

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

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**Date:** Wednesday, May 22, 2024

**Time:** 12:00 noon

**Location:** RVCOG Lewis Conference Room – 155 N 1<sup>st</sup> Street, Central Point, OR

**Zoom** <https://us06web.zoom.us/j/84017115221?pwd=QpowvMuEGf7tXgrWxETADQYQaZ5JZr.1>

Meeting ID: 840 1711 5221 / Passcode: 298449

(408) 638-0968 US (San Jose) / (253) 215-8782 US (Tacoma)

1. **Call to Order / Attendance**.....Chair
2. **Introductions and Comments from Members / Public**.....Chair
3. **Presentation**
  - A. Presentation of the Hearing Loop Installation at RVCOG, Ann Marie Alfrey, Executive Director
4. **Public Hearing**
  - A. Board Discussion and Public Comments Regarding RVCOG Fiscal Year 2024-2025 Approved Budget
  - B. Board Discussion and Public Comments Regarding RVCOG Fiscal Year 2023-2024 Amended Budget
5. **Action Items**.....Chair
  - A. Resolution 2024-02: Adoption of RVCOG Fiscal Year 2024-2025 Budget (Roll Call Vote)
  - B. Resolution 2024-03: Amendment of RVCOG Fiscal Year 2023-2024 Budget (Roll Call Vote)
  - C. Results Executive Director 360 Evaluation and Executive Director Employment Agreement
  - D. Review of IGA between RVCOG and DEQ for Ambient Air Monitoring
6. **Consent Agenda** .....Chair
  - A. Approve Meeting Minutes from April 24, 2024
7. **Reports**..... Executive Director
  - A. Executive Director’s Report
8. **Regional Update / Open Air**..... All
9. **Other Business**.....Chair
10. **Agenda Build**..... All
11. **Next Meeting**.....Chair

The next meeting will be held on **Wednesday, June 26, 2024**.

**Adjournment**

<b>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.</b>
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**ROGUE VALLEY COUNCIL OF GOVERNMENTS  
STATE OF OREGON  
2024 - 2025  
APPROVED OPERATING BUDGET**



**PRESENTED TO THE BOARD OF DIRECTORS  
May 22, 2024**

# ROGUE VALLEY COUNCIL OF GOVERNMENTS

2024 - 2025

## APPROVED OPERATING BUDGET

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## ROGUE VALLEY COUNCIL OF GOVERNMENTS ORGANIZATION OVERVIEW

Councils of Governments (COGs) are voluntary associations of cities, counties, and special purpose districts within a distinct region, serving as planning, coordination, program development, and service delivery organizations. The first COG was established in 1947, and currently COGs serve 35,000 of the country's 39,000 general purpose governments. They exist to promote regional cooperation and provide services and resources that might not otherwise be affordable or available to local governments. While COGs differ in their mix of programs from one region to another, they always share a fundamental purpose – to work with the expressed consent and support of their members to facilitate outcomes that improve the local and regional quality of life.

In 1968, under the provisions of Chapter 190 of the Oregon Revised Statutes, the Rogue Valley Council of Governments (RVCOG) was established by local jurisdictions to operate in Jackson and Josephine Counties. Currently, RVCOG has 24 members: 15 local governments and 9 other entities (special districts and institutions of higher education). Elected and appointed representatives from each of the members serve on RVCOG's Board of Directors, which governs the organization at the policy level. In addition to the Board, RVCOG's moving parts comprise an Executive Committee, professional staff, and a variety of permanent and temporary advisory committees of stakeholders, members of the public, and technical experts. In terms of funding, the vast majority comes through grants and contracts with federal, state, and local governments, with additional funding from donations and membership dues.

Although the specifics of RVCOG's program offerings have evolved over the years in response to new needs of members and changing funding sources, the COG has always maintained its fundamental role as a regional resource for technical expertise and project management, as well as a collective voice for the region when working with the State or Federal government. As we have worked over the years to constantly improve the ways in which we have filled this important niche in southern Oregon, we have also developed an appreciation for the need to balance our dedication to providing highly professional and affordable services with the need to be responsible stewards of public funds and effective financial managers. We trust this budget will demonstrate that we are having success at meeting our members' expectations on both counts.



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## ROGUE VALLEY COUNCIL OF GOVERNMENTS

### TOTAL ALL FUNDS COMBINED BUDGET

This summary budget is presented for all funds combined to provide a summary of the total operating costs of the Rogue Valley Council of Governments. It includes revenues from all funding sources, including some inter-fund revenues that are offset by inter-fund transfers and charges for services provided between operating funds.

The resources available to fund the budget are derived primarily from contracts and grants from other governmental jurisdictions, predominantly federal and state. The other significant source of revenue is derived from donations, principally derived from the Food & Friends Senior Meals Program fundraising efforts.

	2021/22	2022/23	2023/24	2024/25	2024/25	2024/25
	Actual	Actual	Adopted	Proposed	Approved	Adopted
			Budget	Budget	Budget	Budget
<u>Resources</u>						
Member Dues	88,242	88,242	89,605	90,128	90,128	-
Other Local Government	707,191	927,006	813,296	822,503	822,503	-
Federal & State Grants	6,166,768	5,824,353	8,027,427	8,318,107	8,318,107	-
Contributions & Donations	787,515	896,147	775,386	1,130,313	1,130,313	-
Charges For Services	12,117	42,473	38,750	37,503	37,503	-
Other Revenues	141,540	220,866	277,796	211,507	211,507	-
Indirect Charges	328,845	400,671	441,654	462,876	462,876	-
Departmental Administration	25,545	84,342	49,261	76,128	76,128	-
Interfund Revenues	1,156,676	1,406,853	1,593,695	1,701,067	1,701,067	-
Interfund Support Transfers	100,000	-	100,000	100,000	100,000	-
Beginning Fund Balance	-	-	48,433	94,933	94,933	-
<b>Total Resources</b>	<b>9,514,439</b>	<b>9,890,953</b>	<b>12,255,303</b>	<b>13,045,065</b>	<b>13,045,065</b>	<b>-</b>
<u>Expenditures</u>						
<u>Personnel</u>						
Salaries & Wages	2,046,196	2,391,359	2,672,801	2,840,248	2,840,248	-
Employee Benefits	979,422	1,101,590	1,344,560	1,413,450	1,413,450	-
<b>Total Personnel</b>	<b>3,025,618</b>	<b>3,492,949</b>	<b>4,017,361</b>	<b>4,253,698</b>	<b>4,253,698</b>	<b>-</b>
<u>Materials &amp; Services</u>						
Supplies & Materials	2,580,784	1,881,345	1,224,372	1,115,948	1,115,948	-
Purchased Services	2,159,005	2,281,371	3,981,403	4,427,217	4,427,217	-
Other Expenses	-	-	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>4,739,789</b>	<b>4,162,716</b>	<b>5,205,775</b>	<b>5,543,165</b>	<b>5,543,165</b>	<b>-</b>

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Capital Outlay</u>	-	-	100,000	100,000	100,000	-
<u>Debt Service</u>	-	-	-	-	-	-
<u>Operating Contingency</u>	-	-	641,444	671,528	671,528	-
<u>Internal Charges</u>						
Indirect Charges	328,845	400,670	441,654	462,876	462,876	-
Departmental Administration	25,545	84,343	49,261	76,128	76,128	-
Interfund Charges	1,155,294	1,406,783	1,593,695	1,701,067	1,701,067	-
Interfund Support Transfers	100,000	-	100,000	100,000	100,000	-
Total Internal Charges	1,609,684	1,891,796	2,184,610	2,340,071	2,340,071	-
Total Appropriated Expenditures	9,375,091	9,547,461	12,149,190	12,908,462	12,908,462	-
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	92,544	96,172	97,413	125,803	125,803	-
Ending Fund Balance	-	-	8,700	10,800	10,800	-
Total Unappropriated Expenditures	92,544	96,172	106,113	136,603	136,603	-
Total Expenditures	9,467,635	9,643,633	12,255,303	13,045,065	13,045,065	-
Total Resources Less Expenditures	46,804	247,320	-	-	-	-

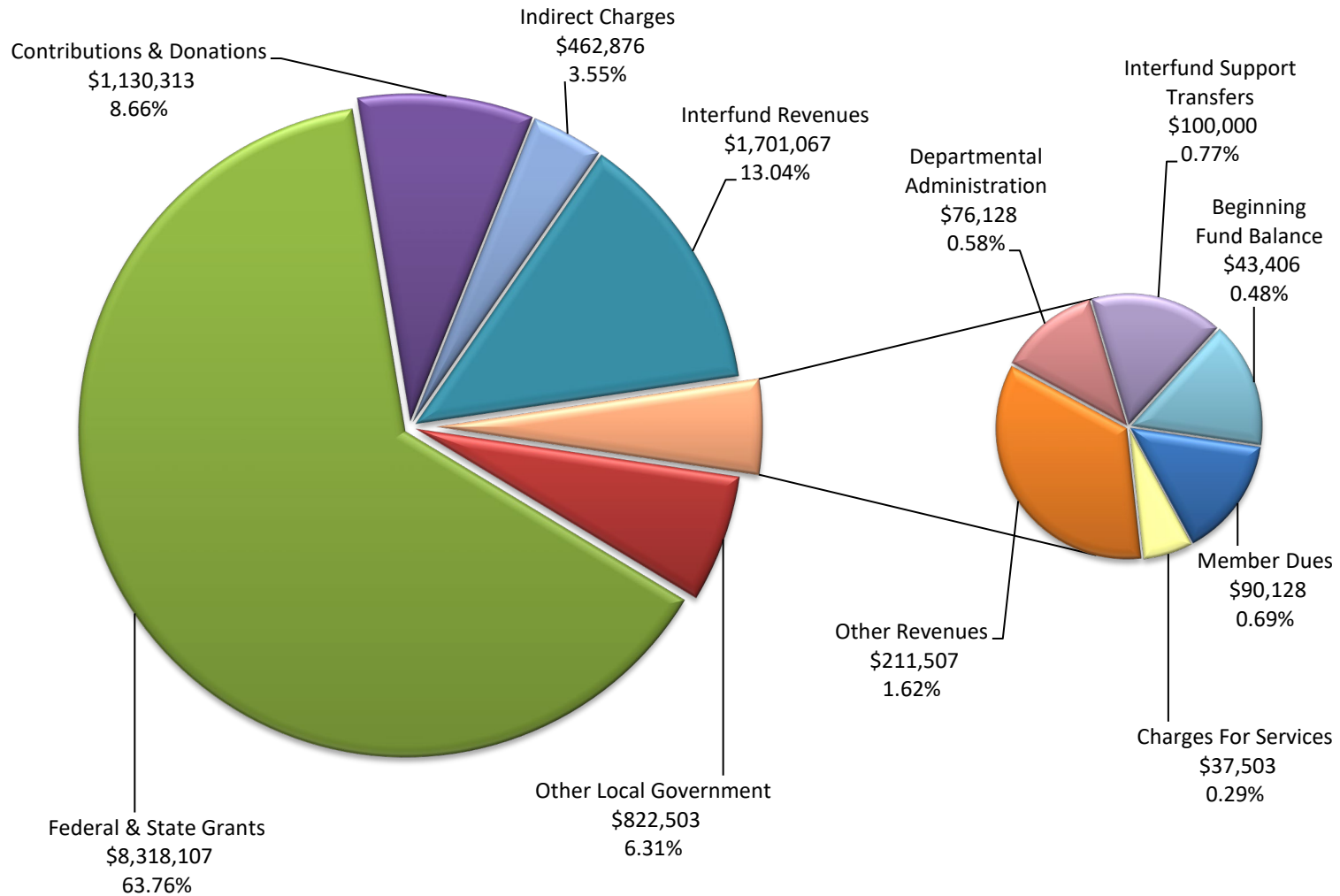
	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Summary of</u>						
<u>Appropriated Expenditures</u>						
General Fund	535,793	336,078	489,897	530,812	530,812	-
Special Revenue Fund						
Natural Resources Program	479,992	382,900	503,832	801,583	801,583	-
Community Development Program	82,992	156,653	167,139	169,638	169,638	-
Senior and Disability Services Program	2,232,631	2,925,755	4,416,572	4,091,260	4,091,260	-
Senior Nutrition Program	2,163,756	2,268,171	2,944,050	3,282,132	3,282,132	-
Transportation Planning Program	2,456,182	1,705,543	1,587,919	1,772,371	1,772,371	-
Land Use Planning Program	181,367	267,730	262,405	330,254	330,254	-
Technology Services Program	12,866	10,795	10,000	10,000	10,000	-
Internal Service Funds						
Support Services Fund	667,627	751,266	845,236	908,634	908,634	-
Computer Replacement Fund	18,538	28,439	25,057	34,546	34,546	-
Building Operation & Maintenance Fund	56,195	120,593	104,037	115,173	115,173	-
Leave Liability Fund	443,989	529,168	640,126	704,008	704,008	-
Vehicle Operation & Maintenance Fund	39,718	61,292	150,620	154,851	154,851	-
Food & Friends Endowment	3,445	3,078	2,300	3,200	3,200	-
<b>Total Appropriated Expenditures</b>	<b>9,375,091</b>	<b>9,547,461</b>	<b>12,149,190</b>	<b>12,908,462</b>	<b>12,908,462</b>	<b>-</b>





