

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MINUTES
January 18, 2018**

MEMBERS: Mayor Sharon Konopa, Albany; Commissioner Bill Hall, Lincoln County; Mayor Biff Traber, Corvallis; Councilor Bob Elliott, Lebanon; Councilor Dann Cutter, Waldport; Councilor Greg Chamberlain, Halsey; Councilor Sarah Puls, Harrisburg; Mayor Jim Lepin, Millersburg; Councilor Jeanni Cuthbertson, Monroe; and Councilor Debbie Nuber, Scio.

STAFF: Executive Director Fred Abousleman; Finance Director Sue Forty; Senior and Disability Services (SDS) Director Randi Moore; Community and Economic Development (CED) Program Manager Brenda Mainord; Community Services Program (CSP) Manager Jennifer Moore; Executive Assistant Jennifer Kelley; and Communications Consultant Lindsey Riley.

VIDEO: Councilor Susan Wahlke, Lincoln City; and Mayor Billie Jo Smith, Toledo.

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Chair Sharon Konopa at 2:03 p.m. on January 18, 2018 at the Cascades West Center in Albany.

1. Welcome and Introductions

Chair Konopa welcomed attendees and introductions were made.

2. Public Comment

There was no public comment.

3. Consent Calendar

Commissioner Bill Hall motioned to approve the consent calendar as presented, Councilor Bob Elliott seconded. Motion passed unanimously. Consent calendar items as presented included:

- a. Approval of previous Board of Directors' Meeting Minutes;
- b. Approval of the *Senior Meals* program name change;
- c. Adoption of *Resolution #18-01-01 - Authorizing Signing and Endorsing Checks and Other Instruments*;
- d. Approval of the OCWCOG Board of Directors 2018 meeting schedule; and
- e. Financial Update for the period of July 1, 2017 through November 30, 2017.

4. Review of Executive Director's Accomplishments and Goals

Executive Director Fred Abousleman reminded the Board that he is to undergo a review with the Board on a yearly basis; however, his contract renews every three years. He stated that this yearly review is an opportunity for the Board to provide feedback on performance, as well as give direction on future goals.

Executive Director Abousleman highlighted items in his accomplishments and goals. He stated that two items have been added to this list for the first time. Business Services are now offered to members via contract, including Human Resources, Technology Services, and Financial Services; and secondly, technology and tools have been explored to a larger extent, with the goals of increasing OCWCOG efficiencies and also providing improved services to member jurisdictions.

Executive Director Abousleman stated that he believes he has done well at administration. He stated that OCWCOG management functions well as a team, and is building capacity and programs. He stated that the OCWCOG team exists to serve members, and believes that OCWCOG provides exceptional service.

Executive Director Abousleman stated that a goal is to continue to familiarize himself with contacts within the State, and within the multi-State region.

Councilor Greg Chamberlain joined the meeting.

Executive Director Abousleman stated that during his time at OCWCOG, he has forged relationships with key regional figures, such as Linn-Benton Community College President Greg Hamann, Oregon State University President Ed Ray, and previous Samaritan Health Services President and Chief Executive Officer Larry Mullins. He stated that he has built trust with these leaders, and that they have been supportive of OCWCOG. He stated he would like to continue this trend with others in the Region.

Executive Director Abousleman stated that OCWCOG's budget is on a sustainable path, and the agency is strong, but OCWCOG can do more. He stated that although he believes he occasionally pushes too hard for progress, it is not wrong to push. He stated that he is proud of OCWCOG's Board, and is grateful to work for such a supportive group.

Executive Director Abousleman stated that he believes programs can be shaped to better serve communities, and is glad to have Community Services Program (CSP) Manager Jennifer Moore, and Senior and Disability Services (SDS) Director Randi Moore leading their programs. He stated that SDS Director Moore's program is the largest in the agency, and although she is doing well at managing the program, CSP Manager Moore's programs sometimes get lost under the SDS umbrella. He stated that he is happy to be separating the programs into SDS and CSP.

