

AGENDA
Rogue Valley Council of Governments
Board of Directors

Date: [Wednesday, January 23rd, 2019](#)
Board Meeting: **12:00 noon**
Location: [Rogue Valley Council of Governments Jefferson Conference Room](#)

- 1. Call to Order / Attendance.....Chair**
- 2. Introductions and Comments from Members / Public.....Chair**
- 3. Consent Calendar.....Chair**
 - A. Approve Minutes of December 5th, 2018 Meeting
- 4. Discussion/Presentation.....Chair**
 - A. Nikki Hart-Brinkley will present the following:
 - 1) RVCOG’s role in the upcoming census
 - 2) RVCOG’s contribution to the annual homeless count
 - 3) RVCOG’s test of drone software to analyze solar potential
- 5. Reports.....Executive Director**
 - A. Newly Elected’s Orientation to State Agencies Update
 - B. JOCO F&F Building Update
 - C. ShakeAlert Update
 - E. Receivables Report / Balance Sheet / Statement of Revenues and Expenditures
- 6. Regional Update / Open Air..... All**
- 7. Agenda Build.....Chair**
- 8. Other Business.....Chair**
- 9. Next Meeting.....Chair**

The next meeting will be held in RVCOG’s conference room on Wednesday, February 27th, 2019.

Adjournment

<p>Questions? Please contact RVCOG at 541-664-6674. If assistance is needed to participate in this meeting, please notify us at least 24 hours prior to the meeting to assist staff in providing reasonable accommodation.</p>

**Rogue Valley Council of Governments
Board of Directors Meeting**

Summary Minutes from the December 5th, 2018, Meeting

VOTING MEMBERS

Present:

Councilor Jim Lewis (Jacksonville)
Mayor Pam VanArsdale (Rogue River)
Board Member Jody Hathaway (ECSO 911)
Commissioner Bob Strosser (JACO)
Board Member Bill Mansfield (RVTD)
Mayor Chris Luz (Phoenix)
Commissioner Dan DeYoung (JOCO)

Councilor Roy Lindsay (Grants Pass)
Councilor Dick Gordon (Medford)
Councilor Mike Morris (Ashland)
Mayor Bob Russell (Eagle Point)
Board Member Carl Tappert (RVSS)
Board Member Colleen Padilla (SORED)
Mayor Linda Spencer (Town of Butte Falls)

Absent:

Cave Junction Representative
Gold Hill Representative
Shady Cove Representative
JSWCD Representative
JCLD Representative

Talent Representative
Central Point Representative
RCC Representative
SOU Representative

RVCOG STAFF:

Michael Cavallaro, Ann Marie Alfrey, Laura O'Bryon, Donovan Edwards

1. Call to Order/Attendance

President Lewis called the meeting to order at 12:05 p.m. and asked for roll call.

2. Introductions, Service Awards and Comments from Members/Public

President Lewis introduced Kelly Madding, Ashland City Administrator and Ryan Hess, Rogue River Mayor-Elect.

President Lewis asked Ms. O'Bryon to introduce Katherine Carlson and Lindsay McCreedy, both OHSU students and announced they would brief the board on the work they have done with the Open Bed Adult Foster Care Initiative.

Mr. Cavallaro presented Councilor Mike Morris and Mayor Bob Russell commemorative plaques recognizing their time served on the RVCOG Board, both members were attending their last meeting as representatives of their communities on the board.

3. Consent Agenda

MOTION: Councilor Roy Lindsay moved to approve the minutes of October 24, 2018 and the nomination of the new DSAC Member Bonnie Huard. Mayor Chris Luz seconded the motion. The motion was approved unanimously.

4. Presentations

Rural/Urban Fire Buffer

Ms. Madding explained that while Jackson County does not have a weed ordinance there is precedence in how county properties are treated differently. Citing marijuana ordinances in which there is a 150 foot buffer zone between county property and city limits, she said that something like that could be done for weed control to help create a fire buffer. She announced that she had brought this up at a recent Public Managers meeting and it had been well received. Whether or not fire districts are already authorized or

would be willing to enforce these buffer zones and work with property owners is an idea she has yet to flush out however she has spoken with the Ashland Fire Chief and intends to present this to all of the district fire chiefs at an upcoming meeting.

Several board members echoed similar concerns for fire safety and frustrations from not having authority to enforce weed management on private and county properties that border city limits. There was board consensus for Ms. Madding to come back before the board following her meeting with the fire districts.