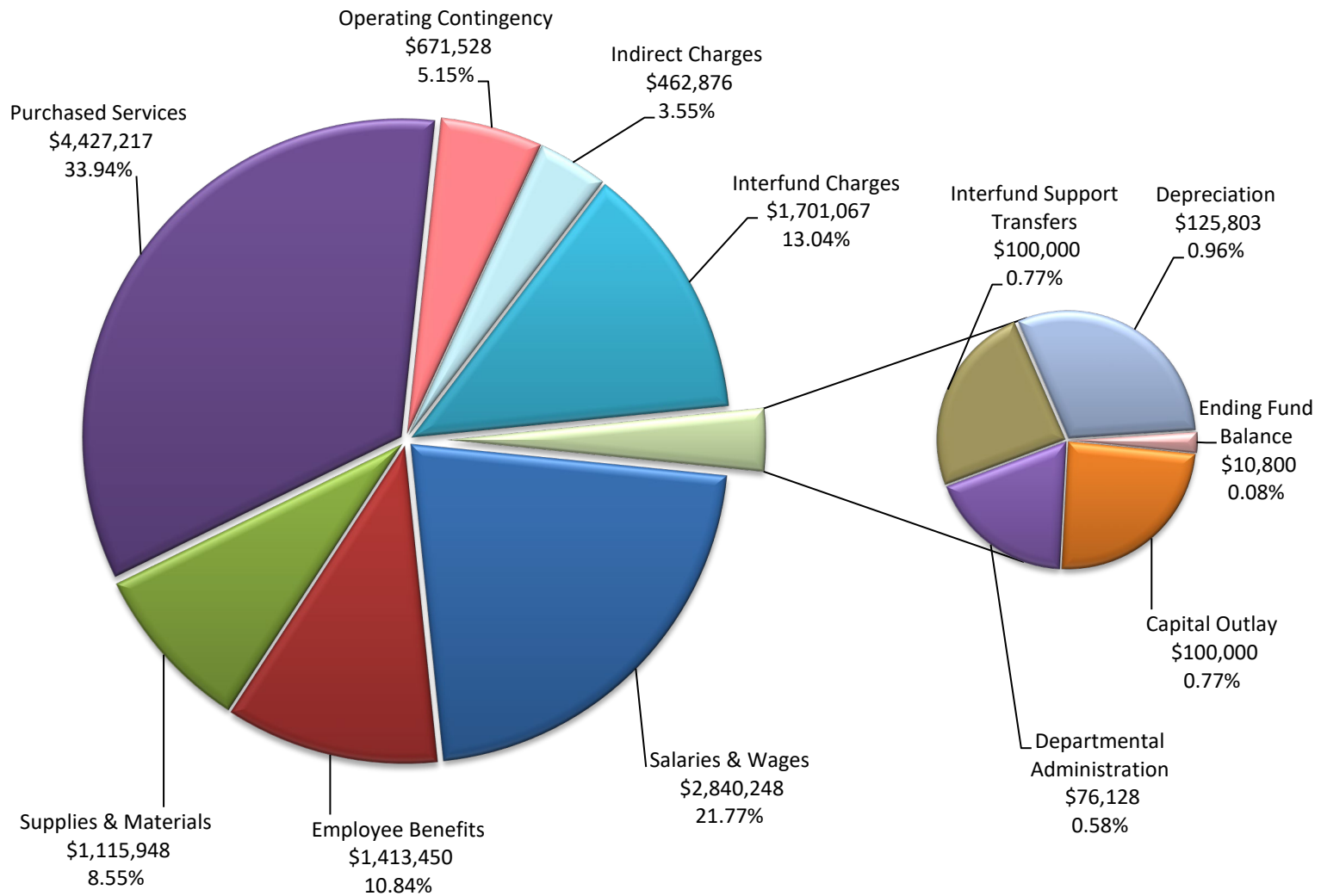
# ROGUE VALLEY COUNCIL OF GOVERNMENTS TOTAL RVCOG ALL FUNDS COMBINED BUDGET

## All Resources



ROGUE VALLEY COUNCIL OF GOVERNMENTS  
TOTAL RVCOG ALL FUNDS COMBINED BUDGET

## All Expenditures



**ROGUE VALLEY COUNCIL OF GOVERNMENTS  
TOTAL APPROVED 2024-2025 ALL FUNDS BUDGET**

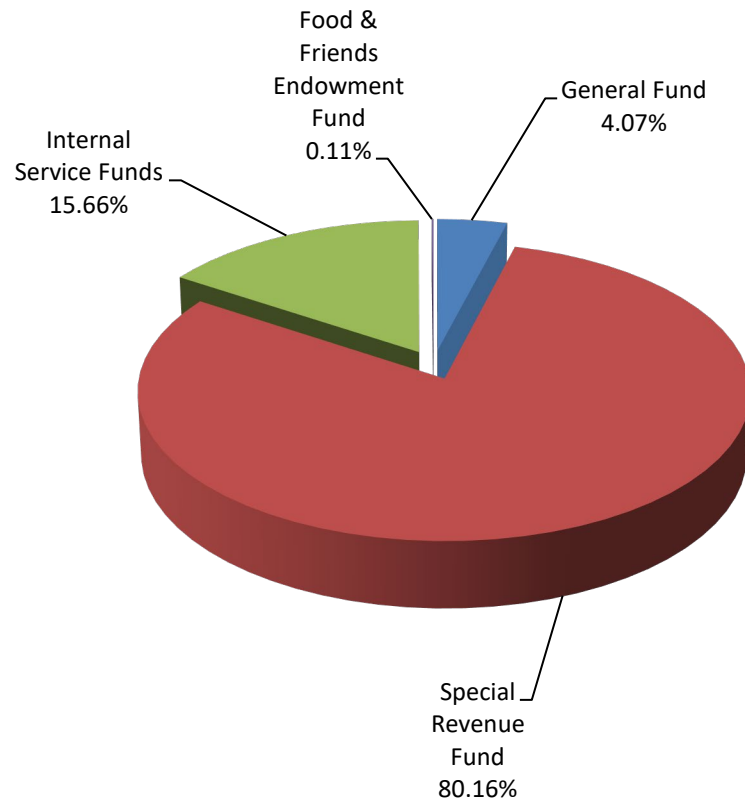
		Special Revenue Fund							Total Special Revenue Fund
	General Fund	Natural Resources Program	Community Development Program	Senior and Disability Services	Senior Nutrition Program	Transportation Planning Program	Land Use Planning Program	Technology Services Program	
<u>Resources</u>									
Member Dues	48,243	-	-	-	-	41,885	-	-	41,885
Other Local Government	-	192,034	144,570	-	94,103	-	287,005	10,000	727,712
Federal & State Grants	-	561,000	-	3,970,105	2,056,516	1,730,486	-	-	8,318,107
Contributions & Donations	-	-	-	-	1,130,313	-	-	-	1,130,313
Charges For Services	-	-	-	-	-	-	-	-	-
Other Revenues	19,693	40,738	-	121,155	1,200	-	-	-	163,093
Indirect Charges	462,876	-	-	-	-	-	-	-	-
Departmental Administration	-	7,811	25,068	-	-	-	43,249	-	76,128
Interfund Revenues	-	-	-	-	-	-	-	-	-
Interfund Support Transfers	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-	-
<b>Total Resources</b>	<b>530,812</b>	<b>801,583</b>	<b>169,638</b>	<b>4,091,260</b>	<b>3,282,132</b>	<b>1,772,371</b>	<b>330,254</b>	<b>10,000</b>	<b>10,457,238</b>
<u>Expenditures</u>									
<u>Personnel</u>									
Salaries & Wages	212,120	98,363	54,158	715,428	510,488	304,336	125,779	-	1,808,552
Employee Benefits	111,692	55,107	32,148	387,196	228,408	145,459	52,346	-	900,664
<b>Total Personnel</b>	<b>323,812</b>	<b>153,470</b>	<b>86,306</b>	<b>1,102,624</b>	<b>738,896</b>	<b>449,795</b>	<b>178,125</b>	<b>-</b>	<b>2,709,216</b>
<u>Materials &amp; Services</u>									
Supplies & Materials	56,851	31,724	11,500	264,205	209,461	248,904	1,648	-	767,442
Purchased Services	2,600	511,850	-	2,008,417	1,695,346	125,000	-	10,000	4,350,613
Other Expenses	-	-	-	-	-	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>59,451</b>	<b>543,574</b>	<b>11,500</b>	<b>2,272,622</b>	<b>1,904,807</b>	<b>373,904</b>	<b>1,648</b>	<b>10,000</b>	<b>5,118,055</b>
<u>Capital Outlay</u>	-	-	-	-	-	-	-	-	-
<u>Debt Service</u>	-	-	-	-	-	-	-	-	-
<u>Operating Contingency</u>	-	-	-	-	-	671,528	-	-	671,528
<u>Internal Charges</u>									
Indirect Charges	-	26,339	14,553	184,219	125,148	74,718	29,256	-	454,233
Departmental Administration	6,136	6,393	20,350	-	-	-	43,249	-	69,992
Interfund Charges	141,413	71,807	36,929	531,795	413,281	202,426	77,976	-	1,334,214
Interfund Support Transfers	-	-	-	-	100,000	-	-	-	100,000
<b>Total Internal Charges</b>	<b>147,549</b>	<b>104,539</b>	<b>71,832</b>	<b>716,014</b>	<b>638,429</b>	<b>277,144</b>	<b>150,481</b>	<b>-</b>	<b>1,958,439</b>
<b>Total Appropriated Expenditures</b>	<b>530,812</b>	<b>801,583</b>	<b>169,638</b>	<b>4,091,260</b>	<b>3,282,132</b>	<b>1,772,371</b>	<b>330,254</b>	<b>10,000</b>	<b>10,457,238</b>
<u>Expenditures Not Subject to Appropriation</u>									
Depreciation	-	-	-	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-	-	-	-
<b>Total Unappropriated Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>530,812</b>	<b>801,583</b>	<b>169,638</b>	<b>4,091,260</b>	<b>3,282,132</b>	<b>1,772,371</b>	<b>330,254</b>	<b>10,000</b>	<b>10,457,238</b>
<b>Total Resources Less Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**ROGUE VALLEY COUNCIL OF GOVERNMENTS  
TOTAL APPROVED 2024-2025 ALL FUNDS BUDGET**

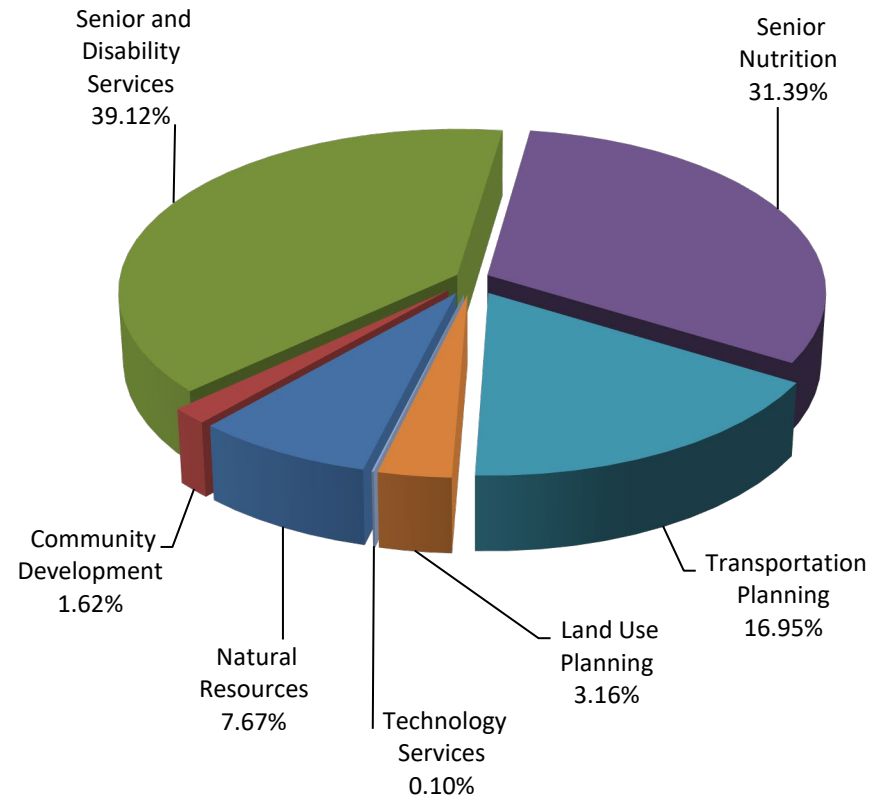
	Internal Service Funds							
	Support	Computer	Building		Vehicle	Total Internal	Food &	Total RVCOG
	Services Fund	Replacement	Operations & Maintenance Fund	Leave Liability Fund	Operations & Maintenance Fund		Service Funds	
<u>Resources</u>								
Member Dues	-	-	-	-	-	-	-	90,128
Other Local Government	94,791	-	-	-	-	94,791	-	822,503
Federal & State Grants	-	-	-	-	-	-	-	8,318,107
Contributions & Donations	-	-	-	-	-	-	-	1,130,313
Charges For Services	-	-	37,503	-	-	37,503	-	37,503
Other Revenues	-	-	14,721	-	-	14,721	14,000	211,507
Indirect Charges	-	-	-	-	-	-	-	462,876
Departmental Administration	-	-	-	-	-	-	-	76,128
Interfund Revenues	813,843	36,554	91,811	704,008	54,851	1,701,067	-	1,701,067
Interfund Support Transfers	-	-	-	-	100,000	100,000	-	100,000
Beginning Fund Balance	-	-	48,433	-	46,500	94,933	-	94,933
Total Resources	908,634	36,554	192,468	704,008	201,351	2,043,015	14,000	13,045,065
<u>Expenditures</u>								
<u>Personnel</u>								
Salaries & Wages	341,581	-	-	477,995	-	819,576	-	2,840,248
Employee Benefits	175,081	-	-	226,013	-	401,094	-	1,413,450
Total Personnel	516,662	-	-	704,008	-	1,220,670	-	4,253,698
<u>Materials &amp; Services</u>								
Supplies & Materials	118,385	34,546	80,673	-	54,851	288,455	3,200	1,115,948
Purchased Services	39,504	-	34,500	-	-	74,004	-	4,427,217
Other Expenses	-	-	-	-	-	-	-	-
Total Materials & Services	157,889	34,546	115,173	-	54,851	362,459	3,200	5,543,165
<u>Capital Outlay</u>	-	-	-	-	100,000	100,000	-	100,000
<u>Debt Service</u>	-	-	-	-	-	-	-	-
<u>Operating Contingency</u>	-	-	-	-	-	-	-	671,528
<u>Internal Charges</u>								
Indirect Charges	8,643	-	-	-	-	8,643	-	462,876
Departmental Administration	-	-	-	-	-	-	-	76,128
Interfund Charges	225,440	-	-	-	-	225,440	-	1,701,067
Interfund Support Transfers	-	-	-	-	-	-	-	100,000
Total Internal Charges	234,083	-	-	-	-	234,083	-	2,340,071
Total Appropriated Expenditures	908,634	34,546	115,173	704,008	154,851	1,917,212	3,200	12,908,462
<u>Expenditures Not Subject to Appropriation</u>								
Depreciation	-	2,008	77,295	-	46,500	125,803	-	125,803
Ending Fund Balance	-	-	-	-	-	-	10,800	10,800
Total Unappropriated Expenditures	-	2,008	77,295	-	46,500	125,803	10,800	136,603
Total Expenditures	908,634	36,554	192,468	704,008	201,351	2,043,015	14,000	13,045,065
Total Resources Less Expenditures	-	-	-	-	-	-	-	-

ROGUE VALLEY COUNCIL OF GOVERNMENTS  
TOTAL APPROVED 2024-2025 ALL FUNDS BUDGET

**Total Approved Budget**



**Special Revenue Fund Budget**



## ROGUE VALLEY COUNCIL OF GOVERNMENTS TOTAL GENERAL FUND BUDGET

The General Fund provides the resources necessary to sustain the day-to-day activities of the organization, and is therefore responsible for meeting RVCOG's administrative and operating expenses. The principle funding source for the General Fund is the indirect charges levied on all applicable staff hours spent on projects included in the Special Revenue Fund. The indirect rate is a federally approved percentage that can be applied to federal grants and contracts, and by default to all other grants and contracts, in order to provide funding for administrative overhead costs. In fiscal year 2024-2025, the indirect rate will remain unchanged at 14% (this equates to a 3.679% effective indirect rate when calculated against the full RVCOG budget). RVCOG also direct charges a fairly significant portion of its administrative and operational costs to individual projects through the Internal Service Funds.

A minor revenue source for the General Fund, membership dues (a total of \$48,243, one third of one percent of the organization's overall budget), are collected from each RVCOG member jurisdiction and are used to pay for specific expenditures that federal regulations do not allow or restrict in the indirect rate calculation. The COG has been capable of reducing its membership dues to the lowest point in its 55-year history due in large part to the federal government's decision to allow a variety of pre-project activities (initial conversations with member jurisdictions about needs or project ideas, research, scope of work preparation, grant writing, pre-award activities, etc.) to be included in the overall organizational indirect rate. In the upcoming fiscal year RVCOG will collect \$51,000 from indirect for pre-project costs, and will add half of membership dues for these same activities, for a total of \$75,000.