Executive Director Abousleman stated that Community and Economic Development (CED) Director Phil Warnock and CED Program Manager Brenda Mainord have worked hard to build a \$9 million *Ride Line* program. He stated that CED Program Manager Mainord is retiring, and that CED is continuing to rethink and build on its programmatic structure. He stated that some members have been recently using business services provided by General Administration.

Mayor Don Ware stated that many residents in Brownsville were unfamiliar with *Ride Line*, and asked if the program is available in Brownsville. CED Program Manager Mainord stated that *Ride Line* is available in Brownsville, and a representative from the program would be happy to present to residents.

Executive Director Abousleman stated that OCWCOG will be moving the Corvallis office to a different location with a larger and more updated space. He also stated that fundraising will continue to grow in importance moving forward. He stated that he will be working on strengthening partner relationships.

Executive Director Abousleman stated that key goals include hosting *CelebrateLBL* in 2018, hosting more *Meals on Wheels (MOW)* fundraisers, staying informed on the upcoming Legislative session, and managing his team.

Councilor Dann Cutter stated that he would like to see *MOW* fundraisers in each County. Executive Director Abousleman stated that the *Chocolate Classic* may become a *MOW* fundraiser on the Coast.

Commissioner Hall stated that Executive Director Abousleman provided a good self-assessment, and likes that he has built a good team. Commissioner Hall stated that he appreciates that Executive Director Abousleman has hired smart people, as that is a marker of an outstanding manager.

Chair Konopa stated that she gives a lot of credit to Deputy Director Lydia George for establishing many of the policies that have shaped the agency. Chair Konopa stated that the Board does not see policy issues as often as in the past.

Commissioner Hall stated that Deputy Director George has always been a great asset, and that until Executive Director Abousleman was hired, Deputy Director George was under-utilized. Commissioner Hall recognized Executive Director Abousleman for seeing Deputy Director George's value.

Executive Director Abousleman informed the Board that Deputy Director George has announced her retirement after 28 years of service. He stated that Deputy Director George began her career at OCWCOG as a Clerical Assistant, and has been an incredible asset. He stated that currently Deputy Director George is retired through the Public Employees Retirement System (PERS), but was hired back at reduced hours. OCWCOG has begun the recruitment process for a new Deputy Director, and will rework the position to be a Chief Operations Officer, a Deputy to the Executive Director, and a Chief of Staff. He stated that the recruitment will likely be longer than typical, as OCWCOG is looking for an outstanding candidate. He stated that Deputy Director George has agreed to consult during a transition, if needed.

Chair Konopa asked CED Program Manager Mainord when she is retiring. CED Program Manager Mainord stated that she is likely working through August.

Councilor Cutter stated that many programs will be in transition with an incoming person, and offered that if Executive Director Abousleman feels he needs to bring in additional temporary resources, to let the Board know.

Mayor Jim Lepin stated that the City of Millersburg has leaned on OCWCOG staff extensively in the past few months, and complimented staff on their work. Mayor Billie Jo Smith stated that the City of Toledo has been receiving assistance from OCWCOG Finance staff, and assistance has been wonderful. She stated that the help has allowed the City to carry on with business, as well as adding new systems to improve operations.

Mayor Biff Traber complimented Executive Director Abousleman on doing a tremendous job moving the agency forward. He stated that organizational accomplishments are critical, but additionally acknowledged Executive Director Abousleman on an individual level, as he feels strongly that Executive Director Abousleman is doing a superb job.

Commissioner Hall motioned to accept Executive Director Abousleman's accomplishments and goals, Councilor Cutter seconded. Motion passed unanimously.

5. Legislative Advocacy Proposal

Executive Director Abousleman stated that it has been some time since OCWCOG has taken a policy role. He expressed growing needs regarding the ability of communities to accomplish more collectively, on issues of mutual interest. He stated that City/County Managers/Administrators brought this issue forward during monthly meetings, presented to the OCWCOG Executive Committee, and then the Board of Directors. During presentations, there were concerns about overlap with the Association of Oregon Counties (AOC) and the League of Oregon Cities (LOC). The Board provided direction that it would be most advantageous to focus on localized issues, rather than duplicate State-wide issues that the AOC and LOC are more likely to address.

