Konopa, Albany; Mayor Biff Traber, Corvallis; and Councilor Dann Cutter, Waldport.

STAFF: Executive Director Fred Abousleman; Deputy Director Lydia George; Finance Director Sue Forty; Community and Economic Development (CED) Director Phil Warnock; Senior and Disability Services (SDS) Program Manager Randi Moore; and Administrative Assistant Jennifer Kelley.

VIDEO: Commissioner Bill Hall, Lincoln County.

The Oregon Cascades West Council of Governments' (OCWCOG) Executive Committee Meeting was called to order by Chair Sharon Konopa at 9:17 am on May 4, 2017 at the Cascades West Center in Albany.

1. Approval of Previous Meeting Minutes

Commissioner Bill Hall motioned to approve the February 23, 2017 Executive Committee meeting minutes, Mayor Biff Traber seconded. Motion passed unanimously.

2. OCWCOG Special Projects Fund

Executive Director Fred Abousleman requested that the discussion regarding OCWCOG's *Special Projects Fund* be tabled until more information could be provided. Chair Konopa agreed.

3. OCWCOG Annual Dinner

Executive Director Abousleman reminded the Committee that OCWCOG will be hosting an Annual Dinner on November 2nd at CH2M Hill Alumni Center. This event will be a celebration of the Region, have a *State of the Region* update, and be a fundraising event for the *Meals on Wheels* program. Executive Director Abousleman reminded the Committee that the event will gain sponsorships to raise funds. Tickets will first be made available to local government officials and community partners, then will be made available to the public.

Chair Konopa asked what capacity is available, and whether attendance numbers could be expanded providing large interest. Executive Director Abousleman stated that the venue can hold approximately 300 people. Chair Konopa asked whether the event could expand to host that many if enough interest arises. Executive Director Abousleman stated that it could.

Mayor Traber stated that more details regarding award categories would be appreciated, and that having the Executive Committee approve categories at the June meeting would be preferable. Executive Director Abousleman agreed, and stated that award winners will be selected by the Board of Directors at the September meeting.

Councilor Dann Cutter asked whether tickets will be subsidized for OCWCOG staff that wish to attend. Executive Director Abousleman stated that there is no current plan to do so, but with enough sponsorships, that could be an option.

Councilor Cutter stated that Hatfield Marine Science Center is building a new space that could be appropriate for hosting future OCWCOG Annual Dinners. Executive Director

Abousleman and Councilor Cutter discussed completion dates for the building and potential other hosting sites in Lincoln County.

Mayor Traber stated that hosting the event on the coast will lower attendance from those commuting from the Valley. Executive Director Abousleman stated that this is to be expected; similarly, attendance by those commuting from the coast decreases as the event moves inland. Councilor Cutter suggested timing the Annual Dinner near other events to increase attendance.

4. OCWCOG Program Updates

Senior and Disability Services (SDS) Program Manager Randi Moore stated that there had been recent conversations with Representative Dan Rayfield regarding potential cuts to Oregon Project Independence (OPI). Originally, cuts were projected at 75%, but now projected cuts have reduced to 50%. While this is still a major cut, discussions have made a positive impact. SDS Program Manager Moore stated that overall, OPI is a cost-saving program as it allows for greater independence and lower levels of care than Medicaid.

Chair Konopa asked whether other program cuts have been made to SDS programs. SDS Program Manager Moore stated that the *Senior Health Insurance Benefits Assistance (SHIBA)* program is looking at cuts.

The Committee discussed federal budgets, and passage in the House of Representatives of the Affordable Care Act.

Councilor Cutter asked Community and Economic Development Director (CED) Phil Warnock whether recent bikeshare bicycle vandalism in Portland has raised any concerns about *Pedal Corvallis* bicycles being vandalized. CED Director Warnock stated that thus far, no substantial losses have occurred to *Pedal Corvallis* bicycles. New, more technologically advanced locking systems will be released soon.

CED Director Warnock stated that with the addition of two new *Pedal Corvallis* stations on the Oregon State University (OSU) campus, the number of active members has risen from 93 to over 120 in the previous two weeks.