	2021/22	2022/23	2023/24	2024/25	2024/25	2024/25
	Actual	Actual	Adopted	Proposed	Approved	Adopted
	Actual	Actual	Budget	Budget	Budget	Budget
<u>Resources</u>						
Member Dues	48,243	48,243	48,243	48,243	48,243	
Other Local Government	5,000	-	-	-	-	
Federal & State Grants	-	-	-	-	-	
Contributions & Donations	-	-	-	-	-	
Charges For Services	-	-	-	-	-	
Other Revenues	4,658	453	-	19,693	19,693	
Indirect Charges	328,845	400,671	441,654	462,876	462,876	
Departmental Administration	-	-	-	-	-	
Interfund Revenues	-	-	-	-	-	
Interfund Support Transfers	-	-	-	-	-	
Beginning Fund Balance	-	-	-	-	-	
Total Resources	386,746	449,367	489,897	530,812	530,812	-

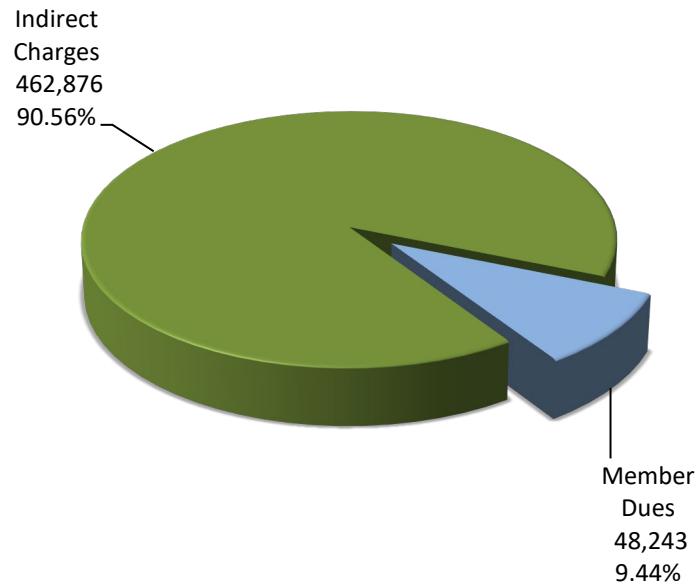
**ROGUE VALLEY COUNCIL OF GOVERNMENTS  
TOTAL GENERAL FUND BUDGET**

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Expenditures</u>						
<u>Personnel</u>						
Salaries & Wages	183,597	139,555	187,990	212,120	212,120	
Employee Benefits	105,884	72,715	99,402	111,692	111,692	
Total Personnel	289,481	212,270	287,392	323,812	323,812	-
<u>Materials &amp; Services</u>						
Supplies & Materials	18,160	28,753	64,118	56,851	56,851	
Purchased Services	7,593	3,124	14,999	2,600	2,600	
Other Expenses	-	-	-	-	-	
Total Materials & Services	25,753	31,877	79,117	59,451	59,451	-
<u>Capital Outlay</u>	-	-	-	-	-	-
<u>Debt Service</u>	-	-	-	-	-	-
<u>Operating Contingency</u>	-	-	-	-	-	-
<u>Internal Charges</u>						
Indirect Charges	-	-	-	-	-	
Departmental Administration	1,680	1,593	2,359	6,136	6,136	
Interfund Charges	118,879	90,338	121,029	141,413	141,413	
Interfund Support Transfers	100,000	-	-	-	-	
Total Internal Charges	220,559	91,931	123,388	147,549	147,549	-
Total Appropriated Expenditures	535,793	336,078	489,897	530,812	530,812	-
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	4,410	4,410	-	-	-	
Ending Fund Balance	-	-	-	-	-	
Total Unappropriated Expenditures	4,410	4,410	-	-	-	-
<b>Total Expenditures</b>	<b>540,203</b>	<b>340,488</b>	<b>489,897</b>	<b>530,812</b>	<b>530,812</b>	<b>-</b>
<b>Total Resources Less Expenditures</b>	<b>(153,457)</b>	<b>108,879</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

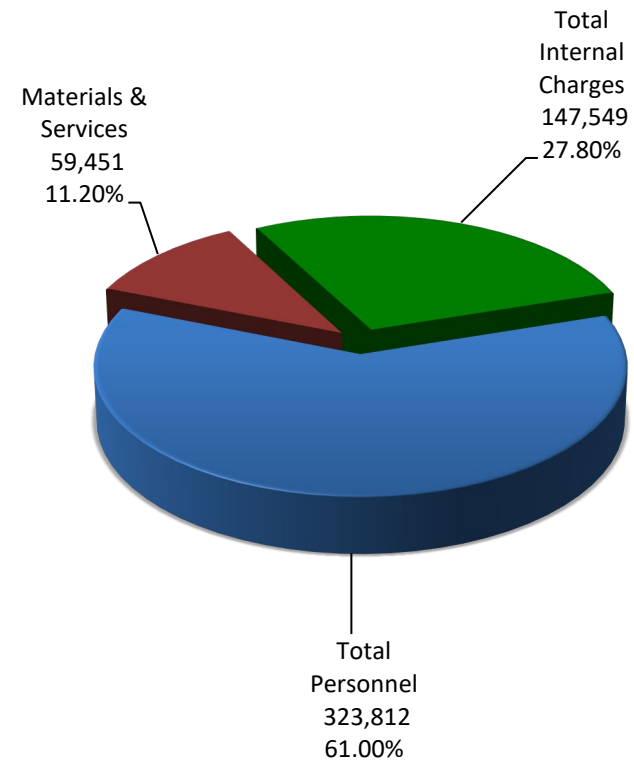


ROGUE VALLEY COUNCIL OF GOVERNMENTS  
TOTAL GENERAL FUND BUDGET

Resources



Expenditures



## ROGUE VALLEY COUNCIL OF GOVERNMENTS TOTAL SPECIAL REVENUE FUND BUDGET

The Special Revenue Fund includes the seven main areas of program implementation within RVCOG -- Natural Resources, Community Development, Senior and Disability Services, Senior Nutrition, Transportation Planning, Land Use Planning, and Technology Services. The Special Revenue Fund is almost entirely funded by grants and contracts with other governmental entities predominantly from federal and state government, although significant revenue from local government is also obtained in exchange for specific services.

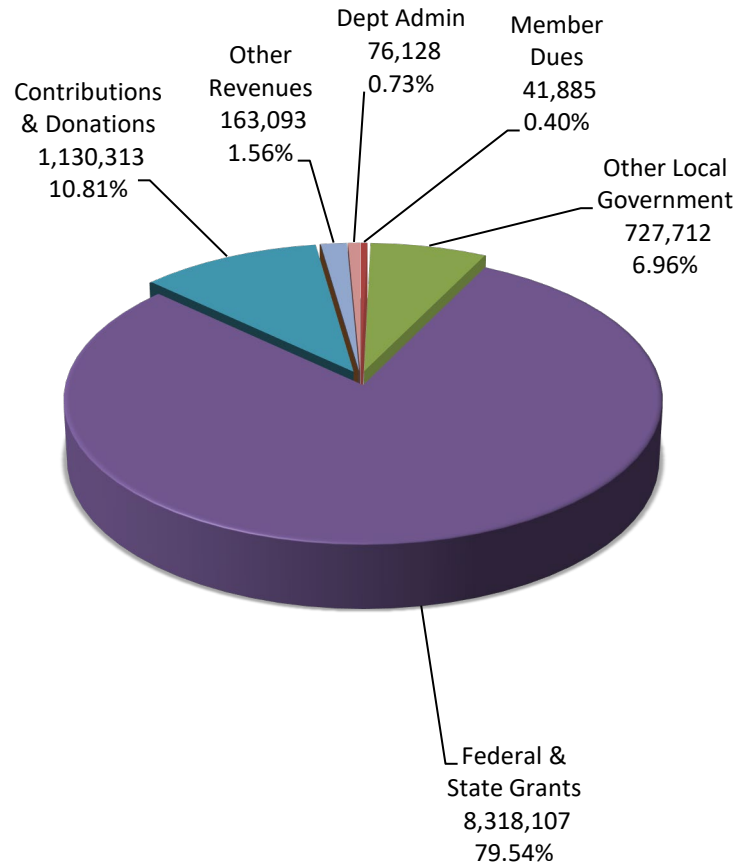
	2021/22	2022/23	2023/24	2024/25	2024/25	2024/25
	Actual	Actual	Adopted Budget	Proposed Budget	Approved Budget	Adopted Budget
<u>Resources</u>						
Member Dues	39,999	39,999	41,362	41,885	41,885	-
Other Local Government	614,787	823,617	753,685	727,712	727,712	-
Federal & State Grants	6,166,768	5,824,353	8,027,427	8,318,107	8,318,107	-
Contributions & Donations	712,515	896,147	775,386	1,130,313	1,130,313	-
Charges For Services	3,585	10,885	-	-	-	-
Other Revenues	180,291	126,257	244,796	163,093	163,093	-
Indirect Charges	-	-	-	-	-	-
Departmental Administration	25,545	84,342	49,261	76,128	76,128	-
Interfund Revenues	-	-	-	-	-	-
Interfund Support Transfers	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
<b>Total Resources</b>	<b>7,743,490</b>	<b>7,805,600</b>	<b>9,891,917</b>	<b>10,457,238</b>	<b>10,457,238</b>	<b>-</b>
<u>Expenditures</u>						
<u>Personnel</u>						
Salaries & Wages	1,301,407	1,588,107	1,749,188	1,808,552	1,808,552	-
Employee Benefits	613,840	742,245	881,088	900,664	900,664	-
<b>Total Personnel</b>	<b>1,915,247</b>	<b>2,330,352</b>	<b>2,630,276</b>	<b>2,709,216</b>	<b>2,709,216</b>	<b>-</b>
<u>Materials &amp; Services</u>						
Supplies & Materials	2,376,466	1,557,960	855,986	767,442	767,442	-
Purchased Services	2,099,000	2,221,212	3,898,189	4,350,613	4,350,613	-
Other Expenses	-	-	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>4,475,466</b>	<b>3,779,172</b>	<b>4,754,175</b>	<b>5,118,055</b>	<b>5,118,055</b>	<b>-</b>

**ROGUE VALLEY COUNCIL OF GOVERNMENTS  
TOTAL SPECIAL REVENUE FUND BUDGET**

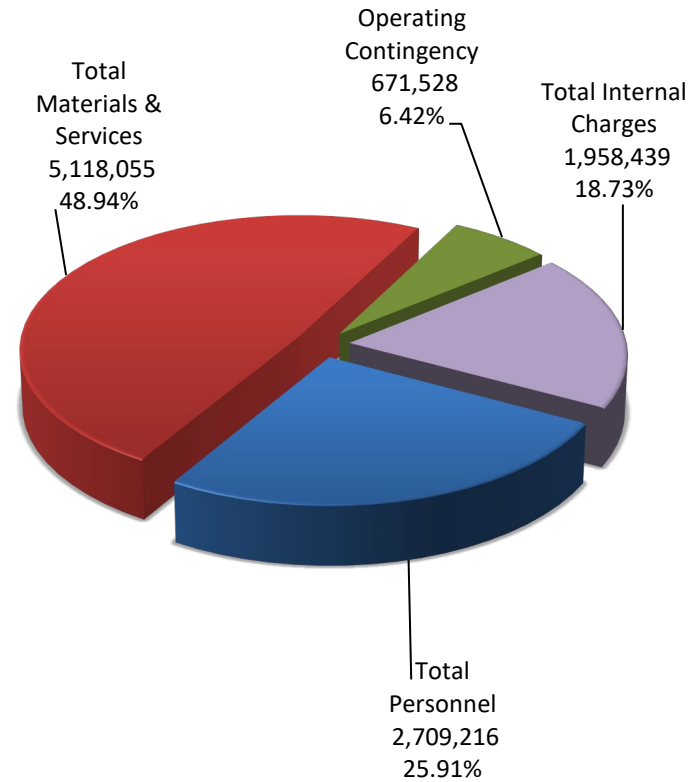
	<b>2021/22 Actual</b>	<b>2022/23 Actual</b>	<b>2023/24 Adopted Budget</b>	<b>2024/25 Proposed Budget</b>	<b>2024/25 Approved Budget</b>	<b>2024/25 Adopted Budget</b>
<u>Capital Outlay</u>	-	-	-	-	-	-
<u>Debt Service</u>	-	-	-	-	-	-
<u>Operating Contingency</u>	-	-	641,444	671,528	671,528	-
<u>Internal Charges</u>						
Indirect Charges	319,484	392,021	438,085	454,233	454,233	-
Departmental Administration	23,865	82,750	46,902	69,992	69,992	-
Interfund Charges	875,724	1,133,252	1,281,035	1,334,214	1,334,214	-
Interfund Support Transfers	-	-	100,000	100,000	100,000	-
Total Internal Charges	1,219,073	1,608,023	1,866,022	1,958,439	1,958,439	-
Total Appropriated Expenditures	7,609,786	7,717,547	9,891,917	10,457,238	10,457,238	-
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Total Unappropriated Expenditures	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>7,609,786</b>	<b>7,717,547</b>	<b>9,891,917</b>	<b>10,457,238</b>	<b>10,457,238</b>	<b>-</b>
Total Resources Less Expenditures	133,704	88,053	-	-	-	-

# ROGUE VALLEY COUNCIL OF GOVERNMENTS TOTAL SPECIAL REVENUE FUND BUDGET

## Resources



## Expenditures





## ROGUE VALLEY COUNCIL OF GOVERNMENTS NATURAL RESOURCES PROGRAM BUDGET



The Natural Resources Program works with member jurisdictions, partners, and the public to conserve, protect, and enhance the health of the natural environment while facilitating its responsible use through on-the-ground implementation projects, technical assistance, education and outreach programs, regulatory compliance assistance, and improved coordination and collaboration between local and regional partners.

Currently the department provides the following services: water quality monitoring (sample collection and lab analysis, program/sampling design); Clean Water Act/Regulatory Compliance program support (Total Maximum Daily Load (TMDL) and NPDES Phase II/MS4), riparian restoration including post-fire restoration and stabilization activities (project and grant development, creating planting plans including specific species recommendations, controlling invasive species, implementing on the ground programs including managing contractors, field surveying and ESRI based mapping); general watershed planning and assessment; education and outreach programs including Stream Smart and Salmon Watch; organizing and coordinating volunteer activities including creek and river clean-ups in both counties; GIS mapping; designing surveys and collecting data using Survey 1-2-3 and other programs; participating in the Rogue Drinking Water Partnership; wetland planning and vernal pools; project management; permitting, permit monitoring and reporting; grant writing and project development; development and coordination of regional forums and open houses; Brownfields Program assistance; Emergency Response Planning Assistance; and, fish passage improvement. The Department also provides coordination and implementation support to the Bear Creek Restoration Initiative (BCRI), the Cooperative Weed Management Area (CWMA), the Bear Creek and Middle Rogue TMDL, and the Bear Creek NPDES Phase II/MS4 program (outreach and public participation and public involvement control measures).