Executive Director Abousleman stated that at Board direction, City/County Managers/Administrators developed a proposal that includes a potential process, as well as some issues of importance to staff in regional Cities and Counties. He stated that guidelines have been drafted, with approaches based on other Councils of Governments.

Executive Director Abousleman stated that the proposal recommends that each January, the Board would consider policy issues as presented from a variety of sources. Board members would decide on broad topics to address. City/County Managers/Administrators would then go forward to develop potential solutions. He stated that approaches could be modified throughout the year, as directed by the Board during updates. OCWCOG could eventually host meetings with Legislators. Executive Director Abousleman stated that it may be too late to focus on the 2018 Legislative session.

Executive Director Abousleman stated that parameters are outlined to emphasize focus on problems which have an achievable solution for the advocacy group. He stated that topics should also have regional significance, although it is not necessary for an issue to impact every jurisdiction within the Region. He stated that during discussions, it may become apparent that a few jurisdictions are struggling with an issue, and these discussions may lead to smaller group collaborations independent from the OCWCOG Board. He stated that the final piece in the process would be convening Legislators, which would likely happen in September.

Executive Director Abousleman suggested the Board adopt the process first, then discuss issues for advocacy exploration.

Chair Konopa suggested emailing out the proposed list of issues, for members to present to their Councils and Boards. She stated that in order to protect Board members and City/County Managers/Administrators, it is important for other elected officials to be informed on the Board's advocacy activities, and to have the option to be a part of the process.

Councilor Cutter stated that his understanding was that the Board would provide guidance on topics, and then City/County Managers/Administrators would provide specificity for the Board to then approve or modify. Executive Director Abousleman agreed, and stated that the issues brought forward were broad staff recommendations, and only meant to provide ideas and guidance to the Board.

Chair Konopa stated that the policy proposal is a separate motion from the issues.

Councilor Cutter stated that he would like to give broad latitude on issues, and see what specifics City/County Managers/Administrators present.

Mayor Smith stated that the Board may not be comfortable selecting three issues presently, and suggested taking the list back to Councils to be readdressed at the next Board meeting. Mayor Traber responded that this timeframe could cause delays, as for some Councils, it could take months to get an item on the agenda. He suggested that Board members present to Councils as something that OCWCOG is doing, and ask if Councils have any changes, rather than asking them to select issues.

A review of issues was presented by Executive Director Abousleman.

The Board agreed not to address land-use, and additionally agreed to not address housing, as the issue is not in the OCWCOG purview. The Board discussed emphasizing local control.

Mayor Traber stated that the OCWCOG Region sits between two large population regions, and has rural areas. He suggested emphasizing issues that apply to only this Region, such as the Mid-Willamette Valley Intermodal Transfer Facility.

Executive Director Abousleman suggested revised issues: transportation accessibility and mobility; economic development and environment; and human and social services.

Chair Konopa requested that the Board be sent an updated copy of revised issues, so that they might present to their Councils and Boards.

Councilor Cutter stated that some solutions for issues may take years to implement, and the Board should feel comfortable coming back to discuss the issues over the course of a long period of time. He also requested that housing be left in the list of issues, in case City/County Managers/Administrators have a specific problem they would like addressed.

Mayor Traber motioned to adopt the recommended guidelines as modified, for legislative policy development. Councilor Cutter seconded, motion passed unanimously.

Commissioner Hall motioned to select broad policy issues as modified, for refinement by City/County Managers/Administrators and other OCWCOG Committees as directed. Councilor Elliott seconded, motion passed unanimously.

6. Fiscal Year (FY) 2018-2019 Dues

Executive Director Abousleman stated that dues calculations are formula-based, using population and the Consumer Price Index for All Urban Consumers (CPI-U). He stated that dues are used nearly exclusively to match funds for Medicaid, transportation, economic development, and other OCWCOG programs. Dues are not used for administrative functions.

Executive Director Abousleman stated that each year, recommended dues are presented to the OCWCOG Finance Committee, which makes a recommendation to the Board on whether to accept the dues as calculated. Then the Board votes whether to set the annual dues for the recommended amounts. Executive Director Abousleman stated that based on population increases and the CPI-U, dues have increased this fiscal year by a total of just over \$15,000.