Update on Adult Foster Care Website Initiative

Ms. Carlson and Ms. McCreedy reminded the board that prior to the creation of the Adult Foster Care website, cold calling all 120 plus adult foster homes was your only solution to find adult foster care. They also provided statistics that indicate that the population of older adults will significantly increase over the next 10 to 12 years.

They showed some slides of the website to demonstrate its capabilities and to highlight the available adult foster home information.

The goal of the first phase of their project (which the Board received a previous update on, was to boost the user rate of providers and educate consumers to the websites availability. This term the focus was on motivating providers to utilize the website and making it much easier to search. While they did not meet the user rate goal of 80% , they did see significant increase in usage, and believe that once providers become more accustomed to the website usage will continue to increase.

Ms. O'Bryon said that she believed that through the combined work of RVCOG, OHSU, other AAAs in the state, and APD, similar websites will soon be available in other regions.

5. Reports

Newly Electeds Orientation to State Agencies

Mr. Cavallaro announced that the Newly Electeds Orientation would be held on the evening of January 28th, 2019. After a time is confirmed, a letter to all of the newly elected officials will be mailed out. He reminded the Board that this orientation provides an opportunity for newly elected officials to meet the major state agencies' regional representatives, and to get an idea of what these agencies do and what resources they may have available to assist jurisdictions.

He asked the Board keep that date clear on the calendars for the newly elected officials to afford them the opportunity to attend the orientation.

JOCO F&F Building Update

Mr. Cavallaro reported that unfortunately the renovation recently took a hit with "dry rot" covering a larger section of the building than originally thought. It was also discovered that the raised roof over the dining room, which was done in the 1980s, was improperly installed and now the entire back wall of the building will need to be replaced. Finally, the contractor has discovered that approximately 60 feet of the front foundation block work was not filled with mortar, which will require that stretch to be replaced with a concrete. These and other unexpected issues will push the cost of the project up another perhaps \$175,000, we won't know the final cost for several weeks.

Mr. Cavallaro said that a couple organizations were being contacted for grant opportunities and that while he wasn't sure it would happen but it is possible that at the end of the year if there remain any residual CDBG funds available some of that could be used to help cover the additional costs.

ShakeAlert Update

Mr. Cavallaro said that once ShakeAlert becomes ubiquitous on the west coast that the single “drop, cover, and hold on” protective action now recommended in the event of an earthquake will have to be reconsidered. Depending on circumstances, it would appear that evacuation should also be an option.

Receivables Report / Balance Sheet / Statement of Revenues and Expenditures

Mr. Cavallaro reported that most of it was current however the most up to date report was not available.

5. Regional Update / Open Air

Josephine County – Commissioner DeYoung reported that they were waiting to see if wood that was left over from being salvaged could be milled to donate to the portico of the F&f building. Mr. Cavallaro reported the general contractor has just expressed its willingness to donate all the lumber for the portico.

ECSSO 911 – Union negotiations will open soon. With staff turning over they will be hiring five new dispatchers in January or February of 2019. They are hoping to hire them all at once however Training Officer’s availability will determine how quickly the hiring process will take.

RVSS – The City of Shady Cove voted to approve the RVSS annexation. DEQ has issued the new Storm Water Quality permit. They will be working with Central Point, Phoenix, Talent, and Jackson County. There will be quite a bit of work involved in that.

Medford – Nothing to report.

RVTD – The funds that were supposed to have been received via the last legislature session is at risk of not being available, the next legislative session will determine if those funds will still be provided to RVTD to upgrade transportation services to the communities they serve.

Grants Pass – They are in the beginning stages of the goal setting portion of the strategic plan. Mayor Darin Fowler was elected to the Josephine County Commissioner position and will vacate the Mayoral seat. The city council will select the next Mayor who will fill that position for the remaining two years. Councilor Lindsay is one of eight candidates.

Jackson County – The road construction on Table Rock Road near the new Costco is complete, and so should be the project on Lozier Lane.

Phoenix – They will work on a new Transportation System Plan in January, the goal is to go back to two lanes in the downtown area by late spring or early summer in 2019.