### Resources

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
Member Dues	-	-	-	-	-	-
Other Local Government	280,126	240,327	209,046	192,034	192,034	
Federal & State Grants	186,392	118,561	270,500	561,000	561,000	
Contributions & Donations	-	9,878	-	-	-	-
Charges For Services	25	-	-	-	-	-
Other Revenues	10,571	10,990	16,500	40,738	40,738	
Departmental Administration	3,728	6,649	7,786	7,811	7,811	
Interfund Support Transfers	-	-	-	-	-	-
<b>Total Resources</b>	<b>480,842</b>	<b>386,405</b>	<b>503,832</b>	<b>801,583</b>	<b>801,583</b>	<b>-</b>

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Expenditures</u>						
<u>Personnel</u>						
Salaries & Wages	94,111	92,638	101,714	98,363	98,363	
Employee Benefits	34,177	51,449	57,443	55,107	55,107	
Total Personnel	128,288	144,087	159,157	153,470	153,470	-
<u>Materials &amp; Services</u>						
Supplies & Materials	21,070	20,137	12,000	31,724	31,724	
Purchased Services	247,685	122,995	202,151	511,850	511,850	
Other Expenses	-	-	-	-	-	
Total Materials & Services	268,755	143,132	214,151	543,574	543,574	-
<u>Capital Outlay</u>	-	-	-	-	-	-
<u>Debt Service</u>	-	-	-	-	-	-
<u>Operating Contingency</u>	-	-	25,584	-	-	-
<u>Internal Charges</u>						
Indirect Charges	21,972	24,699	27,030	26,339	26,339	
Departmental Administration	3,370	5,781	7,034	6,393	6,393	
Interfund Charges	57,607	65,201	70,876	71,807	71,807	
Interfund Support Transfers	-	-	-	-	-	
Total Internal Charges	82,949	95,681	104,940	104,539	104,539	-
Total Appropriated Expenditures	479,992	382,900	503,832	801,583	801,583	-
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Total Unappropriated Expenditures	-	-	-	-	-	-
Total Expenditures	479,992	382,900	503,832	801,583	801,583	-
Total Resources Less Expenditures	850	3,505	-	-	-	-

## ROGUE VALLEY COUNCIL OF GOVERNMENTS COMMUNITY DEVELOPMENT PROGRAM BUDGET

The Community Development program focuses on grant writing and grant/project administration services in response to the needs of member jurisdictions. The program coordinates projects through all stages: defining need, designing projects that address those needs, obtaining funding, presentations to decision-makers and members of the public, RFPs, contracting, wage standards compliance analysis and reporting, and project close-out. RVCOG has an exemplary reputation with those federal and state agencies that provide the most popular and heavily used grant and loan programs available on the local level, including Community Development Block Grants, Federal Emergency Management Agency grants, Water/Wastewater Financing Programs, State Energy Program Grants, Energy Efficiency and Conservation Block Grants, Seismic Rehabilitation Grant Program, Safe Drinking Water Revolving Loan Fund, Special Public Works Fund, Water and Wastewater Revolving Loan Fund Grants, Rural Development Loan Assistance, and Oregon Parks and Recreation Department's Local Government Grant Program.

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Resources</u>						
Member Dues	-	-	-	-	-	-
Other Local Government	32,514	123,202	144,211	144,570	144,570	
Federal & State Grants	19,665	5,337	-	-	-	
Contributions & Donations	-	-	-	-	-	
Charges For Services	-	-	-	-	-	
Other Revenues	-	-	-	-	-	
Indirect Charges	-	-	-	-	-	
Departmental Administration	4,051	13,522	22,928	25,068	25,068	
Interfund Revenues	-	-	-	-	-	
Interfund Support Transfers	-	-	-	-	-	
Beginning Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>56,230</b>	<b>142,061</b>	<b>167,139</b>	<b>169,638</b>	<b>169,638</b>	<b>-</b>
<u>Expenditures</u>						
<u>Personnel</u>						
Salaries & Wages	30,913	56,581	55,129	54,158	54,158	
Employee Benefits	20,131	33,925	33,384	32,148	32,148	
<b>Total Personnel</b>	<b>51,044</b>	<b>90,506</b>	<b>88,513</b>	<b>86,306</b>	<b>86,306</b>	<b>-</b>



	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Materials &amp; Services</u>						
Supplies & Materials	101	174	5,151	11,500	11,500	
Purchased Services	962	225	-	-	-	
Other Expenses	-	-	-	-	-	
Total Materials & Services	1,063	399	5,151	11,500	11,500	-
<u>Capital Outlay</u>	-	-	-	-	-	-
<u>Debt Service</u>	-	-	-	-	-	-
<u>Operating Contingency</u>	-	-	-	-	-	-
<u>Internal Charges</u>						
Indirect Charges	8,529	15,152	14,779	14,553	14,553	
Departmental Administration	1,984	12,844	21,321	20,350	20,350	
Interfund Charges	20,372	37,752	37,375	36,929	36,929	
Interfund Support Transfers	-	-	-	-	-	
Total Internal Charges	30,885	65,748	73,475	71,832	71,832	-
Total Appropriated Expenditures	82,992	156,653	167,139	169,638	169,638	-
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	-	-	-	-	-	
Ending Fund Balance	-	-	-	-	-	
Total Unappropriated Expenditures	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>82,992</b>	<b>156,653</b>	<b>167,139</b>	<b>169,638</b>	<b>169,638</b>	<b>-</b>
Total Resources Less Expenditures	(26,762)	(14,592)	-	-	-	-

## ROGUE VALLEY COUNCIL OF GOVERNMENTS

### SENIOR AND DISABILITY SERVICES PROGRAM BUDGET



Senior and Disability Services (SDS), a component of RVCOG's designation as the Area Agency on Aging for Jackson and Josephine Counties, implements a variety of programs that foster independence and enable people to live where they want to live for as long and safely as possible. These programs include Oregon Project Independence, Veteran Directed Care, Family Caregiver Respite and Support, behavioral health support programs, evidence-based and evidence-informed health promotion programs, the Disaster Registry, and Lifelong Housing certification. SDS is a fully functioning Aging and Disability Resource Connection (ADRC). Through the ADRC, experienced and knowledgeable staff connect individuals to local information, resources, and services. SDS staff also provide Options Counseling to assist older adults, adults with disabilities, and their families make informed decisions about meeting long-term care needs.

In conjunction with its Senior Advisory Council and subcommittees, SDS advocates on behalf of older adults and adults with disabilities at the local, state, and federal levels. In addition, SDS works in partnership with the local Aging and People with Disabilities offices to administer the state's Long-Term Care and Financial Assistance programs for Jackson and Josephine Counties and collaborates with local Coordinated Care Organizations (CCOs) to develop, implement, and evaluate innovative approaches to coordinating and delivering high quality long term-care and support services that improve health and reduce costs.

	2021/22	2022/23	2023/24	2024/25	2024/25	2024/25
	Actual	Actual	Adopted Budget	Proposed Budget	Approved Budget	Adopted Budget
<u>Resources</u>						
Member Dues	-	-	-	-	-	-
Other Local Government	44,179	105,932	64,800	-	-	-
Federal & State Grants	2,147,145	2,715,680	4,173,776	3,970,105	3,970,105	-
Contributions & Donations	3,668	3,372	-	-	-	-
Charges For Services	3,560	10,885	-	-	-	-
Other Revenues	148,935	112,715	177,996	121,155	121,155	-
Indirect Charges	-	-	-	-	-	-
Departmental Administration	-	-	-	-	-	-
Interfund Revenues	-	-	-	-	-	-
Interfund Support Transfers	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
<b>Total Resources</b>	<b>2,347,487</b>	<b>2,948,584</b>	<b>4,416,572</b>	<b>4,091,260</b>	<b>4,091,260</b>	<b>-</b>

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Expenditures</u>						
<u>Personnel</u>						
Salaries & Wages	591,329	741,468	808,977	715,428	715,428	
Employee Benefits	310,910	388,384	456,152	387,196	387,196	
Total Personnel	902,239	1,129,852	1,265,129	1,102,624	1,102,624	-
<u>Materials &amp; Services</u>						
Supplies & Materials	109,044	181,648	126,163	264,205	264,205	
Purchased Services	679,332	893,252	2,230,146	2,008,417	2,008,417	
Other Expenses	-	-	-	-	-	
Total Materials & Services	788,376	1,074,900	2,356,309	2,272,622	2,272,622	-
<u>Capital Outlay</u>						
	-	-	-	-	-	-
<u>Debt Service</u>						
	-	-	-	-	-	-
<u>Operating Contingency</u>						
	-	-	-	-	-	-
<u>Internal Charges</u>						
Indirect Charges	149,826	189,198	210,134	184,219	184,219	
Departmental Administration	745	469	-	-	-	
Interfund Charges	391,445	531,336	585,000	531,795	531,795	
Interfund Support Transfers	-	-	-	-	-	
Total Internal Charges	542,016	721,003	795,134	716,014	716,014	-
Total Appropriated Expenditures	2,232,631	2,925,755	4,416,572	4,091,260	4,091,260	-
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Total Unappropriated Expenditures	-	-	-	-	-	-
Total Expenditures	2,232,631	2,925,755	4,416,572	4,091,260	4,091,260	-
Total Resources Less Expenditures	114,856	22,829	-	-	-	-

## ROGUE VALLEY COUNCIL OF GOVERNMENTS SENIOR NUTRITION PROGRAM BUDGET



As a component of RVCOG's designation of Area Agency on Aging, Food & Friends, the Meals on Wheels and Senior Meals program, provides meals to eligible older adults and adults with disabilities in Jackson and Josephine Counties. Balanced nutrition and social contact on a frequent basis are key to maintaining good health and necessary for living independently at home. Together with our volunteers, we provide a hot, nutritious meal, social interaction, and an invaluable safety check to our community's most vulnerable members. The program's ten congregate meal sites provide an environment that promotes friendship and a feeling of belonging that is often missing in the lives of many older adults today. These sites, along with five additional pick-up only locations, also serve as staging points for the delivery of meals to homebound older adults. To meet the logistical and financial challenges of providing meals throughout the two-county region, Food & Friends focuses on the continued building of community awareness of the program, local fundraising, volunteer recruitment and training, and collaboration with other local service agencies.

	2021/22	2022/23	2023/24	2024/25	2024/25	2024/25
	Actual	Actual	Adopted Budget	Proposed Budget	Approved Budget	Adopted Budget
<u>Resources</u>						
Member Dues	-	-	-	-	-	-
Other Local Government	68,770	73,770	81,770	94,103	94,103	
Federal & State Grants	1,366,824	1,309,171	2,036,594	2,056,516	2,056,516	
Contributions & Donations	708,847	882,897	775,386	1,130,313	1,130,313	
Charges For Services	-	-	-	-	-	-
Other Revenues	20,394	2,549	50,300	1,200	1,200	
Indirect Charges	-	-	-	-	-	-
Departmental Administration	-	-	-	-	-	-
Interfund Revenues	-	-	-	-	-	-
Interfund Support Transfers	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
<b>Total Resources</b>	<b>2,164,835</b>	<b>2,268,387</b>	<b>2,944,050</b>	<b>3,282,132</b>	<b>3,282,132</b>	<b>-</b>

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Expenditures</u>						
<u>Personnel</u>						
Salaries & Wages	331,269	362,638	384,037	510,488	510,488	
Employee Benefits	139,017	146,739	176,861	228,408	228,408	
Total Personnel	470,286	509,377	560,898	738,896	738,896	-
<u>Materials &amp; Services</u>						
Supplies & Materials	214,165	224,636	556,427	209,461	209,461	
Purchased Services	1,147,529	1,165,158	1,305,892	1,695,346	1,695,346	
Other Expenses	-	-	-	-	-	
Total Materials & Services	1,361,694	1,389,794	1,862,319	1,904,807	1,904,807	-
<u>Capital Outlay</u>	-	-	-	-	-	-
<u>Debt Service</u>	-	-	-	-	-	-
<u>Operating Contingency</u>	-	-	-	-	-	-
<u>Internal Charges</u>						
Indirect Charges	78,492	85,988	93,991	125,148	125,148	
Departmental Administration	-	-	-	-	-	
Interfund Charges	253,284	283,012	326,842	413,281	413,281	
Interfund Support Transfers	-	-	100,000	100,000	100,000	
Total Internal Charges	331,776	369,000	520,833	638,429	638,429	-
Total Appropriated Expenditures	2,163,756	2,268,171	2,944,050	3,282,132	3,282,132	-
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Total Unappropriated Expenditures	-	-	-	-	-	-
Total Expenditures	2,163,756	2,268,171	2,944,050	3,282,132	3,282,132	-
Total Resources Less Expenditures	1,079	216	-	-	-	-

## ROGUE VALLEY COUNCIL OF GOVERNMENTS TRANSPORTATION PLANNING PROGRAM BUDGET



The primary function of RVCOG's Transportation Planning Program is to fulfill the responsibilities of the Metropolitan Planning Organization (MPO) for the Medford and Grants Pass Urbanized Areas. The RVCOG is designated as the MPO for both federally designated regions. The Board of Directors delegated responsibility for MPO policy functions to a committee of elected and appointed officials from each of the two areas. For the Medford area, the Rogue Valley MPO comprises the cities of Ashland, Talent, Phoenix, Jacksonville, Medford, Central Point, and Eagle Point, Jackson County, and the Rogue Valley Transportation District (RVTD). For the Grants Pass area, the Middle Rogue MPO comprises the cities of Grants Pass, Rogue River, and Gold Hill, Josephine County, and Jackson County. The Oregon Department of Transportation (ODOT) participates in both MPOs.

The department has other transportation planning related activities, including staff support to the Rogue Valley Area Commission on Transportation (an advisory board to ODOT representing Jackson and Josephine counties), assistance to jurisdictions on such initiatives as Transportation System Plans and active transportation plans as well as providing technical support and planning assistance to the Rogue Valley Transportation District (RVTD).

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Resources</u>						
Member Dues	39,999	39,999	41,362	41,885	41,885	
Other Local Government	-	-	-	-	-	
Federal & State Grants	2,444,561	1,673,184	1,546,557	1,730,486	1,730,486	
Contributions & Donations	-	-	-	-	-	
Charges For Services	-	-	-	-	-	
Other Revenues	391	3	-	-	-	
Indirect Charges	-	-	-	-	-	
Departmental Administration	-	-	-	-	-	
Interfund Revenues	-	-	-	-	-	
Interfund Support Transfers	-	-	-	-	-	
Beginning Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>2,484,951</b>	<b>1,713,186</b>	<b>1,587,919</b>	<b>1,772,371</b>	<b>1,772,371</b>	<b>-</b>

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Expenditures</u>						
<u>Personnel</u>						
Salaries & Wages	184,719	226,332	294,794	304,336	304,336	
Employee Benefits	72,273	87,102	116,001	145,459	145,459	
Total Personnel	256,992	313,434	410,795	449,795	449,795	-
<u>Materials &amp; Services</u>						
Supplies & Materials	2,030,597	1,127,142	148,632	248,904	248,904	
Purchased Services	12,605	28,967	150,000	125,000	125,000	
Other Expenses	-	-	-	-	-	
Total Materials & Services	2,043,202	1,156,109	298,632	373,904	373,904	-
<u>Capital Outlay</u>	-	-	-	-	-	-
<u>Debt Service</u>	-	-	-	-	-	-
<u>Operating Contingency</u>	-	-	615,860	671,528	671,528	-
<u>Internal Charges</u>						
Indirect Charges	42,903	53,437	68,460	74,718	74,718	
Departmental Administration	40	33,954	-	-	-	
Interfund Charges	113,045	148,609	194,172	202,426	202,426	
Interfund Support Transfers	-	-	-	-	-	
Total Internal Charges	155,988	236,000	262,632	277,144	277,144	-
Total Appropriated Expenditures	2,456,182	1,705,543	1,587,919	1,772,371	1,772,371	-
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Total Unappropriated Expenditures	-	-	-	-	-	-
Total Expenditures	2,456,182	1,705,543	1,587,919	1,772,371	1,772,371	-
Total Resources Less Expenditures	28,769	7,643	-	-	-	-

## ROGUE VALLEY COUNCIL OF GOVERNMENTS

### LAND USE PLANNING PROGRAM BUDGET

The Land Use Planning Program provides professional planning services to member jurisdictions that lack the volume of work necessary to maintain a full time planner or need additional planning staff to handle increased workloads. Typical services include land development code updates, comprehensive plan and zone changes, development plan, subdivision and partition plat reviews, and reports.

