

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MINUTES  
January 17, 2019**

**MEMBERS:** Mayor Sharon Konopa, Albany; Mayor Biff Traber, Corvallis; Mayor Jim Lepin, Millersburg; Councilor Debbie Nuber, Scio; Councilor Diane Gerson, Sweet Home; Mayor Don Ware, Brownsville; Commissioner Will Tucker, Linn County; Councilor Wayne Rieskamp, Lebanon; and Mayor Dean Sawyer, Newport.

**VIDEO:** Mayor Dann Cutter, Waldport; Commissioner Stewart Lamerdin, Port of Newport; Councilor Judy Casper, Lincoln City; and Mayor Rod Cross, Toledo.

**STAFF:** Executive Director Fred Abousleman; Deputy Director Rachael Maddock-Hughes; Finance Director Sue Forty; Community and Economic Development Director Phil Warnock; Senior and Disability Services Director Randi Moore; Community Services Program Director Jennifer Moore; Technology Services Manager Brian Chytka; Union Representative Ashley Bogue; and Administrative Assistant Janet Hughes.

**VIDEO CONFERENCE:** Eligibility Supervisor Dawn John.

**GUESTS:** None.

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors' Meeting was called to order by Chair Sharon Konopa at 2:04 pm at the Cascades West Center in Albany.

**1. Welcome and Introductions**

Introductions were made.

**2. Public Comment**

No public comment.

**3. Election of New OCWCOG Executive Committee**

The election of OCWCOG's new Executive Committee was held. The 2019 – 2020 Executive Committee Members are:

- Chair, Mayor Biff Traber (Benton County)
- Vice Chair, Mayor Dann Cutter (Lincoln County)
- Treasurer, Mayor Sharon Konopa (Linn County)
- At-Large Representatives: Commissioner Claire Hall (Lincoln County); Mayor Jim Lepin (Linn County) and a TBD Representative from Benton County.

There were not enough Board Members present from Benton County to caucus and select an At-Large Representative for the Executive Committee. This will be done via email.

Mayor Traber accepted the nomination with the understanding that he would need to leave the meetings at 3:30 on months that he had Council meetings, unless the Board meetings could be moved up a half hour. The consensus of the Executive Committee was to finish meetings on those days early.

Mayor Jim Lepin motioned for the Executive Committee, as detailed in the minutes, to be elected. Mayor Don Ware seconded. Motion pass unanimously.

Executive Director Fred Abousleman presented outgoing Chair Konopa with a bouquet of flowers in appreciation of her service as Chair.

Mayor Biff Traber called the OCWCOG Board of Directors' Meeting to order as the newly elected Chair at 2:21 p.m.

**4. Appointment of Budget Committee**

The Budget Committee members are the Finance Committee members.

Councilor Diane Gerson motioned to appoint the Budget Committee. Mayor Cutter seconded. Motion passed unanimously.

**5. 2019-2020 Work Program and Budget Calendar**

Mayor Traber asked if anyone had questions on the *2019-2020 Work Program & Budget Calendar*. There were no questions.

Mayor Konopa made the motion to accept the *2019-2020 Work Program & Budget Calendar*. Mayor Ware seconded the motion. Motion passed unanimously.

**6. Consent Calendar**

Mayor Lepin noted on page 11, under "Biosolids Disposal," the second bullet needs to reflect that the \$700,000 cost is the annual cost for sludge disposal for the Albany / Millersburg waste water treatment plant and not just Millersburg.

Mayor Ware made the motion to accept the December 6, 2018 meeting minutes, as amended, and the Financial Update. Mayor Lepin seconded. Motion passed unanimously.

**7. Creation of Special Subcommittee on the Future of OCWCOG Buildings and Facilities**

Executive Director Abousleman explained that OCWCOG has three buildings and 11 meal site locations. The Albany building needs work and some of the meal site locations need improvements. The Albany building was built in 1970. The Toledo site has lots of life left. Executive Director Abousleman went on to note that he is not sure what the organization needs, if the Albany building (specifically) is fit for an upgrade or if it is time to look at a new building. The staff is outgrowing the Albany building, for instance, the *RideLine* Call Center needs a bigger area.

Mayor Lepin said he thought staff and the Board had this conversation a couple years ago and about the outcome of that conversation. Executive Director Abousleman replied that it was shelved because they didn't know enough of what they wanted, needed, or envisioned.

Executive Director Abousleman continued that if there were Members that had an interest in working with OCWCOG staff, for instance combining bids or working with the same contractors, OCWCOG is very open to the conversation. The organization needs a new roof and is going out for bids for contractors. Does anyone else need a new roof that we could go out for bids together? Executive Director Abousleman noted that a roof is just one of the renovations that is coming.