Butte Falls – The town is working with Weyerhaeuser to purchase 390 acres of forest land surrounding the town, the intent is to develop a community forest and a park near the falls. It is an ambitious project however the town is working with the Governor’s Office and Oregon Solutions is helping to create an assessment of the project and how to develop governance. A police officer has been hired. Mayor Spencer thanked the City of Phoenix for conducting his training and for the gift of used equipment such as a patrol vehicle.

SORED I – Ms. Padilla handed out some postcards that announced the SORED I Open House being held on the evening of December 6th, 2018. The following week SORED I will be hosting an industry tour. The gala for SORED I Quest which is a high school competition has been postponed due to some glitches. Ms. Padilla attended a training event on Resiliency Planning in Portland, Oregon. She told Mr. Cavallaro that she believes this would a good topic in the future to discuss what has been done in the event of business related emergencies like wildfires.

ODOT – District 8 has an Incident Responder position which began as a pilot program that became permanent and a second position has been created based on the success of the pilot program. The Incident Responders are tasked with clearing incidents from the roadways within 90 minutes with the exception of fatalities and to date they have been 98% successful.

An Open House for the Grants Pass Transportation System Plan (TSP) for exits 56 and 58 off I-5 was held. Another one will be held in the spring of 2019 with the City Council and County Commissioner to explain where they are at in the process of financing and future consideration of projects and alternatives. The City of Medford also has a second reading of their TSP upcoming.

Rogue River – The city had its second public hearing of the TSP update. The Police Chief submitted his letter of resignation, he had been out for an extended time already for medical reasons. A number of applications for the new Police Chief position have been received and they hope to set up interviews in the next couple of weeks. Tree lighting ceremony was held December 1st, 2018.

Eagle Point – The new Mayor Ruth Jenks will be in attendance of the Board meeting in January. Christmas tree lighting will be held on December 8th, 2018. It is hoped that the Butte Creek Mill will be finished by Mother's Day weekend in 2019.

Ashland – The city just signed off on a police contract.

Jacksonville – Tree lighting ceremony was November 24th, 2018. The parade on December 1st, 2018 was larger and attended by more people than the previous year.

Agenda Build

None.

Next Meeting

The next regular meeting will be held on Wednesday, January 23rd, 2018, in RVCOG's conference room.

Adjournment: President Lewis adjourned the meeting at 1:32 p.m.

Rogue Valley Council of Governments
Balance Sheet
As of 12/31/2018

	Current Year To Date
Assets and Other Debits	
Current Assets	
Cash and Cash Equivalents	1,261,297.66
Investments	369,965.89
Accounts Receivable	588,660.21
Prepaid Expenses	34,577.95
Total Current Assets	2,254,501.71
Other Debits	
Fixed Assets	986,153.89
Total Other Debits	986,153.89
Total Assets and Other Debits	3,240,655.60
Liabilities, Fund Equity and Other Credits	
Current Liabilities	
Accounts Payable	274,521.44
Payroll Payable	313,580.41
Total Current Liabilities	588,101.85
Non-Current Liabilities	
Deferred Revenues	76,326.57
Deposits Held for Others	653,153.56
Compensated Absences Payable	324,152.80
Other Non-Current Liabilities	3,021.15
Total Non-Current Liabilities	1,056,654.08
Fund Equities and Other Credits:	
Contributed Capital	162,735.24
Beginning Fund Balance	1,450,159.10
Net Increase (Decrease) In Fund Balance	(16,994.67)
Total Fund Equities and Other Credits:	1,595,899.67
Total Liabilities, Fund Equity and Other Credits	3,240,655.60

Rogue Valley Council of Governments
Statement of Revenues and Expenditures
From 12/1/2018 Through 12/31/2018
(In Whole Numbers)