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Resources</u>						
Member Dues	-	-	-	-	-	-
Other Local Government	178,543	272,011	243,858	287,005	287,005	-
Federal & State Grants	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Charges For Services	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
Indirect Charges	-	-	-	-	-	-
Departmental Administration	17,766	64,171	18,547	43,249	43,249	-
Interfund Revenues	-	-	-	-	-	-
Interfund Support Transfers	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
<b>Total Resources</b>	<b>196,309</b>	<b>336,182</b>	<b>262,405</b>	<b>330,254</b>	<b>330,254</b>	<b>-</b>
<u>Expenditures</u>						
<u>Personnel</u>						
Salaries & Wages	67,997	108,450	104,537	125,779	125,779	-
Employee Benefits	37,226	34,646	41,247	52,346	52,346	-
<b>Total Personnel</b>	<b>105,223</b>	<b>143,096</b>	<b>145,784</b>	<b>178,125</b>	<b>178,125</b>	<b>-</b>
<u>Materials &amp; Services</u>						
Supplies & Materials	1,489	4,223	7,613	1,648	1,648	-
Purchased Services	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>1,489</b>	<b>4,223</b>	<b>7,613</b>	<b>1,648</b>	<b>1,648</b>	<b>-</b>



	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Capital Outlay</u>	-	-	-	-	-	-
<u>Debt Service</u>	-	-	-	-	-	-
<u>Operating Contingency</u>	-	-	-	-	-	-
<u>Internal Charges</u>						
Indirect Charges	17,567	23,547	23,691	29,256	29,256	
Departmental Administration	17,726	29,702	18,547	43,249	43,249	
Interfund Charges	39,362	67,162	66,770	77,976	77,976	
Interfund Support Transfers	-	-	-	-	-	
Total Internal Charges	74,655	120,411	109,008	150,481	150,481	-
Total Appropriated Expenditures	181,367	267,730	262,405	330,254	330,254	-
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	-	-	-	-	-	
Ending Fund Balance	-	-	-	-	-	
Total Unappropriated Expenditures	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>181,367</b>	<b>267,730</b>	<b>262,405</b>	<b>330,254</b>	<b>330,254</b>	<b>-</b>
Total Resources Less Expenditures	14,942	68,452	-	-	-	-

## ROGUE VALLEY COUNCIL OF GOVERNMENTS TECHNOLOGY SERVICES PROGRAM BUDGET

RVCOG's Technical Services program offers a variety of geospatial-based services. Using a blend of cutting edge geospatial hardware and software, the program assists public and private partners in land use and transportation planning, public safety, natural resource projects, social justice programs, natural disaster planning and prevention, housing issues, community engagement, and more. Services are available on an hourly or project-based contract basis. There are two major components of the Technical Services program – Geographic Information Services and Drone Technology Services.

In response to the unfortunate loss of two staff members who were performing these services in 2020, RVCOG has secured licensed subcontractors to perform Technology Services projects as requested.

	2021/22	2022/23	2023/24	2024/25	2024/25	2024/25
	Actual	Actual	Adopted	Proposed	Approved	Adopted
			Budget	Budget	Budget	Budget
<u>Resources</u>						
Member Dues	-	-	-	-	-	-
Other Local Government	10,655	8,375	10,000	10,000	10,000	
Federal & State Grants	2,181	2,420	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Charges For Services	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
Indirect Charges	-	-	-	-	-	-
Departmental Administration	-	-	-	-	-	-
Interfund Revenues	-	-	-	-	-	-
Interfund Support Transfers	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
<b>Total Resources</b>	<b>12,836</b>	<b>10,795</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Expenditures</u>						
<u>Personnel</u>						
Salaries & Wages	1,069	-	-	-	-	-
Employee Benefits	106	-	-	-	-	-
Total Personnel	1,175	-	-	-	-	-
<u>Materials &amp; Services</u>						
Supplies & Materials	-	-	-	-	-	-
Purchased Services	10,887	10,615	10,000	10,000	10,000	-
Other Expenses	-	-	-	-	-	-
Total Materials & Services	10,887	10,615	10,000	10,000	10,000	-
<u>Capital Outlay</u>	-	-	-	-	-	-
<u>Debt Service</u>	-	-	-	-	-	-
<u>Operating Contingency</u>	-	-	-	-	-	-
<u>Internal Charges</u>						
Indirect Charges	195	-	-	-	-	-
Departmental Administration	-	-	-	-	-	-
Interfund Charges	609	180	-	-	-	-
Interfund Support Transfers	-	-	-	-	-	-
Total Internal Charges	804	180	-	-	-	-
Total Appropriated Expenditures	12,866	10,795	10,000	10,000	10,000	-
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Total Unappropriated Expenditures	-	-	-	-	-	-
Total Expenditures	12,866	10,795	10,000	10,000	10,000	-
Total Resources Less Expenditures	(30)	-	-	-	-	-

## ROGUE VALLEY COUNCIL OF GOVERNMENTS SUPPORT SERVICES FUND BUDGET

The Support Services Fund includes the Finance, Human Resources, and Information Systems services as well as legal, general insurance, and administrative equipment costs.

The principle funding sources for the Support Services Fund are direct charges levied on all productive hours worked by RVCOG personnel. These revenue sources are included on the Interfund Charges line in the budget.

The second largest source of revenues to the fund comes from member jurisdictions in the form of contracted services. For example, RVCOG provides computer support services to the cities of Rogue River and Shady Cove and Jackson Soil and Water Conservation District, finance services to Southern Oregon Regional Economic Development, Inc., and the TAP Water Intertie, and human resources services to several member jurisdictions.

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Resources</u>						
Member Dues	-	-	-	-	-	-
Other Local Government	87,404	103,389	59,611	94,791	94,791	
Federal & State Grants	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-
Charges For Services	-	-	-	-	-	-
Other Revenues	89	295	-	-	-	-
Indirect Charges	-	-	-	-	-	-
Departmental Administration	-	-	-	-	-	-
Interfund Revenues	527,730	659,722	785,625	813,843	813,843	
Interfund Support Transfers	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
<b>Total Resources</b>	<b>615,223</b>	<b>763,406</b>	<b>845,236</b>	<b>908,634</b>	<b>908,634</b>	<b>-</b>
<u>Expenditures</u>						
<u>Personnel</u>						
Salaries & Wages	261,417	292,299	308,674	341,581	341,581	
Employee Benefits	114,102	128,860	150,893	175,081	175,081	
<b>Total Personnel</b>	<b>375,519</b>	<b>421,159</b>	<b>459,567</b>	<b>516,662</b>	<b>516,662</b>	<b>-</b>

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Materials &amp; Services</u>						
Supplies & Materials	91,678	109,886	150,654	118,385	118,385	
Purchased Services	28,996	28,379	39,815	39,504	39,504	
Other Expenses	-	-	-	-	-	
Total Materials & Services	120,674	138,265	190,469	157,889	157,889	-
<u>Capital Outlay</u>	-	-	-	-	-	-
<u>Debt Service</u>	-	-	-	-	-	-
<u>Operating Contingency</u>	-	-	-	-	-	-
<u>Internal Charges</u>						
Indirect Charges	9,361	8,649	3,569	8,643	8,643	
Departmental Administration	-	-	-	-	-	
Interfund Charges	162,073	183,193	191,631	225,440	225,440	
Interfund Support Transfers	-	-	-	-	-	
Total Internal Charges	171,434	191,842	195,200	234,083	234,083	-
Total Appropriated Expenditures	667,627	751,266	845,236	908,634	908,634	-
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-
Total Unappropriated Expenditures	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>667,627</b>	<b>751,266</b>	<b>845,236</b>	<b>908,634</b>	<b>908,634</b>	<b>-</b>
Total Resources Less Expenditures	(52,404)	12,140	-	-	-	-

## ROGUE VALLEY COUNCIL OF GOVERNMENTS COMPUTER REPLACEMENT FUND BUDGET

The Computer Replacement Fund was established to charge the costs associated with providing computer equipment to RVCOG's active programs and projects. Most grants and contracts allow for the rental of equipment, including computer equipment, but will not provide funds for direct purchase. With the constant upgrading of the computer programs in use by various COG staff and the huge quantities of data necessary to produce highly detailed geographic maps, future transportation needs modeling, drone footage, population modeling, and other functions, it is necessary to upgrade the computer equipment on a regular basis. The goal of this fund is to allow for replacement of each staff member's computer equipment at least every three years as well as provide for annual software upgrades and equipment purchases for new staff members.

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Resources</u>						
Interfund Revenues	15,488	19,144	27,065	36,554	36,554	
Interfund Support Transfers	-	-	-	-	-	
Beginning Fund Balance	-	-	-	-	-	
<b>Total Resources</b>	<b>15,488</b>	<b>19,144</b>	<b>27,065</b>	<b>36,554</b>	<b>36,554</b>	<b>-</b>
<u>Expenditures</u>						
<u>Materials &amp; Services</u>						
Supplies & Materials	18,538	28,439	25,057	34,546	34,546	
Purchased Services	-	-	-	-	-	
Other Expenses	-	-	-	-	-	
<b>Total Materials &amp; Services</b>	<b>18,538</b>	<b>28,439</b>	<b>25,057</b>	<b>34,546</b>	<b>34,546</b>	<b>-</b>
<u>Capital Outlay</u>	-	-	-	-	-	-
<b>Total Appropriated Expenditures</b>	<b>18,538</b>	<b>28,439</b>	<b>25,057</b>	<b>34,546</b>	<b>34,546</b>	<b>-</b>
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	2,665	2,008	2,008	2,008	2,008	
Ending Fund Balance	-	-	-	-	-	
<b>Total Unappropriated Expenditures</b>	<b>2,665</b>	<b>2,008</b>	<b>2,008</b>	<b>2,008</b>	<b>2,008</b>	<b>-</b>
<b>Total Expenditures</b>	<b>21,203</b>	<b>30,447</b>	<b>27,065</b>	<b>36,554</b>	<b>36,554</b>	<b>-</b>
<b>Total Resources Less Expenditures</b>	<b>(5,715)</b>	<b>(11,303)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**ROGUE VALLEY COUNCIL OF GOVERNMENTS**  
**BUILDING OPERATIONS AND MAINTENANCE FUND BUDGET**

This fund was established in order to charge the costs associated with the repair, operations, maintenance, and eventual replacement of RVCOG's buildings to active programs and projects. In addition, it has allowed for all projects to be charged reasonable rental fees during the course of the project or projects. The main Central Point Office, the Josephine County Senior Resource Center (completed in December of 2019), and the Central Point Senior Resource Center (purchased in 2022) are represented in this fund.

	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2024/25</b>	<b>2024/25</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<u>Resources</u>						
Contributions & Donations	75,000	-	-	-	-	-
Charges For Services	8,532	31,588	38,750	37,503	37,503	
Other Revenues	-	34,757	12,000	14,721	14,721	
Interfund Revenues	73,274	82,645	78,259	91,811	91,811	
Interfund Support Transfers	100,000	-	-	-	-	
Beginning Fund Balance	-	-	48,433	48,433	48,433	
<b>Total Resources</b>	<b>256,806</b>	<b>148,990</b>	<b>177,442</b>	<b>192,468</b>	<b>192,468</b>	<b>-</b>
<u>Expenditures</u>						
<u>Materials &amp; Services</u>						
Supplies & Materials	32,779	91,937	75,637	80,673	80,673	
Purchased Services	23,416	28,656	28,400	34,500	34,500	
Other Expenses	-	-	-	-	-	
<b>Total Materials &amp; Services</b>	<b>56,195</b>	<b>120,593</b>	<b>104,037</b>	<b>115,173</b>	<b>115,173</b>	<b>-</b>
<u>Capital Outlay</u>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriated Expenditures</b>	<b>56,195</b>	<b>120,593</b>	<b>104,037</b>	<b>115,173</b>	<b>115,173</b>	<b>-</b>
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	68,333	74,734	73,405	77,295	77,295	
Ending Fund Balance	-	-	-	-	-	
<b>Total Unappropriated Expenditures</b>	<b>68,333</b>	<b>74,734</b>	<b>73,405</b>	<b>77,295</b>	<b>77,295</b>	<b>-</b>
<b>Total Expenditures</b>	<b>124,528</b>	<b>195,327</b>	<b>177,442</b>	<b>192,468</b>	<b>192,468</b>	<b>-</b>
<b>Total Resources Less Expenditures</b>	<b>132,278</b>	<b>(46,337)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## ROGUE VALLEY COUNCIL OF GOVERNMENTS LEAVE LIABILITY FUND BUDGET

The Leave Liability Fund is used to accumulate resources to pay vacation leave, sick leave, and holidays when employees use them, and to pay accrued vacation when employees terminate employment. All regular full-time employees receive 96 hours of paid holiday leave, 96 hours of sick leave, and from 96 to 168 hours of vacation leave (depending on length of service) per year. Regular part-time employees receive leave that is prorated based on the number of hours worked per week.

Having this fund in place allows for the various programs and projects to be charged their fair share of the leave and holiday liabilities at the time the leaves are earned by the employee and to not be overcharged during months in which employees use leave. Each employee's annual accrual of vacation, sick leave, and holiday hours are converted to a dollar value based on the employee's salary or hourly rate plus benefits. This amount is divided by the billable hours (budgeted total annual hours less leaves) for each employee to determine a rate to apply to each hour worked. Each month the hourly rate is applied to the hours worked on projects and the total charges are deposited in the Leave Liability Fund. When an employee uses any of these leaves, their salary and associated benefits for those hours are charged to this fund.

	2021/22 Actual	2022/23 Actual	2023/24 Adopted Budget	2024/25 Proposed Budget	2024/25 Approved Budget	2024/25 Adopted Budget
<u>Resources</u>						
Other Revenues	-	20	-	-	-	-
Interfund Revenues	499,539	601,325	640,126	704,008	704,008	-
<b>Total Resources</b>	<b>499,539</b>	<b>601,345</b>	<b>640,126</b>	<b>704,008</b>	<b>704,008</b>	<b>-</b>
<u>Expenditures</u>						
<u>Personnel</u>						
Salaries & Wages	299,775	371,398	426,949	477,995	477,995	-
Employee Benefits	145,596	157,770	213,177	226,013	226,013	-
<b>Total Personnel</b>	<b>445,371</b>	<b>529,168</b>	<b>640,126</b>	<b>704,008</b>	<b>704,008</b>	<b>-</b>
<u>Internal Charges</u>						
Interfund Charges	(1,382)	-	-	-	-	-
<b>Total Internal Charges</b>	<b>(1,382)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriated Expenditures</b>	<b>443,989</b>	<b>529,168</b>	<b>640,126</b>	<b>704,008</b>	<b>704,008</b>	<b>-</b>
<b>Total Expenditures</b>	<b>443,989</b>	<b>529,168</b>	<b>640,126</b>	<b>704,008</b>	<b>704,008</b>	<b>-</b>
<b>Total Resources Less Expenditures</b>	<b>55,550</b>	<b>72,177</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**ROGUE VALLEY COUNCIL OF GOVERNMENTS  
VEHICLE OPERATION AND MAINTENANCE FUND BUDGET**

This fund provides for the operation and maintenance of RVCOG vehicles. Operating costs are charged on a mileage basis with the intent that the fund will accumulate the resources necessary to cover annual expenses and contribute toward replacement of the vehicles as their useful lives reach an end. RVCOG currently has fourteen vehicles in its fleet, most of which are used by the Food & Friends program for deliveries to congregate meal sites and Meals On Wheels consumers. The current year budget includes plans to purchase a new hot/cold transport truck for Food & Friends.