Chair Traber commented that Corvallis may be looking at new quarters for the Justice Department and that City Hall is looking to expand. There may be opportunity there.

Chair Traber noted that a last month's Board meeting, Councilor Cutter, Commissioner Hall, and Mayor Konopa were named to this Subcommittee. He asked if anyone else was interested in joining the Subcommittee. Councilor Wayne Rieskamp and Mayor Rod Cross volunteered to be added to the Subcommittee.

Mayor Konopa agreed to Chairing the Subcommittee.

Chair Traber motioned for the appointment of Councilor Rieskamp and Mayor Cross to the Special Subcommittee on the Future of OCWCOG Buildings and Facilities, including Mayor Konopa's Chairmanship. Commissioner Hall seconded. Motion passed unanimously.

#### **8. Selection of Association Bylaws Subcommittee**

Chair Traber noted that the OCWCOG Bylaws need updating. Executive Director Abousleman said that the Bylaws were last examined in 2010, and that there are some streamlining or changes to some processes that may be useful to the Board.

Chair Traber noted that the following Board members were named to the Subcommittee last month: Mayor Cutter, Commissioner Hall, and Mayor Konopa. He asked for additional volunteers. Councilor Gerson and Mayor Lepin volunteered.

Mayor Konopa motioned for the appointment of Councilor Gerson and Mayor Lepin to the Association Bylaws Subcommittee. Commissioner Will Tucker seconded. Motion passed unanimously.

#### **9. 2019 Member Dues**

Executive Director Abousleman presented the 2019 OCWCOG membership dues. He stated that the Federal Government shutdown was not affecting OCWCOG yet. OCWCOG's membership dues account for 1% of its budget, and uses membership dues to match by Federal and State dollars.

Executive Director Abousleman noted that membership dues are based on Portland CPI-U. He noted that the Region is growing, but that none of the money collected from dues goes into OCWCOG's general operating budget.

Mayor Lepin commented that he thought his population was larger than noted on the spreadsheet, and was amicable to higher dues. Executive Director Abousleman stated that the population is based on 2017 population, but would be happy to talk with the Mayor after the meeting to research further.

Mayor Ware motioned to accept the 2019 Member Dues as presented. Councilor Gerson seconded. Motion passed unanimously.

Executive Director Abousleman reminded the Board about the Special Projects Fund. He noted that any member may present any project idea before the Board for the common good of the Region. OCWCOG is working on a housing assessment project that the Board approved use of the funds (\$25,000 in \$5,000 increments). After each increment has been spent, OCWCOG will present a report of findings to receive the next increment.

Mayor Konopa stated that there had been another submission for the Special Projects Fund, but that did not pan out.

Executive Director Abousleman explained the *Board Orientation Books* that were handed out; these are specifically for the new Board Members, who might not be familiar with OCWCOG and include the following:

- Board Directory;
- Power and Duties of the OCWCOG Board of Directors;
- OCWCOG Bylaws;
- OCWCOG Articles of Agreement;
- ORS Chapter 190;
- OCWCOG Relationships and Affiliations;
- OCWCOG Acronym List;
- OCWCOG Board of Directors' Meeting Schedule;
- *OCWCOG Legislative Issue Areas*;
- *directionCOG*; and
- *2018-2019 Work Program and Budget*.

Executive Director Abousleman commented that OCWCOG was formed in 1975, has 160 staff members, and runs more than 175 programs across its three Departments – Senior and Disability Services; Community and Economic Development; and Community Services Program. He encouraged the new Board members to ask questions of staff and himself, and during the meeting and outside, to get to know their organization.

## **10. OCWCOG Program Updates**

Community and Economic Development –

- Community and Economic Development (CED) Director Phil Warnock introduced two new members of the planning team – Dana Nichols and Stephanie Nappa. He's excited about the capacity and additional work these team members will add to CED's portfolio, including additional transportation work and Coastal city planning processes.
- CED received an *Inclusive Transportation Planning* grant. Director Warnock stated that from this grant, the team was able to develop a *Levels of Inclusion* graphic, which allowed the team to determine what type of participation planners could expect from members of the community.
- CED's GIS staff is available to assist and serve communities to modernize or expand their information system in the GIS environment.

Community Services Program –

- Community Services Program (CSP) Director Jennifer Moore noted that there was one staff member out on medical leave in Veterans Services, but the rest of the team was able to maintain the consistent level of service. For instance, over the last six quarters, the Benton County Veterans Services Office has had \$3 million in recovery, which means \$44 million back to Veterans over the last four years. CSP has hired a new Veterans Service Officer, Wendy Morris, who will start in February.
- CSP Director Moore stated that Clayton Homes has donated to *Meals on Wheels* every year for the past five years. This year, Clayton Homes has made their largest donation yet - \$1,000. They have pledged to double this amount next year.