	Current Period Actual	Year To Date Actual	Annual Budget	Budget Variance
Revenues Less Expenditures				
Revenues				
Member Dues	0	86,095	85,848	247
Other Local Government	17,858	522,453	947,164	(424,711)
Federal and State Grants and Contracts	138,516	1,880,258	4,623,831	(2,743,573)
Donations	33,918	65,356	278,100	(212,744)
Charges for Services	16,576	249,648	575,863	(326,215)
Other Revenues	41,158	435,779	85,124	350,655
Indirect Charges	27,557	170,783	368,143	(197,360)
Departmental Administration Allocation	2,222	15,990	9,633	6,357
Interfund Revenues	50,307	301,993	650,869	(348,876)
Interfund Support Transfers	6,250	37,500	108,628	(71,128)
Beginning Fund Balance	0	0	88,840	(88,840)
Total Revenues	<u>334,363</u>	<u>3,765,855</u>	<u>7,822,043</u>	<u>(4,056,188)</u>
Expenditures				
Salaries and Wages	(190,339)	(1,030,464)	(1,984,653)	954,189
Employee Benefits	(122,931)	(698,553)	(1,265,305)	566,752
Materials and Supplies	(11,863)	(56,370)	(74,512)	18,142
Purchased Services	(131,626)	(1,172,583)	(2,688,725)	1,516,141
Other Expenses	(1,959)	(55,589)	(226,082)	170,494
Capital Outlay	0	(216,071)	(59,800)	(156,271)
Debt Service Principle and Interest	0	0	(650)	650
Operating Contingency	(833)	(5,000)	(270,197)	265,197
Indirect Charges	(27,557)	(170,783)	(368,143)	197,360
Departmental Administration Allocation	(2,222)	(15,990)	(9,530)	(6,461)
Interfund Charges	(50,307)	(301,993)	(740,819)	438,826
Interfund Support Transfers	(6,250)	(37,500)	(108,628)	71,128
Depreciation	(3,453)	(21,954)	(25,000)	3,046
Total Expenditures	<u>(549,342)</u>	<u>(3,782,850)</u>	<u>(7,822,043)</u>	<u>4,039,193</u>
Total Revenues Less Expenditures	<u>(214,979)</u>	<u>(16,995)</u>	<u>(0)</u>	<u>(16,995)</u>

Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 1/31/2019

From 7/1/2018 Through 1/31/2019

Customer Name	Invoice Number	Invoice Date	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total	Invoice Description
Ashland Parks & Recreation	19-1201	1/16/2019	2/15/2019	927.23	0.00	0.00	0.00	0.00	927.23	Hours and Miles DECEMBER 2018
Total Ashland Parks & Recreation				927.23	0.00	0.00	0.00	0.00	927.23	
City of Ashland	19-1183	11/30/2018	1/28/2019	0.00	324.78	0.00	0.00	0.00	324.78	NOVEMBER 2018
	19-1190	1/14/2019	2/13/2019	324.78	0.00	0.00	0.00	0.00	324.78	TAP Utilities - DECEMBER 2018
Total City of Ashland				324.78	324.78	0.00	0.00	0.00	649.56	
City of Phoenix	19-1137	10/31/2018	11/30/2018	0.00	0.00	0.00	10,869.91	0.00	10,869.91	TAP Utilities Oct :
Total City of Phoenix				0.00	0.00	0.00	10,869.91	0.00	10,869.91	
City of Talent	19-1020	7/31/2018	9/22/2018	0.00	0.00	0.00	0.00	2,770.47	2,770.47	JULY 2018 City Manager Recruitr
	19-1184	11/30/2018	1/28/2019	0.00	12,457.33	0.00	0.00	0.00	12,457.33	NOVEMBER 2018
	19-1191	1/14/2019	2/13/2019	7,134.23	0.00	0.00	0.00	0.00	7,134.23	TAP Utilities DECEMBER 2018
Total City of Talent				7,134.23	12,457.33	0.00	0.00	2,770.47	22,362.03	
Jackson County	19-1202	1/16/2019	2/15/2019	2,281.00	0.00	0.00	0.00	0.00	2,281.00	Foster or Resider Placment DECEM 2018
	19-1203	1/16/2019	2/15/2019	2,281.00	0.00	0.00	0.00	0.00	2,281.00	Foster or Resider Placement JANUA 2019