	<b>2021/22 Actual</b>	<b>2022/23 Actual</b>	<b>2023/24 Adopted Budget</b>	<b>2024/25 Proposed Budget</b>	<b>2024/25 Approved Budget</b>	<b>2024/25 Adopted Budget</b>
<u>Resources</u>						
Contributions & Donations	-	-	-	-	-	-
Other Revenues	-	38,869	10,000	-	-	-
Interfund Revenues	40,645	44,017	62,620	54,851	54,851	-
Interfund Support Transfers	-	-	100,000	100,000	100,000	-
Beginning Fund Balance	-	-	-	46,500	46,500	-
<b>Total Resources</b>	<b>40,645</b>	<b>82,886</b>	<b>172,620</b>	<b>201,351</b>	<b>201,351</b>	<b>-</b>
<u>Expenditures</u>						
<u>Materials &amp; Services</u>						
Supplies & Materials	39,718	61,292	50,620	54,851	54,851	-
Purchased Services	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>39,718</b>	<b>61,292</b>	<b>50,620</b>	<b>54,851</b>	<b>54,851</b>	<b>-</b>
<u>Capital Outlay</u>	-	-	100,000	100,000	100,000	-
<u>Debt Service</u>	-	-	-	-	-	-
<u>Operating Contingency</u>	-	-	-	-	-	-
<b>Total Appropriated Expenditures</b>	<b>39,718</b>	<b>61,292</b>	<b>150,620</b>	<b>154,851</b>	<b>154,851</b>	<b>-</b>
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	17,136	15,020	22,000	46,500	46,500	-
Ending Fund Balance	-	-	-	-	-	-
<b>Total Unappropriated Expenditures</b>	<b>17,136</b>	<b>15,020</b>	<b>22,000</b>	<b>46,500</b>	<b>46,500</b>	<b>-</b>
<b>Total Expenditures</b>	<b>56,854</b>	<b>76,312</b>	<b>172,620</b>	<b>201,351</b>	<b>201,351</b>	<b>-</b>
<b>Total Resources Less Expenditures</b>	<b>(16,209)</b>	<b>6,574</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**ROGUE VALLEY COUNCIL OF GOVERNMENTS  
FOOD & FRIENDS ENDOWMENT FUND BUDGET**

The Food & Friends Senior Meals program budget is heavily dependent on local monies to augment the state and federal funding required to implement the home-delivered and congregate components of the program. Normally, around 40% of the program's funding comes from these local sources. A consistent major component of this local funding is direct fundraising. As the program has strategically developed its fundraising program over the years, one of the components of that strategy has been planned giving, with the result being the establishment of an endowment fund in late 2016. The value of the endowment fund at the close of the 2023-2024 fiscal year is projected to be \$450,000.

	<b>2021/22 Actual</b>	<b>2022/23 Actual</b>	<b>2023/24 Adopted Budget</b>	<b>2024/25 Proposed Budget</b>	<b>2024/25 Approved Budget</b>	<b>2024/25 Adopted Budget</b>
<u>Resources</u>						
Contributions & Donations	-	-	-	-	-	-
Other Revenues	(43,498)	20,215	11,000	14,000	14,000	-
<b>Total Resources</b>	<b>(43,498)</b>	<b>20,215</b>	<b>11,000</b>	<b>14,000</b>	<b>14,000</b>	<b>-</b>
<u>Expenditures</u>						
<u>Materials &amp; Services</u>						
Supplies & Materials	3,445	3,078	2,300	3,200	3,200	-
Purchased Services	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>3,445</b>	<b>3,078</b>	<b>2,300</b>	<b>3,200</b>	<b>3,200</b>	<b>-</b>
<b>Total Appropriated Expenditures</b>	<b>3,445</b>	<b>3,078</b>	<b>2,300</b>	<b>3,200</b>	<b>3,200</b>	<b>-</b>
<u>Expenditures Not Subject to Appropriation</u>						
Depreciation	-	-	-	-	-	-
Ending Fund Balance	-	-	8,700	10,800	10,800	-
<b>Total Unappropriated Expenditures</b>	<b>-</b>	<b>-</b>	<b>8,700</b>	<b>10,800</b>	<b>10,800</b>	<b>-</b>
<b>Total Expenditures</b>	<b>3,445</b>	<b>3,078</b>	<b>11,000</b>	<b>14,000</b>	<b>14,000</b>	<b>-</b>
<b>Total Resources Less Expenditures</b>	<b>(46,943)</b>	<b>17,137</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## ROGUE VALLEY COUNCIL OF GOVERNMENTS PERSONNEL SUMMARY

RVCOG's 2024-2025 budget includes a staff of fifty-one employees budgtd to work 76,629 productive hours - a less than 1% decrease in productive hours from the 2023-24 budget. With thirty-seven full-time (40 hour per week) employees, the full-time equivalent (FTE) count is 43.925.

The proposed budget includes an employee pay cost of living adjustment (COLA) of 3.5% across RVCOG's salary table. Note that the state minimum wage will increase to \$14.70 per hour, a 3.5% increase based on the March 2023 to March 2024 CPI increase.

Although some employees are budgeted across more than one fund, the counts below are shown for employees in their home departments.

	<b>2023 - 2024 Adopted Budget</b>		<b>2024 - 2025 Approved Budget</b>	
	<b>Employee</b>		<b>Employee</b>	
	<b>Count</b>	<b>FTE</b>	<b>Count</b>	<b>FTE</b>
General Fund	2.00	2.0000	3.00	3.0000
Natural Resources	2.00	2.0000	2.00	2.0000
Community Development	1.00	1.0000	1.00	1.0000
Senior and Disability Services	19.00	16.9500	15.00	13.1500 < HDM Outreach staff shifted
Senior Nutrition	14.00	9.9125	17.00	12.2750 < to home department
Transportation Planning	5.00	5.0000	5.00	5.0000
Land Use Planning	2.00	2.0000	2.00	2.0000
Support Services	6.00	5.2000	6.00	5.5000
<b>Totals</b>	<b>51.00</b>	<b>44.0625</b>	<b>51.00</b>	<b>43.9250</b>



## Rogue Valley Council of Governments 2024 – 2025 Cost Allocation Plan

The RVCOG cost allocation plan has three distinct elements used to directly and indirectly charge various costs to projects carried out by the organization. These include the general administration indirect charges, departmental administration charges, and internal service charges.

**1. General Administration Indirect charges,** which are charged to personnel costs only, constitute the first element of the plan. The tables below detail how this rate is calculated and how the revenue is applied to fund administrative costs within the General Fund.

### Indirect Charges Calculation Special Revenue Fund Department Budgets to which Indirect is applied

Natural Resources	\$ 188,134
Community Development	\$ 103,953
Senior & Disabled Services	\$ 1,315,853
Senior Nutrition Program	\$ 893,912
Transportation Planning	\$ 533,692
Land Use Planning	\$ 208,974
Technology Services	\$ 0
Other Projects	\$ 61,739
	\$ 3,306,257
Indirect Charges Rate	14.00%
Indirect Charges	\$ 462,876

### Indirect Charges Calculation General Fund Budget Allocation between Local Revenues and Indirect

	Funded by Local Revenues	Funded by Indirect Charges
<u>Revenues</u>		
Member Dues	\$ 48,243	
Other Revenues	\$ 19,693	
Contributions & Donations		
Indirect Charges		\$ 462,876
Beginning Fund Balance		
Total Revenues	\$ 67,936	\$ 462,876
<u>Expenditures</u>		
Personnel Costs	\$ 44,443	\$ 282,369
Materials & Services	\$ 7,609	\$ 51,842
Other Expenses		
Interfund Charges	\$ 18,884	\$ 128,665
Interfund Support Transfers		
Capital Outlay		
Contingency		
Total Expenditures	\$ 67,936	\$ 462,876

**2. Department Administration charges** are the second element of this plan. These costs are those associated with a specific department, but are those that cannot, with reasonable effort, be charged directly to projects. These costs are allocated to all projects worked on by employees from the specific department or sub-department, based on *budgeted billable hours*. These costs are determined separately from the general indirect rate because the departmental and sub-departmental administration costs vary.

NOTE: ***Budgeted Billable Hours*** are defined as total staff hours, including both full and part-time employees, less the total leaves (sick, vacation, and holiday) anticipated to accrue during the fiscal year. The table below shows how RVCOG total billable hours are arrived at for the 2024-2025 fiscal year.

<b>Budgeted Billable Hours</b>	
	Hours
Total Budgeted Hours for All Employees	91,364
Total Budgeted Hours of Leave for All Employees	14,735
Total Budgeted Billable Hours for all Employees	76,629

The types of expenses included in Department Administration charges are employee time for general and departmental staff meetings, training time, training registration fees and travel expenses, basic office supplies, etc.

The applicable rate is determined by subtracting the hours budgeted to department administration from the accumulated *budgeted billable hours* for a department's employees and dividing the result into the department's administration budget. The following example illustrates this process:

<b>Departmental Administration Charges (example)</b>	
Departmental Administration Budget	\$ 7,786
Total Staff Hours (2 full-time, 0 half-time)	4,160
Total Vacation, Sick Leave, and Holidays	(724)
Total Hours Budgeted to Departmental Administration	(72)
Budgeted Billable Hours to be applied to department Admin Budget	3,364
Department Administration Hourly Charge	\$ 2.31

**3. Internal Services charges** are the third and final element of the plan, and, except for the Vehicle Rental Fund, are also allocated based on *budgeted billable hours*. These charges represent the cost of specific services provided by RVCOG departments to all billable projects and both general and departmental administration programs.

RVCOG has five internal service funds as listed below:

**a) Computer Rental Fund.** This fund rents computers to RVCOG employees, which then allows for recapturing the costs of the computers and the accumulation of funds to replace older computers. Costs are amortized over a three-year life and the goal is to replace one third of the computers annually. The annual computer rent is \$850, approximately equal to \$0.52 per billable hour for each employee who uses a computer during the course of work.

**b) Building Operating Fund.** This fund is used to accumulate costs, including depreciation, associated with the operations of the RVCOG office building and charge those costs to all billable projects and both general and departmental administration

programs for those employees who are located in the primary office building in Central Point. The following table shows how this charge is determined:

<b>Building Operating Costs Charges</b>	
Total Building Operating Costs, net of outside revenues	\$ 91,811
Total Billable Hours for employees located in the building	54,984
Hourly Rate	\$ 1.67

**c) Leave Liability Fund.** This fund applies to all RVCOG employees. It accumulates resources to pay employees when they take leave including sick leave, vacation, and holiday, and to pay terminated employees for unused vacation and 20% of sick leave, if applicable. Charges are allocated each month to the projects on which an employee works, equal to the value of the hours that are accrued to the sick and vacation leave balances. The rate for each employee varies based on the total billable hours, wage rate, and benefit costs for that employee. When an employee uses leave hours, those hours are charged to this fund. The following is an example of how the leave liability rate is determined for a full-time employee who earns \$2,500 per month, accrues 12 hours of vacation and 8 hours of sick leave per month, and who is eligible for 12 paid holidays per year:

<b>Leave Liability Accrual Rate (Example)</b>			
	Hours		
Total Work Hours	2,080	Annual Salary	\$ 30,000
		Benefits	\$ 15,000
Vacation Accrual	144	Total Compensation	\$ 45,000
Sick Leave Accrual	96		
Holidays	96		
Total Leave Hours	336		
Billable Hours	1,744		
<b>Hourly Total Compensation</b>		<b>Value of Total Leave Hours</b>	
Total Compensation		Total Leave Hours	
(\$45,000) / Total		(336) * Hourly Total	
Work Hours (2,080)	\$ 21.63	Compensation (\$21.63)	\$ 7,268
<b>Leave Liability Accrual Rate</b>			
Value of Total Leave			
Hours (\$7,268) /			
Billable Hours (1,744)	\$ 4.17		

**d) Vehicle Rental Fund.** This fund is used to accumulate costs associated with the operation of the RVCOG vehicle fleet, which currently includes vans used to transport food for the Food & Friends senior meals program, an SUV for Natural Resources, and passenger vehicles used by Food & Friends administration and outreach, Senior and Disability Services, Transportation, and Administration staff. The operating costs of these vehicles, including an allowance for depreciation, are charged to applicable programs based on miles actually driven. A per mile rate is determined when a new vehicle is acquired. This rate is subject to change at the beginning of each fiscal year.

**e) Support Services Fund.** The internal service fund has six cost centers that are used to accumulate specific costs to be charged to all billable projects and both general and departmental administration programs. These cost centers include human resources, finance, information systems, internet service, administrative equipment, liability insurance, and legal costs.

The hourly rates applied to the budgeted billable hours for the cost centers are determined using one of three “total budgeted billable hours.” The first is the total budgeted billable hours for all employees, used to allocate human resources, finance, liability insurance, and legal costs. The second is the total budgeted billable hours for all employees who use computers during the course of work, used to allocate information systems costs. The third is the total budgeted billable hours for all employees located in the Central Point office building, used to allocate the cost of phone and internet services and office equipment leases.

The table below details these hourly rates:

**Support Services Fund Allocated Charges**

	Budgeted Amount	Applicable Billable Hours	Hourly Rates
Human Resources Department	\$ 240,423	76,629	\$ 3.14
Finance Department	\$ 365,570	76,629	\$ 4.77
Liability Insurance	\$ 25,502	76,629	\$ 0.33
Legal Costs	\$ 5,004	76,629	\$ 0.07
Information Systems	\$ 128,939	69,920	\$ 1.84
Phone, Internet, Equip Leases	\$ 48,400	54,984	\$ 0.88



# *Rogue Valley Council of Governments Budget Committee Meeting*

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## **I. Call to Order**

The meeting was called to order on April 24, 2024, at 2:00pm

Attendance

### ***Budget Committee Members - Board***

Carl Tappert, RVSS

Bill Mansfield, RVTB

Jonah Liden, RCC

Dylan Bloom, City of Ashland

### ***Budget Committee Members – Non-Board***

Brian Barr

Liz James

Larry Martin

### ***RVCOG Staff Members***

Ann Marie Alfrey, Executive Director

Adrian Modjeski, Human Resources & Administrative Services Director

Ryan MacLaren, Planning Program Director

Shandell Clark, Principal Planner

Peter Town, Grants & Contracts Administrator

Monique Clark, Senior and Disability Services Program Supervisor

Kellie Owens, Nutrition Program Analyst

Kerstin Sachse, Administrative Specialist & Budget Committee Secretary

### ***Guests***

Sebastian Viteri

## **II. Appointing Positions to the Budget Committee**

A nomination was made to appoint Carl Tappert as the Chair of the Budget Committee. The nomination was seconded and approved without objection.

A nomination was made to appoint Kerstin Sachse as Secretary for the Budget Committee. The nomination was seconded and approved without objection.

## **III. Overview of the Budget**

Ann Marie Alfrey presented an overview of the budget.

- RVCOG is a voluntary association of local governments and is a non-taxing authority. Revenue is collected by contract with Federal and State agencies, member jurisdictions and community partners. General Administrative and Internal Services funds are funded by an indirect rate and direct charges. The Indirect rate has been set at 14% for about eight years.
- Departmental Administration is a revenue source that is added to the loaded rate to cover costs for training and other non-billable expenses for departments that only provide outside services.
- The Cost Allocation Plan includes charges on each hour worked by employees to cover expenses for the following funds: Computer Replacement, Building Maintenance, Leave liability, Vehicle Rental, and Support Services.
- RVCOG is a service organization. Our staff is our biggest asset. Our current full-time equivalent (FTE) remains at 44.
- We are proposing a COLA of 3.5%. Last year, a 3% COLA was approved to adjust for inflation.

#### ***Q&A: Computer Rental***

Question: Do you rent computers to your employees?

Answer: No, we do not rent them to the employees, the charge is levied on the programs. Based on the replacement of computers and software cost a small rate is generated on productive hours worked by staff. With this fund the cost is covered to replace computer equipment and software when necessary.

#### ***Q&A: Billable Hours***

Question: How do you generate the applicable billable hours for the support services fund?