Mayor Ware motioned to set the dues rate as recommended for FY2018-2019, Commissioner Hall seconded. Motion passed unanimously.

7. Program Update Question and Answers

CSP Manager Moore stated that a new *Meals on Wheels* Supervisor, an internal candidate, would be starting the following Monday.

Executive Director Abousleman stated that CED will be hiring a Transportation Section Manager to oversee Albany Area Metropolitan Planning Organization, Corvallis Area Metropolitan Planning Organization (CAMPO), Cascades West Area Commission on Transportation, *Ride Line*, and potentially other transportation-related tasks.

Chair Konopa asked if the Transportation Section Manager position would be a combination of existing positions. Executive Director Abousleman responded that there would be restructuring of existing positions, as well as adding staff capacity. Metropolitan Planning Organization staff would be Managers, not Directors. The Transportation Section Manager would be over those two positions, and would ideally be more experienced. This restructuring would provide more staff capacity for future growth.

Mayor Traber asked if CAMPO Director Ali Bonakdar is leaving OCWCOG. Executive Director Abousleman stated that there is no definite plan, but CAMPO Director Bonakdar has been discussing future retirement.

8. Projects of Regional Interest

Mayor Traber stated that the City of Corvallis has been struggling with Accessory Dwelling Units (ADUs), as they are permitted within the City, but have specific restrictions. A housing task force tried to work through making specific improvements. When the task force presented to the City Council, some issues were selected for proceeding, some not. He stated that one requirement of ADUs in the City is that an owner-occupied unit must be on the property. The housing task force recommended changing this, but the Council did not approve that change.

Mayor Traber stated that there are also design limitations for ADUs, which the task force recommended loosening. Parking requirement changes were suggested, as well as system development changes. The Council approved ongoing work on these recommendations. Mayor Traber stated that the City is exploring whether marketing or regulations are the largest problems for ADUs.

Councilor Cutter stated that the City of Waldport is starting to inventory occupied Recreational Vehicles (RVs). He stated that in Waldport, it is illegal to live in an RV, but the City also recognizes that some people would be homeless without this opportunity. Waldport is considering a temporary stay of ordinances, or possibly allowing RVs but having some accountability through registration, so the livability of units can be confirmed. He stated that the City is concerned about enabling suffering from neglected housing, and also has concerns regarding sanitation and sewage. He added that the City is starting to see more requests to enforce regulations, however the City recognizes that there are few or no affordable rentals.

Mayor Traber left the meeting.

Councilor Cutter stated that Waldport historically has small lots, which are often too small for an ADU. Chair Konopa stated that the City of Albany does not allow living in RVs, but does allow brief stays. Commissioner Hall stated that he tried to discuss allowing ADUs in unincorporated areas with stipulations, but the issue went nowhere due to enforcement concerns.

Councilor Elliott clarified that the housing subdivision mentioned in the previous meeting as being built in Lebanon is actually outside of the City, and under Linn County jurisdiction.

Councilor Cutter stated that he has growing interest in access to charging stations for electric vehicles, as the availability of charging stations can sometimes determine destinations. He stated that free charging stations can encourage spending in downtown areas. He suggested that with new rebates, there may be more electric cars on the road.

Chair Konopa asked how much the charging stations cost. Councilor Cutter stated that each station costs approximately \$3,000.

Councilor Susan Wahlke stated that Lincoln City has several throughout, with many at the outlet mall. This encourages shopping while charging.

9. Other Business

Disability Services Advisory Council (DSAC) Vice-President Mike Volpe stated that the Senior Services Advisory Council (SSAC) and DSAC have made changes to meeting schedules this year, with joint SSAC/DSAC meetings now occurring every two months. Care Planning Committee meetings occur on the in-between months. This allows for the Councils

to gain training. DSAC Vice-President Volpe stated that the changes have been working well.

Executive Director Abousleman stated that the Councils have been doing a great job at advocating for programs and services.

10. Adjournment

Chair Konopa adjourned the meeting at 3:46 p.m.

Minutes recorded by Jennifer Kelley.