Mayor Traber asked whether there is a correlation between weather and ridership. CED Director Warnock stated that there is, and this correlation will be more apparent as time goes on.

Mayor Traber asked what coordination exists between the Metropolitan Planning Organizations (MPOs) to manage inter-city transit between Corvallis and Albany. CED Director Warnock stated that the Linn-Benton Loop Commission exists with participation by both MPOs, Oregon Department of Transportation (ODOT), and others. Presently the Linn-Benton Loop Commission is working on forming a Technical Action Committee (TAC).

Mayor Traber asked about the mission of the Linn-Benton Loop Commission, and whether it is focused around transporting between OSU and Linn-Benton Community College (LBCC). CED Director Warnock stated that the Commission's mission is around inter-city connections; the colleges and university are involved, but not the only focus. Inter-city connections include transportation connectivity, flow within the valley, and connections to adjoining communities.

Executive Director Abousleman stated that the *Regional Park and Ride Plan* is part of inter-city connectivity, along with Linn-Benton Loop transit, and eventually conversations among Corvallis and Albany's transit systems about further connections. Chair Konopa added that statewide, there has been a focus on rural areas coordinating transit.

5. **May Full Board Agenda Items**

Executive Director Abousleman requested that the Committee pull item six (OCWCOG *Special Projects Fund*) from the May Agenda until more information is gathered to present to the Executive Committee. Chair Konopa agreed.

The Executive Committee approved the May Board of Director's meeting agenda as follows:

1. **Consent Calendar**

- a. Approval of previous Board of Directors Meeting Minutes
- b. Approval of Senior Services Advisory Council Membership for Robynn Pease
- c. FY2018-2019 Senior Meals Food Contract Increases

2. **Presentation and Adoption of the *FY2017-2018 Work Program and Budget***

3. **Association of Oregon Counties Priorities**

4. **Adoption of the Senior and Disability Services' 2017-2020 Area Plan**

5. **Board Endorsement of the Older Americans Act Proclamation**

6. **OCWCOG Annual Dinner**

7. **Program Update Question and Answers**

8. **Topics of Regional Interest**

9. **Other Business**

10. **Adjournment**

6. **Other Business**

Executive Director Abousleman stated that at the previous Regional Mayors' Meeting, sewage solid waste management was brought up as a problem among many jurisdictions. One suggestion was to turn sewage solids into fertilizer. However, while doing research for possible solutions, other options were presented.

Executive Director Abousleman stated that LBCC is considering developing a hydrogen fuel plant; additionally, the U.S. Environmental Protection Agency's Ecology Lab is working on developing a char station. Both could use sewage solids as input. The biofuel facility can take waste and convert it into a fuel system. Large companies are interested in hydrogen fuel, so local governments could be making money by supplying fuel to a hydrogen plant. Char can be used to remediate mine tailings and brownfield sites, as it absorbs and holds toxic chemicals.

Mayor Traber asked whether LBCC is in the fuel business. Executive Director Abousleman stated that LBCC is interested in alternative fuels. This plant would be small-scale. A company is interested in siting a plant locally; this could provide educational opportunities for students at LBCC.

CED Director Warnock clarified that a problem was presented to OCWCOG, and solutions are still in preliminary research phases.

Mayor Traber stated that Corvallis's *Climate Action Plan* includes waste management, and that he would look further to see whether this type of project would be consistent with this

plan. Mayor Traber asked whether OSU could potentially be a partner in a project like this. Executive Director Abousleman stated that it is possible.

Chair Konopa stated that sewage waste management could be a good Topic of Regional Interest, and asked whether regionalized economic development should be a potential second topic. Mayor Traber stated that he did not want to discuss regionalized economic development.

Councilor Cutter stated that coastal and valley regions need different approaches in terms of economic development.

Mayor Traber stated that he likes Regional Accelerator and Innovation Network's (RAIN) approach to regionalization. Chair Konopa stated that these differences can be accounted for within one program, and that there should be one entity overseeing economic development locally.

Councilor Cutter stated that Waldport lost an economic development opportunity by not having an economic development resource.