Answer: RVCOG collects hours worked at every payroll run. However, not every staff member needs all the support services. Staff without a computer are not in need of IT Services, so these hours would be excluded.

#### ***Q&A: 3-year computer renewal***

Question: How did you decide the 3-year renewal term of the computer renewal?

Answer: Depending on the needed computing power for the individual employee and the change in technology, a 3-year average renewal was calculated to keep employees supplied with sufficient computer equipment.

#### ***Q&A: SDS-Staff changes***

Question: Can you explain the staff change in the SDS Department?

Answer: Two staff members that do outreach and assessment for the Senior Nutrition Program were historically listed under the SDS Department due to their funding source. This has been corrected to represent these staff under the correct department. This was not a reduction in staff, just a relocation to a different department in the budget.

### ***Q&A: 3.5% COLA***

Question: How did you arrive at this number?

Answer: After reaching out to all our member jurisdictions and taking into consideration that minimum wage will increase 3.5%, this number seemed to be an appropriate cost of living adjustment.

## **IV. Program Focus – Natural Resources**

Ann Marie Alfrey presented information on the Natural Resources Program budget.

- 2 full-time employees.
- Activities include: Water Quality Monitoring, regional Total Maximum Daily Load (TMDL) implementation and coordination, regional water quality planning, endangered species conservation, laboratory analysis of water quality samples, restoration work, watershed education, project management for grants, and GIS and mapping.
- Current projects include: Clean Water Act, Bear Creek Restoration Initiative, Salmon Watch, Emergency Response Activities, Rogue Drinking Water Partnership, and Brownfields evaluation through a contract with the Environmental Protection Agency.
- Some new projects include: Project Management for the Cooperative Weed Management Area (CWMA) for Jackson and Josephine County, the expansion of the Stream Smart program to both counties, and developing an Adopt-a-River program.
- Potential Future Projects: Air Quality Monitoring for the Oregon DEQ.

### ***Q&A: Budget overage***

Question: Purchased services increase from \$200,000 to over \$500,000. Please explain.

Answer: Bear Creek Fish Passage Barrier Removal is a grant and is mostly pass through funding besides the project management.

## **V. Program Focus – Community Development**

Peter Town presented information on the Community Development Program budget.

- Recently completed projects:
  - JOCO CDBG for Housing Rehabilitation Program to repair homes.
  - Butte Falls: FEMA Funding for Forest Maintenance Plan.
  - Ashland: DEQ wastewater outfall improvement.
- Projects coming soon:
  - Federal grant for \$1.2M for improving fish passage on Bear Creek by Hawthorne Park.
  - Cave Junction: Restore wells and improve public library.

- Oregon State Fire Marshall grant, to receive funding for wildfire mitigation projects for the Town of Butte Falls, the City of Talent, the City of Phoenix, and Jackson County.
- City of Talent to receive a FEMA grant for wildfire clean up along Bear Creek.
- In collaboration with Jackson County, three FEMA BRIC grants were received for code updates and enforcement.
- Jacksonville: Transportation and growth management grant for developing a pedestrian-only zone.
- Planning, Infrastructure, and Economic Revitalization (PIER) grant to help rebuild Talent and Phoenix.
- JOCO CDBG Grant for Housing Rehabilitation Program will be ran again with extended funds.
- Currently preparing applications for:
  - Jacksonville: Electric vehicle charging station grants.
  - Rogue River: Department of Transportation to improve streets.

#### ***Q&A: RVCOG Staff Involvement***

Question: Who is involved from the RVCOG staff in managing these projects?

Answer: Peter Town is the main contact for grant management, but depending on the project other staff members will participate.

#### ***Q&A: JOCO CDBG Grant***

Question: What does the housing rehab program provide?

Answer: This program provides up to \$25,000 to low-income homeowners for repairs to prevent the house from becoming unlivable.

#### ***Q&A: Jacksonville EV support***

Question: What is the status on the EV charging stations in Jacksonville?

Answer: Level 3 chargers were attempted through Pacific Power, which are the really fast chargers, and it exceeded the financial limit. The application will be rewritten with Level 2 chargers.

## **VI. Program Focus – Senior and Disability Services**

Monique Clark presented the programs that are currently housed with the SDS Department.

- Oregon Project Independence is one of the programs with a 60+ and Pilot program, for 18-59 adults with disabilities.
- Oregon Project Independence – Medicaid is still expected to launch in June 2024. This program will offer services to those who are not eligible for the original Oregon Project Independence program and will allow an increase in service hours per week.

- Family Caregiver Program will be included in OPI-M.
- Federally Funded Older Americans Act and State funded Oregon Project Independence are the two primary revenue sources.
- Our program “Options for People to Address Loneliness” (OPAL) program was nationally recognized at the National USAgging Conference.
- Powerful Tools for Caregivers is an in-house class for family caregivers.
- Aging Disability Resource Connection information and assistance call line is a first point of contact for people in need.
- Veteran Directed Care is a program for Veterans to hire assistance in the home.
- An emergency preparedness grant was received for the Disaster Registry through the Center of Community Partnership, and it is staffed by RVCOG.
- SDS is currently working with an intern from RCC.

## **VII. Program Focus – Senior Nutrition Program (Food & Friends)**

Kellie Owens presented information on the Senior Nutrition Program budget.

- Food & Friends has served meals to seniors for more than 20 years.
- The program is donation based and the current donation ask of \$2.75 will be increased on July 1<sup>st</sup> to \$3.00 per meal.
- Last year, 454 volunteers donated over 47,000 hours and drove over 30,000 miles to serve or deliver over 241,000 meals to over 21,000 participants. This accounted for a net “Cash Match” of \$1,465,931. That match is allocated between Food & Friends and Senior and Disability Services to assist in meeting the Older Americans Act local match requirements.

### **Program Highlights from the Past Year:**

- ACCESS donated green produce bags and they were distributed to participants in Eagle Point, Shady Cove, and Rogue River with a recent expansion to Gold Hill and White City.
- Currently 20 volunteer spots are open.
- Areas that were affected by the Almeda Fire in Phoenix and Talent are almost back to pre-fire participant counts.

### **Budget Highlights from the Current Year:**

- Food & Friends received a \$25,000 congregate infrastructure grant from ODHS for building improvements and equipment purchase.
- A \$50,000 transportation grant from ODHS was used to purchase a new RAV4 as a backup for meal deliveries covered by staff. With remaining funds, and a combination of two private foundation grants, over \$37,000 was applied to the purchase of a new van to transport meals from the Jackson County kitchen to meal sites.
- We are reconnecting with community partners, like OSU, to bring in-person nutrition education back to our meal sites.

- Our contract for our meal services for the current 23/24 period included a 12% increase per meal. Our meal count increased dramatically and is expected to be at 265,000 by the end of the year. This increase in cost was unexpected. This accounts for an increase of more than \$350,000 over last year's budget. This increase will affect the amount being carried over from the federal funding which is biennial.

#### **Budget Highlights upcoming year:**

- Transfer of the two outreach coordinators to the Food & Friend budget from the SDS budget.
- The projected meal count for 24/25 is 265,000 meals, with an anticipated rate increase for the meal service of up to 5%.
- Recently approved Federal Funding for Title III-C1 and Title III-C2 both had an increase, but NSIP funding will decrease significantly. This results in a combined decrease in funding of 0.8%.
- The large box van for transporting meals from the Jackson County kitchen to the Josephine County Senior Resource Center for distribution needs to be replaced. The cost for the vehicle is estimated to be around \$100,000. Donated funds that have accumulated over the past years will be used to cover the expense.

#### ***Q&A: Meals for houseless population***

Question: Is there a significant increase in the houseless population attending congregate meal sites?

Answer: No, there is not an increase.

#### ***Q&A: Revenue increase***

Question: Budget shows a significant increase in Donations and Contributions. Is that expecting to be all from requested donations?

Answer: Some of the funding is rollover available because of the remaining COVID funding. Additional revenue is coming from Medicaid clients. In the past year the annual amount received for Medicaid clients was around \$350,000. This year it will be around \$700,000.

#### ***Q&A: Other Revenues***

Question: Please explain what is included in 'Other Revenues'.

Answer: The line item 'Other Revenues' consists of different grants. It also shows the amount for the transportation grant to purchase the RAV4.

#### ***Q&A: Capacity at Meal Sites***

Question: Is the program at capacity at the individual meal sites?

Answer: Central Point is at capacity on most days. Other sites still have room, but it varies depending on offered activities and which meal is being served.

## **VIII. Program Focus – Transportation Planning**

Ryan MacLaren presented information on the Transportation Planning Program budget.

- MPO's are federal mandated Metropolitan Planning Organizations funded by the Federal Highway Administration and the Federal Transit Administration.
- The Rogue Valley MPO (RVMPO) and the Middle Rogue MPO (MRMPO) are both funded mainly through this. A small amount of funding is collected via dues.
- Two Title VI and environmental justice plans were completed this year.
- The Middle Rogue Regional Transportation Plan, a 20-year look at what projects were done within the boundaries, was also completed this year.
- With the MRMPO hitting attainment, it is exempt from the air quality conformity determination. This work is now being done every five years instead of four.
- RVMPO will submit their Regional Transportation Plan next year.
- Public Participation Plans will be done for both MPOs, as well as two obligation reports.
- MPO is acting as a middleman for federal funding from the Surface Transportation Block Grant and the Congestion Mitigation and Air Quality Grant
- The combined budget for both MPOs is around \$3M.

## **IX. Program Focus - Land Use Planning**

Shandelle Clark presented information on the Land Use Planning Program.

- Principal Planning Services are offered to several community partners. At this point in time, we are working with Rogue River, Talent, Jackson County, Gold Hill, Shady Cove, Cave Junction, Grants Pass, Jacksonville, and Ashland.
- Climate Friendly Areas were defined for Eagle Point, Ashland, Talent, Central Point, and Grants Pass.
- A Title 17 Zoning update for Gold Hill and a Parking Reform update for Rogue River were completed last year.
- Upcoming projects for next year are long-range planning for several jurisdictions, with Talent being the latest addition.
- Climate friendly and equitable work this year is a GAP analysis for Eagle Point, Ashland, and Talent for bicycle and pedestrian facilities.
- RVCOG is acting as project manager for several projects for the City of Talent since they lost their Community Development Director.

## **X. Technology Services**

Ann Marie Alfrey presented information on the Technology Services Program budget.

- The expansion into a Drone program was halted by losing the assigned staff.
- We contracted with a licensed drone pilot to fly the RVCOG drone.

- Existing staff is interested in obtaining the necessary licenses through FAA to fly the drone.
- Budget allows for contracts to continue providing drone services.

#### ***Q&A: Repair cost***

Question: What would be the estimated repair cost if the drone fell out of the sky?

Answer: The current drone is 4 years old, and the replacement cost might be more feasible, since technology develops fast, and the old drone might be already outdated.

## **XI. General Fund, Internal Support Services, and Food & Friends Endowment**

Ann Marie Alfrey presented information on the General Fund, Internal Support Services Funds, and Food & Friends Endowment budgets.

### **Support Services Fund**

- Includes Finance, Human Resources, Information Systems Services, Legal, General Insurance and Administrative Equipment Costs.
- All Internal Support Service Funds are funded by a direct charge, a cost-per-hour-worked for all staff. Those charges show up in Interfund Revenues.
- Other Local Government Revenue is from outside sources, our member jurisdictions, that are paying for services.

### **Computer Replacement Fund**

- The goal is to replace computers every three years.
- Increase due to increased costs for computer parts.

### **Building Operations & Maintenance Fund**

- Now we own three buildings: the RVCOG office building, the Central Point Senior Resource Center and Josephine County Senior Resource Center.
- The JoCo SRC building is large enough to be able to generate funds by renting out parts of it. We house Team Senior, a referral service for seniors, and Northridge Adult Day Care.
- Other Revenue is related to the Central Point SRC and reflects the thrift store generating funds for building expenses and our Food & Friends program.
- This fund covers the cost of building maintenance, insurance, utilities, etc.

#### ***Q&A: Central Point Senior Center***

Question: Was there a prior Senior Center in Central Point?

Answer: The City of Central Point leased the building to a non-profit organization. Food & Friends was just doing home delivered meals from the Grange Hall building. Central Point was looking to pass on the building, so we took it over to house Food & Friends congregate and home delivered meals.



### **Leave Liability Fund**

- Covers accrued employee leave for all staff.
- This includes 12 paid holidays.
- Full-time staff accrue between 8 hours to 16 hours of vacation and 8 hours of sick leave each month. Part-time staff accrue an associated percentage of those hours.

### ***Q&A: Available funds***

Question: Are these generated funds available in cash or invested?

Answer: No, these are strictly internally generated funds not cash.

### **Vehicle Operating & Maintenance Fund**

- Purchase and maintenance of vehicles.
- Capital Outlay item is replacement of large refrigerated/heated box van for Josephine County Food & Friends meals.

### **Food & Friends Endowment**

- Food & Friends received a donation from an individual and the funds are restricted to Food & Friends. The Board determined the funds should be invested in an endowment fund.
- Estimating conservatively on revenue.

### **General Fund (Administration)**

- General and Administrative, Board, and Pre-Projects.
- Pre-Projects can be used for grant writing before the project is funded.
- Member dues have not changed for our 24 member jurisdictions.

## **XII. Budget Committee Discussion Followed by the Budget Committee Recommendation(s)**

All attendees were asked to express any additional concerns or questions.

- Liz James: I am grateful for the information. Work is incredibly important for our community.
- Brian Barr: Incredibly impressed by the productivity from RVCOG.
- Jonah Liden: Impressed by the creative solutions that were presented.
- Larry Martin: Was impressed how comprehensive, thorough, and transparent it was.

- Dylan Bloom: Was also very impressed with the creativity specifically with the CP SRC and will take things back to look at things differently in Ashland. Is hoping for more grant opportunity.
- Bill Mansfield: Sees good reason to approve the budget.

### **Motion to Approve the Budget as Presented**

A motion to approve the Proposed Budget for consideration by the full Board was made by Committee Member Bill Mansfield. The motion was seconded by Committee Member Liz James.

<b>Roll Call</b>	<b>Vote</b>
Bill Mansfield, RVTB	Yes
Carl Tappert, RVSS	Yes
Dylan Bloom, City of Ashland	Yes
Jonah Liden, RCC	Yes
Brian Barr	Yes
Liz James	Yes
Larry Martin	Yes

### **XIII. Adjournment**

Ann Marie adjourned the meeting at 4:35pm.