Rogue Valley Council of Governments

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Aging Date - 1/31/2019

From 7/1/2018 Through 1/31/2019

Customer Name	Invoice Number	Invoice Date	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total	Invoice Description
Total Jackson County				4,562.00	0.00	0.00	0.00	0.00	4,562.00	
Jackson Soil & Water	18-9989	6/30/2018	8/31/2018	0.00	0.00	0.00	0.00	715.00	715.00	Monitoring Service and Sampling Ma June 2018
Total Jackson Soil & Water				0.00	0.00	0.00	0.00	715.00	715.00	
Josephine County	18-9854	3/31/2018	5/20/2018	0.00	0.00	0.00	0.00	7,586.00	7,586.00	RVCOG Dues Fisc Year 2017-2018
Total Josephine County				0.00	0.00	0.00	0.00	7,586.00	7,586.00	
Josephine County Planning	18-9947	5/31/2018	8/2/2018	0.00	0.00	0.00	0.00	1,299.71	1,299.71	Senior Resource Center IGA May :
	19-1091	9/21/2018	11/1/2018	0.00	0.00	0.00	0.00	8,232.17	8,232.17	JULY & AUGUST : Grant Admin
	19-1106	9/30/2018	11/25/2018	0.00	0.00	0.00	6,115.40	0.00	6,115.40	Senior Resource Center CFDA # 14.228 Septembr 2018
	19-1154	10/31/2018	1/6/2019	0.00	1,727.98	0.00	0.00	0.00	1,727.98	October 2018 Se Resource Center
	19-1158	12/7/2018	1/13/2019	0.00	3,048.48	0.00	0.00	0.00	3,048.48	SR Resource Cen CDBG Project 16 NOVEMBER 2018
Total Josephine County Planning				0.00	4,776.46	0.00	6,115.40	9,531.88	20,423.74	

Rogue Valley Council of Governments

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Medford Water Commission	19-1197	1/15/2019	2/14/2019	5,000.00	0.00	0.00	0.00	0.00	5,000.00	MWC Source Wat Investigation Pro
Total Medford Water Commission				5,000.00	0.00	0.00	0.00	0.00	5,000.00	
ODOT - Mike Baker	17-9463	6/30/2017	9/28/2017	0.00	0.00	0.00	0.00	1,175.69	1,175.69	July 1, 2016 - Jul 30, 2017 Expens
	18-10014	6/30/2018	6/30/2018	0.00	0.00	0.00	0.00	(1,898.98)	(1,898.98)	MRMPO FTA ADJ Max funding exceeded
	19-1181	11/30/2018	1/28/2019	0.00	6,354.05	0.00	0.00	0.00	6,354.05	MRMPO #32908 NOVEMBER 2018
	19-1193	1/14/2019	2/13/2019	12,270.18	0.00	0.00	0.00	0.00	12,270.18	RVMP0 #32912 DECEMBER 2018
	19-1194	1/14/2019	2/13/2019	4,255.87	0.00	0.00	0.00	0.00	4,255.87	RVMP0 #32912 DECEMBER 2018
	19-1195	1/14/2019	2/13/2019	7,360.85	0.00	0.00	0.00	0.00	7,360.85	MRMPO #32908 DECEMBER 2018
	19-1196	1/14/2019	2/13/2019	2,713.89	0.00	0.00	0.00	0.00	2,713.89	MRMPO #32908 DECEMBER 2018
Total ODOT - Mike Baker				26,600.79	6,354.05	0.00	0.00	(723.29)	32,231.55	
Oregon SDS	19-1200A	1/16/2019	2/15/2019	29,000.42	0.00	0.00	0.00	0.00	29,000.42	Title XIX Administrative Reimbursement
Total Oregon SDS				29,000.42	0.00	0.00	0.00	0.00	29,000.42	
Rogue Basin Partnership	19-1118...	12/18/2018	1/17/2019	0.00	2,322.92	0.00	0.00	0.00	2,322.92	RBP Meyer Memc Trust Grant JULY-DECEMBER

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Total Rogue Basin Partnership				0.00	2,322.92	0.00	0.00	0.00	2,322.92	
Seniors People With Disabiliti	19-1103	9/30/2018	11/25/2018	0.00	0.00	0.00	19,673.93	0.00	19,673.93	JULY - SEPTEMBE 2018 ADRC NWD
	19-1198	1/16/2019	2/15/2019	38,045.45	0.00	0.00	0.00	0.00	38,045.45	Quarterly Reimbursement I Grant #149051 OCTOBER - DECEMBER 2018
Total Seniors People With Disabiliti				38,045.45	0.00	0.00	19,673.93	0.00	57,719.38	
Town of Butte Falls	19-1152	10/31/2018	1/6/2019	0.00	59.13	0.00	0.00	0.00	59.13	October 2018 Services
	19-1156	12/7/2018	1/13/2019	0.00	145.54	0.00	0.00	0.00	145.54	Fire Station SRGF Services NOVEME 2018
Total Town of Butte Falls				0.00	204.67	0.00	0.00	0.00	204.67	
Report Total				111,594.90	26,440.21	0.00	36,659.24	19,880.06	194,574.41	