The Committee agreed that sewage waste management would be the Topic of Regional Interest at the May Board of Directors Meeting.

Executive Director Abousleman informed the Committee that SDS Program Manager Jennifer Moore would be starting the following Monday, May 8th. Executive Director Abousleman discussed the different types of programs within SDS, and stated that SDS Program Manager Moore would be overseeing non-Medicaid programs, specifically those with a community-oriented base, such as the Senior Meals program, the Retired Senior Volunteer Program, and the Benton County Veterans program.

Executive Director Abousleman informed the Committee that OCWCOG held an all-staff retreat on May 3rd, and gave the Committee a summary of the retreat.

7. Adjournment

Chair Konopa adjourned the meeting at 10:02 am.

Minutes Recorded by Jennifer Kelley.



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Oregon Cascades West Council of Governments' Governing Board Special Projects Fund

The Governing Board of the Oregon Cascades West Council of Governments (OCWCOG) will have at its discretion a fund to engage in special projects of regional significance. The Board, in consultation with the OCWCOG Executive Director, can utilize these funds for any member requested project, a project request of OCWCOG, or any other entity that demonstrates the special project will benefit the greatest number of member jurisdictions across our tri-county service delivery area.

Projects of Regional Significance

Projects of regional significance include, but are not limited to, the following:

- Analyzing, researching, implementing, or adopting policies or procedures that may affect a significant number of member jurisdictions;
- Carrying out a planning activity that may affect the greatest number of members;
- Pure research;
- Applying for, or matching a, grant proposal that affects the greatest number of jurisdictions or members;
- Managing communications and/or events across multiple jurisdictions to ensure the most collaboration;
- Planning for the consolidating or sharing of services across jurisdictions; or
- Any other project deemed regionally significant by the Board of OCWCOG.

The projects can be in any program area, including but not limited to, community planning, economic development, transportation, and senior and disability services.

The number of projects the Board may choose in each year is at their sole discretion. The Board may choose not to fund any project request at any time. The Board may utilize all funds or partial funding to maximize the effect of the *Special Project Fund*.

Choosing Projects of Regional Significance

The OCWCOG Board will announce a call for projects quarterly beginning at the start of calendar. Member jurisdictions, affiliated partners, and OCWCOG programs may apply for a project together or separately. Projects may be applied for, on behalf of partner organizations, by a member jurisdiction.

Additional project criteria may be established by the Board and cannot be changed in the same calendar year. Project requests should be submitted electronically to a designated recipient who acts on behalf of the Board. Project request should be no more than five pages in length and describe the following:

- Purpose;
- Need;
- Data on community impact, if applicable;
- Length of project and completion date;
- Cost;
- Other resources committed;
- Partners;
- How the project will be regional applied and its replicability;
- Dedicated staffing;
- Is this a stand-alone project or part of a larger proposal;
- Will *Special Project Funding* be enough to complete the proposal;
- Is this an on-going project or a one-time project; and
- Letters or notes of support (as attachments).

Special Project Funds may not be used to carry out business or other specific service requested by an OCWCOG member; to pay for any operational or day-to-day administrative costs of any member or partner; to fulfil any promised additional support for OCWCOG services; or as match for OCWCOG, Federal, or State programs. The *Special Project Fund* will also not be used to support on-going program funding from another source.

Special Project Fund Selection Process

Projects will be reviewed as the OCWCOG Board sees appropriate, which may include delegation of partners to participate in the review process. Project applicants may be asked to brief the Board of Directors. If any project is selected, the Board will notify the sponsor as soon as possible and empower OCWCOG to release funding in accordance with and through an appropriate contract mechanism.

In the absence of project proposals or through agreement of the Board, the Board may choose to not fund any projects or fund any project the Board deems to be regionally significant.

The Board may, at its discretion, create its own special project request for consideration and may ask OCWCOG staff to carry out this project. OCWCOG staff will then prepare a project outline for Board consideration.

The Special Project Fund

The OCWCOG will have at its discretion, and in consultation with the OCWCOG Executive Director, a fund set aside to carry out projects in accordance with criteria established by the Board. The Fund may be dismantled at any time through unanimous Board action and funds be redistributed to member jurisdictions based on the formula used to calculate Fund participation. The Board does not guarantee that any member jurisdiction will receive back the total amount it has contributed.