Councilor Judy Casper asked how the Federal Government shutdown has affected OCWCOG programs. CSP Director Moore said not much. Sixty percent of OCWCOG programs are paid for via third party payers, and four out of six of OCWCOG staff are volunteers, so for now, the shutdown hasn't affected OCWCOG's programs.

Senior and Disability Services –

- Senior and Disability Services (SDS) Director Randi Moore agreed with CSP Director Moore, that Medicaid is stabilized with no interruptions because of the Federal Government shutdown, as funding for Medicaid comes out of a different pot of money. *Long-Term Support Services* are fine too, as they are not affected by the Federal Government shutdown either.
- The *Supplemental Nutrition Assistance Program (SNAP)*, however, is affected. *SNAP* funds for February are being deployed early (January 21st). Applications submitted after January 15th will more than likely not be processed until after the shutdown is over. *SNAP* funds for March are in question, if the shutdown is not over.

Commissioner Tucker commented on how bad the February crunch is not just for those receiving *SNAP* benefits, but also those who receive housing vouchers. He detailed what was being done in Linn County for those who receive housing vouchers. He noted that Linn County is reaching out to others next week about how to meet the needs of these constituents.

Executive Director Abousleman noted that OCWCOG's *Aging and Disability Resource Connection (ADRC)* is a good resource for those across the Region (and State). The *ADRC* Call Center has a wealth of information and often refers calls to other programs (within or outside of OCWCOG) that should be able to help.

Executive Director Abousleman stated that as information comes in on the shutdown, he is sending updates. These will continue until the Federal Government shutdown is over.

Mayor Konopa congratulated SDS Director Moore on her appointment to the State's Home Care Commission.

## **11. Topics of Regional Interest**

Chair Traber asked if anyone had any Topics of Regional Interest that they would like to discuss.

Coast Guard –

- Commissioner Stewart Lamerdin announced that the U.S. Coast Guard has been paid, despite the Federal Government shutdown. Coast Guard families have also been using Newport's Food Bank, though the Food Bank had to be careful of what and how much they pass out in fundraising, to not step on Coast Guard regulations.
- Commissioner Lamerdin noted that the Coast Guard is carrying out their normal operations, as costs for operations is out of a different budget that is not affected by the Federal Government shutdown. Gas and operational support (including salaries) are affected by this shutdown.
- Commissioner Lamerdin also commented that utility companies have said that they will not be shutting anyone's electricity off during the shutdown.

#### Biosolid Waste in the Region –

- Mayor Lepin stated that this topic has come full circle. OCWCOG and the Region need data to show the need for a Regional solution to biosolid waste. Mayor Lepin knows that CED Director Warnock tried gathering the data needed, but didn't have enough support from the communities.
- Mayor Lepin asked if Board members took the information back to their Councils and discussed this issue.
- Mayor Konopa commented that in Albany, the solution that they were looking at would only cover the needs for Albany and Millersburg. However, the City of Albany would be interested in joining a Regional solution. She noted that as a Region, a solution is needed.
- Councilor Casper asked if there were any Solid Waste Advisory Committees or Commissions within the communities of the Region. Commissioner Tucker answered Linn County does, but not for biosolids.

#### House Bill 2284 –

- Commissioner Lamerdin asked if anyone was familiar with House Bill 2284, which in part, would remove local authority of a government appointed commission. The Commissioner noted that the Port of Newport is strongly opposing it.
- Executive Director Abousleman stated that OCWCOG would help support the Port of Newport in any way needed, including letters to Legislature, pulling information together, or attending hearings.

#### Single Family Zoning Bill –

- Mayor Konopa commented on another bill that is of concern to her and Albany – the State's ban on single family zoning. The Regional Mayors are taking a stand in that the State should not be telling the Mayors' about local zoning laws.
- Commissioner Tucker noted that Rural Regions should not be included; he supported accessory dwelling units (ADU) inside of an urban district.
- The Board had a tremendous discussion around this bill, and the consensus was opposition to the Governor's Single Family Zoning Bill.
- Executive Director Abousleman asked the group what they wanted to address with the bill, as OCWCOG is happy to approach the Oregon Legislature to support their needs.

#### **12. Other Business**

None.

#### **13. Adjournment**

The meeting adjourned at 3:30 pm.

*Minutes recorded by Janet Hughes.*