The fund can only be used in accordance with policy established by the Board governing *Special Project Funds*.

Member jurisdictions will be assessed XXXX through XXXX, in order to maintain a stable and on-going funding source. The OCWCOG may also contribute funds in accordance with its policies and procedures. Other entities, including partners and corporate sponsors, may contribute funds as well. These would most often be used as match or as part of larger or longer proposal.



Senior and Disability Services

1400 Queen Ave SE • Suite 206 • Albany, OR 97322
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203 N Main St • Toledo, OR 97391
(541) 336-2289 • (541) 336-8103 TTY/Voice • (800) 282-6194



Area Agency on Aging

MEMORANDUM

DATE: June 22, 2017
TO: OCWCOG Executive Committee
FROM: Senior and Disability Services (SDS) Program Managers Randi Moore and Jennifer Moore
RE: SDS Program Report

Senior and Disability Services Retirements and Recruitments

Potential changes proposed by the Legislature regarding retirement benefits issued by the Public Employee Retirement System (PERS) have led to several sudden retirements of longer-term SDS staff over the past three months. Overall, the program will have lost four case managers between April and June. Leadership is using the unexpected vacancies to help control salary costs for the fiscal year, but will be recruiting several positions soon.

National Association of Regional Councils (NARC) Conference Hosts Breakout Session about Aging Services

In early June, SDS Program Manager Randi Moore had the opportunity to attend the annual NARC conference in California. Added to the agenda was an exciting new breakout session, allowing those agencies that provide services to seniors and people with disabilities to discuss programs they manage. The time included a discussion about barriers people experience in trying to provide these services. The session was so well received that it will hopefully be a standing agenda item at future annual conferences.

Particularly of note, the discussion was kicked off by an agency giving a short presentation highlighting the work they do. *OCWCOG's SDS was the organization chosen for this honor.*

In-Kind Donation Received from Girl Scouts

In May, *Meals on Wheels (MOW)* received an in-kind donation of 1,142 boxes of cookies from the Girl Scouts. The donation was large enough to enable the distribution of one box of cookies to each of our home-delivered consumers, dining room participants, and volunteers.

MOW Mail Direct Campaign

In previous months, we reported that *MOW* contracted with direct-mail company *Lautman, Maska, Neill and Company* to complete two direct mail solicitations. The initial solicitation completed in November 2016 brought in approximately \$56,000. A second solicitation occurred in April; so far 500 donors have contributed, giving \$34,809 in total. The average donation

amount from the mailings is \$69.61, with several Leadership gifts of \$500 or more. In the next few months, we will be sending a follow up letter to all donors with information on how their contributions helped *MOW* consumers remain safe and independent.

Veteran's Services Office (VSO)

OCWCOG's VSO contract with Benton County has been recommended for renewal in the next biennium, at a level that will allow us to maintain current levels of services. We are also renewing the request for a local Medicaid Match, which has enabled the VSO to return an additional \$3,437,083 in benefits for the period of January to March 2017.

The Benton County VSO currently serves 21% of the County's total veteran population, numbered at approximately 5,700. In addition to service provided at the Corvallis office, the VSO provides eight hours of dedicated service each week to Oregon State University student veterans, and eight hours of outreach each week at the Corvallis-Benton County Public Library.



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MEMORANDUM

DATE: June 22, 2017
TO: OCWCOG Executive Committee
FROM: Phil Warnock, Community and Economic Development (CED) Director
RE: **CED Program Update**

U.S. Environmental Protection Agency Brownfields Grant Award

Oregon Cascades West Council of Governments (OCWCOG), in partnership with the Cities of Newport and Toledo, the Confederated Tribes of the Siletz Indians, and Lincoln County, was awarded \$600,000 by the U.S. Environmental Protection Agency (EPA) through two brownfields environmental site assessment grants. The funding includes \$300,000 to assess sites contaminated by petroleum; and \$300,000 to assess sites contaminated by other hazardous substances. The funding will be used to prioritize the brownfield sites, develop two area-wide plans, and fund community involvement activities.

The funding will allow for the assessment of 30 brownfield sites in Lincoln County, which will serve as an initial step toward the cleaning up, and redevelopment of, vacant and underutilized properties for these communities. The goal is to transform these sites into assets for both the communities and the local environment.

Corvallis Area Metropolitan Planning Organization

Since March, the Corvallis Area Metropolitan Planning Organization (CAMPO) has developed and approved several important federally required documents. The *FY2018 Unified Planning Work Program* has been completed, acting as CAMPO's work program and annual budget for Fiscal Year (FY) 2018. Of note, this document highlights transportation tasks to be carried out in the CAMPO area within the next fiscal year.

The *Regional Transportation Plan (RTP)*, a multimodal plan encompassing the Corvallis Urbanized Area (the Cities of Corvallis, Philomath, and Adair Village, and adjacent portions of Benton County), has also been completed. The *RTP* was developed with extensive public involvement, follows all federal regulations, and plans through the year of 2040.

CAMPO has also completed its *FY2018-2021 Transportation Improvement Plan (TIP)*. The *TIP* acts as a capital improvement program for projects taking place over the next three fiscal years. Specifically, the *TIP* documents how CAMPO prioritizes projects and allocates funding. CAMPO's *TIP* will be submitted to the Governor's Office for incorporation into the *Statewide Transportation Improvement Program (STIP)*.

South Benton County Connectivity Report

OCWCOG was asked to create a plan for south Benton County and the City of Monroe, in response to ongoing grassroots conceptual design efforts surrounding multimodal transportation improvements. A formal plan was needed to provide the backbone for multimodal capital improvements based around Monroe, which will be included in the Benton County's forthcoming *Transportation System Plan (TSP)* update.

To satisfy this need, OCWCOG created the *Connectivity Plan: Planning for Community Connectivity in the City of Monroe and South Benton County (Connectivity Plan)*. This planning document provides a clear foundation and guide to developing improved multimodal connectivity options in and around the City of Monroe. It also connects many previous planning efforts and needs assessments, which establish the need for, and locations of, an interconnected system of paths, trails, sidewalks, and other amenities that will promote bicycle and pedestrian connectivity and community development.

The Monroe City Council voted to adopt the *Connectivity Plan* in May 2017, and it is expected that the Benton County Board of Commissioners will vote on adoption in June 2017.

Transportation Options

Each year, OCWCOG partners with the City of Corvallis's Active Transportation Program to produce the *Get There* campaign. This campaign encourages non-drive-alone trips, by asking users to track these trips through the statewide ridematch database, *Drive Less Connect* (www.DriveLessConnect.com). This year's campaign took place May 6th-27th across Linn, Benton, and Lincoln Counties. Participants were eligible to win prizes, which included gift cards for local restaurants, farmers markets, coffee shops, and more.

During this year's campaign, participants logged 36,029 non-drive-alone miles, enough to travel around the Earth! These miles included 1,714 bicycle trips, 250 bus trips, 567 carpool trips, 432 vanpool trips, and 417 walking trips. This amounts to an estimated 27,198 lbs of CO₂ prevented from entering the atmosphere, as well as 1,357 gallons of gasoline saved, and \$10,603 saved by participants over driving alone. This year's sponsors included Chinook Winds Casino Resort, vRide (a vanpool company), Enterprise Rideshare, and Oregon State University.

Cascades West Area Commission on Transportation

The Cascades West Area Commission on Transportation (CWACT) met on May 25th to hear the following updates:

- An update on the state's Legislative session,
- Efforts of the Joint Committee on Transportation Preservation and Modernization to advance a transportation infrastructure funding bill,
- An update from Business Oregon on a winter 2016 study addressing the feasibility of developing an intermodal transfer facility in the mid-Willamette Valley, and
- The Oregon Department of Transportation (ODOT) provided an update on efforts by the agency to better comply with requirements of the Americans with Disabilities Act (ADA), regarding sidewalks and other pedestrian infrastructure throughout the state.

Notes



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