Minutes submitted by: Kerstin Sachse, Budget Committee Secretary

Minutes approved by: Ann Marie Alfrey, Executive Director

ROGUE VALLEY COUNCIL OF GOVERNMENTS

TOTAL AMENDMENTS TO 2023-2024 BUDGET

		Special Revenue Fund						
	General Fund	Natural Resources Program	Community Development Program	Senior and Disability Services	Senior Nutrition Program	Transportation Planning Program	Land Use Planning Program	Technology Services Program
<u>Resources</u>								
Other Local Government								-
Other Revenues								-
Indirect Charges	3,528							-
Departmental Administration								-
Interfund Revenues								-
Beginning Fund Balance								-
<b>Total Resources</b>	<b>3,528</b>	-	-	-	-	-	-	-
<u>Expenditures</u>								
<u>Personnel</u>								
Salaries & Wages								-
Employee Benefits								-
Total Personnel	-	-	-	-	-	-	-	-
<u>Materials &amp; Services</u>								
Supplies & Materials	3,528							-
Purchased Services								-
Total Materials & Services	3,528	-	-	-	-	-	-	-
<u>Capital Outlay</u>	-	-	-	-	-	-	-	-
<u>Internal Charges</u>								
Indirect Charges								-
Departmental Administration								-
Interfund Charges								-
Total Internal Charges	-	-	-	-	-	-	-	-
<b>Total Appropriated Expenditures</b>	<b>3,528</b>	-	-	-	-	-	-	-
<u>Expenditures Not Subject to Appropriation</u>								
Depreciation								-
Ending Fund Balance								-
Total Unappropriated Expenditures	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,528</b>	-	-	-	-	-	-	-
Total Resources Less Expenditures	-	-	-	-	-	-	-	-

**General Fund** | Slight increase in Indirect collected on Support Services provided to jurisdictions

**Natural Resources** |

**Community Development** |

**Senior and Disability Services** |

**Senior Nutrition** |

**Transportation Planning** |

**Land Use Planning** |

**Technology Services** |

**ROGUE VALLEY COUNCIL OF GOVERNMENTS**  
**TOTAL AMENDMENTS TO 2023-2024 BUDGET**

Internal Service Funds							Food & Friends Endowment Fund	Total Budget Amendment
Support Services Fund	Computer Replacement Fund	Building Operations & Maintenance Fund	Leave Liability Fund	Vehicle Operations & Maintenance Fund	Total Internal Service Funds			
Resources								
Other Local Government	44,000				44,000			44,000
Other Revenues		10,000		5,700	15,700	25,000		40,700
Indirect Charges					-			3,528
Departmental Administration					-			-
Interfund Revenues	11,272				11,272			11,272
Beginning Fund Balance	3,728	10,000			13,728			13,728
<b>Total Resources</b>	<b>44,000</b>	<b>15,000</b>	<b>20,000</b>	<b>-</b>	<b>84,700</b>	<b>25,000</b>		<b>113,228</b>
Expenditures								
Personnel								
Salaries & Wages	17,000				17,000			17,000
Employee Benefits	8,200				8,200			8,200
<b>Total Personnel</b>	<b>25,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,200</b>	<b>-</b>		<b>25,200</b>
Materials & Services								
Supplies & Materials	15,000	10,000		3,200	28,200			31,728
Purchased Services	4,000	10,000			14,000	1,000		15,000
<b>Total Materials &amp; Services</b>	<b>4,000</b>	<b>15,000</b>	<b>20,000</b>	<b>-</b>	<b>42,200</b>	<b>1,000</b>		<b>46,728</b>
Capital Outlay	-	-	-	-	2,500	-		2,500
Internal Charges								
Indirect Charges	3,528				3,528			3,528
Departmental Administration					-			-
Interfund Charges	11,272				11,272			11,272
<b>Total Internal Charges</b>	<b>14,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,800</b>	<b>-</b>		<b>14,800</b>
<b>Total Appropriated Expenditures</b>	<b>44,000</b>	<b>15,000</b>	<b>20,000</b>	<b>-</b>	<b>84,700</b>	<b>1,000</b>		<b>89,228</b>
Expenditures Not Subject to Appropriation								
Depreciation					-			-
Ending Fund Balance					-	24,000		24,000
<b>Total Unappropriated Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,000</b>		<b>24,000</b>
<b>Total Expenditures</b>	<b>44,000</b>	<b>15,000</b>	<b>20,000</b>	<b>-</b>	<b>84,700</b>	<b>25,000</b>		<b>113,228</b>
<b>Total Resources Less Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>

**Support Services** | Increase in jurisdictional financial support and technology purchases

**Computer Replacement** | Increase in computer expenses - upgrades and new staff

**Building Operations & Maintenance** | Central Point office additional maintenance and repairs

JoCo SRC - Balance of grant funds received for building upgrades

**Leave Liability** |

**Vehicle Operations & Maintenance** | Slight increase in Capital Outlay, increase in fuel and maint costs

**Food & Friends Endowment** | Increase in anticipated fund growth and associated investment fees

**ROGUE VALLEY COUNCIL OF GOVERNMENTS  
JACKSON AND JOSEPHINE COUNTIES, OREGON**

**RESOLUTION NO. 2024-02**

**WHEREAS**, the Rogue Valley Council of Governments Board of Directors, at a regular meeting held this date, has held a public hearing on the 2024-2025 Budget.

**NOW, THEREFORE, BE IT RESOLVED** that the 2024-2025 Budget in the amount shown below as approved by the Rogue Valley Council of Governments Budget Committee is hereby adopted; and

**FURTHER RESOLVED** that the budgeted amounts for the fiscal year beginning July 1, 2024, for the purposes shown below, are hereby appropriated as follows:

**SUMMARY OF BUDGET**

<u>Fund/Department</u>	<u>2024/2025 Budget</u>
General Fund	\$ 530,812
Special Revenue Fund:	
Natural Resources Program	\$ 801,583
Community Development Program	\$ 169,638
Senior and Disability Services	\$ 4,091,260
Senior Nutrition Program	\$ 3,282,132
Transportation Planning Program	\$ 1,772,371
Land Use Planning Program	\$ 330,254
Technology Services Program	\$ 10,000
Support Service Fund	\$ 908,634
Computer Rental & Replacement Fund	\$ 34,546
Building Operations & Maintenance Fund	\$ 115,173
Leave Liability Fund	\$ 704,008
Vehicle Operations & Maintenance Fund	\$ 154,851
Food & Friends Endowment Fund	\$ 3,200
Total Appropriated Expenditures	<u>\$ 12,908,462</u>

This Resolution adopted this 22nd day of May, 2024.

\_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
Executive Director

**ROGUE VALLEY COUNCIL OF GOVERNMENTS  
JACKSON AND JOSEPHINE COUNTIES, OREGON**

**RESOLUTION NO. 2024-03**

**WHEREAS**, the Rogue Valley Council of Governments Board of Directors, at a regular meeting held this date, has held a public hearing concerning an amendment to the 2023-2024 Adopted Budget.

**NOW, THEREFORE, BE IT RESOLVED** that the amendment to the 2023-2024 Budget in the amount shown below is hereby adopted; and

**FURTHER RESOLVED** that the budgeted amounts for the fiscal year beginning July 1, 2023, for the purposes shown below, are hereby appropriated as follows:

**SUMMARY OF BUDGET**

<b>Fund/Department</b>	<b>Adopted 2023-2024 Budget</b>	<b>Budget Amendment</b>	<b>Amended 2022-2023 Budget</b>
General Fund	\$ 489,897	\$ 3,528	\$ 493,425
Special Revenue Fund:			
Natural Resources Program	\$ 503,832		\$ 503,832
Community Development Program	\$ 167,139		\$ 167,139
SDS Community Living Program	\$ 4,416,572		\$ 4,416,572
Senior Nutrition Program	\$ 2,944,050		\$ 2,944,050
Transportation Planning Program	\$ 1,587,919		\$ 1,587,919
Land Use Planning Program	\$ 262,405		\$ 262,405
Technology Services Program	\$ 10,000		\$ 10,000
Support Service Fund	\$ 845,236	\$ 44,000	\$ 889,236
Computer Rental & Replacement Fund	\$ 25,057	\$ 15,000	\$ 40,057
Building Operations & Maintenance Fund	\$ 104,037	\$ 20,000	\$ 124,037
Leave Liability Fund	\$ 640,126		\$ 640,126
Vehicle Operations & Maintenance Fund	\$ 150,620	\$ 5,700	\$ 156,320
Food & Friends Endowment Fund	\$ 2,300	\$ 1,000	\$ 3,300
Total Appropriated Expenditures	\$ 12,149,190	\$ 89,228	\$ 12,238,418

This Resolution adopted this 22nd day of May, 2024.

\_\_\_\_\_  
Board President

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
Executive Director

Q1. What is your relationship to the Executive Director?

Answer Choices	Responses	
Board Member	24.39%	10
RVCOG Staff	60.98%	25
Community Partner	12.20%	5
Executive Director	2.44%	1
	<b>Answered</b>	<b>41</b>
	<b>Skipped</b>	<b>0</b>

Q2. Relationship Management: Displays the ability to represent organizational values within every relationship at work and cultivate and maintain positive relationships with individuals, staff, clients, funders, and other partner organizations.

		N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star		7.69%	3	2.56%	1	7.69%	3	46.15%	18	35.90%	14	39	3	4
Comments:														
												11		
												Answered	39	
												Skipped	2	

Q3. Collaboration: Works effectively with staff, volunteers, and community partners, ensuring the employment of an inclusive team approach whenever possible.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	10.26%	4	0.00%	0	7.69%	3	48.72%	19	33.33%	13	39	2.95	3.9
Comments:											10		
											<b>Answered</b>	<b>39</b>	
											<b>Skipped</b>	<b>2</b>	

Q4. Priority Setting: Ability to manage and prioritize multiple, sometimes competing, tasks and deadlines to ensure that both values are being upheld and goals are being accomplished.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	12.82%	5	0.00%	0	2.56%	1	53.85%	21	30.77%	12	39	2.9	3.9
Comments:											15		
											<b>Answered</b>	<b>39</b>	
											<b>Skipped</b>	<b>2</b>	

Q5. Problem Solving: Accurately and effectively assess problems and identify and implement solutions.

	N/A	Significant Concerns	Development Needed	Fully Effective	Exemplary	Total	Weighted Average	Average					
star	17.95%	7	0.00%	0	5.13%	2	43.59%	17	33.33%	13	39	2.74	3.7
Comments:													
												9	
												Answered	39
												Skipped	2

Q6. Compassion: Demonstrates genuine care for staff, community partners, and clients of the agency.

	N/A	Significant Concerns	Development Needed	Fully Effective	Exemplary	Total	Weighted Average	Average					
star	10.26%	4	0.00%	0	7.69%	3	46.15%	18	35.90%	14	39	2.97	4
Comments:													
	9												
	Answered											39	
	Skipped											2	

Q7. Communication: Demonstrates professional, clear, and compassionate communication with staff, clients, and community partners of the agency.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	10.26%	4	0.00%	0	5.13%	2	69.23%	27	15.38%	6	39	2.79	3.8
Comments:											9		
											Answered	39	
											Skipped	2	

Q8. Commitment: Demonstrates commitment and dedication to the work we do, the clients we serve, and the agency.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	10.26%	4	0.00%	0	0.00%	0	30.77%	12	58.97%	23	39	3.28	4.3
Comments:											9		
											Answered	39	
											Skipped	2	

Q9. Leadership: Emphasizes creating a climate of trust and mutual respect; supports shared leadership principles and distribution of decision making, increasing the potential for employees to be productive and to feel welcome, valued, and motivated.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	12.82%	5	0.00%	0	10.26%	4	46.15%	18	30.77%	12	39	2.82	3.8
Comments:											7		
											Answered	39	
											Skipped	2	

Q10. Performance Management: Manages employee performance in alignment with the mission, goals and Core Values of the agency and is consistent with policies and procedures adopted by the agency.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	30.77%	12	0.00%	0	10.26%	4	41.03%	16	17.95%	7	39	2.15	3.2
Comments:											5		
											Answered	39	
											Skipped	2	

Q11. Project Management: Ability to develop, implement, coordinate and evaluate projects under their scope of duties.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	30.77%	12	0.00%	0	0.00%	0	51.28%	20	17.95%	7	39	2.26	3.3
Comments:											6		
											Answered	39	
											Skipped	2	

Q12. Delegation: Effectively delegates to ensure supervisory level staff can meet the expectations and requirements of their job and to ensure all staff can develop new job skills and competencies.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	37.84%	14	0.00%	0	10.81%	4	35.14%	13	16.22%	6	37	1.92	2.9
Comments:											7		
											Answered	37	
											Skipped	4	



Q13. Conflict Resolution: Understands that conflict is a normal part of all organizations and that it can be an opportunity to seek clarity, understand divergent viewpoints, and engage others in important organizational issues.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	28.21%	11	0.00%	0	2.56%	1	46.15%	18	23.08%	9	39	2.36	3.5
Comments:											9		
											<b>Answered</b>	<b>39</b>	
											<b>Skipped</b>	<b>2</b>	

Q14. Building External Relationships: Cultivates relationships with external stakeholders in a positive and productive manner. Stakeholders include donors, area delegates and politicians, community service partners, funders, etc.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	28.21%	11	0.00%	0	0.00%	0	35.90%	14	35.90%	14	39	2.51	3.5
Comments:											7		
											<b>Answered</b>	<b>39</b>	
											<b>Skipped</b>	<b>2</b>	

Q15. Service: RVCOG will provide an essential service in Southern Oregon by responding promptly, efficiently, and effectively to the needs of the individuals, jurisdictions, and public agencies we serve. At all times, we will balance our central roles as support staff and direct service providers with the need to practice bold and proactive leadership.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	10.26%	4	0.00%	0	0.00%	0	56.41%	22	33.33%	13	39	3.03	4
Comments:											7		
											<b>Answered</b>	<b>39</b>	
											<b>Skipped</b>	<b>2</b>	

Q16. Collaboration: We will dedicate ourselves to building and maintaining an atmosphere of camaraderie, cooperation, and collaboration, both inside and outside RVCOG. We will be guided by the knowledge that our success depends not only on the technical quality of our work, but also on our ability to maintain positive working relationships under all circumstances.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	7.69%	3	0.00%	0	5.13%	2	53.85%	21	33.33%	13	39	3.05	4.1
Comments:											5		
											<b>Answered</b>	<b>39</b>	
											<b>Skipped</b>	<b>2</b>	

Q17. Professionalism: We will consistently provide the highest quality of work possible, while also exercising strict neutrality in all that we do. As ambassadors of our organization, we will always be aware of the impact of our individual actions on RVCOG as a whole.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	7.69%	3	0.00%	0	2.56%	1	56.41%	22	33.33%	13	39	3.08	4.1
Comments:											2		
											<b>Answered</b>	<b>39</b>	
											<b>Skipped</b>	<b>2</b>	

Q18. Stewardship: We will take full responsibility for our actions and decisions in making RVCOG and its programs as cost-effective, efficient, and sustainable as possible.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	20.51%	8	0.00%	0	2.56%	1	48.72%	19	28.21%	11	39	2.64	3.6
Comments:											6		
											<b>Answered</b>	<b>39</b>	
											<b>Skipped</b>	<b>2</b>	

Q19. Integrity: We will exhibit the highest level of integrity in all that we do. Our actions will be honest, ethical, unbiased, and fair.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	10.26%	4	0.00%	0	2.56%	1	46.15%	18	41.03%	16	39	3.08	4.1
Comments:											3		
											<b>Answered</b>	<b>39</b>	
											<b>Skipped</b>	<b>2</b>	

Q20. Respect: We will respect our clients, partners, members of the public, fellow employees, volunteers, and ourselves by treating everyone with dignity, understanding, and compassion.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	7.69%	3	0.00%	0	5.13%	2	46.15%	18	41.03%	16	39	3.13	4.1
Comments:											5		
											<b>Answered</b>	<b>39</b>	
											<b>Skipped</b>	<b>2</b>	

Q21. Overall Oversight: Directly supervises all Program Directors, Supervisors, Grants & Contracts, Finance, and IT Departments.

Ensures overall compliance with program goals and objectives.

Provides guidance on personnel matters to Program Directors and Supervisors.

Works with Program Directors and Supervisors to ensure overall compliance with agency policies, funding guidelines, accounting policies, and procedures.

Serves as the final signing authority for funders, contracts, and MOUs involving the exchange of funds or resources.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	30.77%	12	0.00%	0	2.56%	1	48.72%	19	17.95%	7	39	2.23	3.2
Comments:											6		
											<b>Answered</b>	<b>39</b>	
											<b>Skipped</b>	<b>2</b>	

Q22. Overall Budgeting, Development and Oversight: Creates overall agency budget in collaboration with Program Directors and Supervisors; makes modifications as necessary.

Trains and mentors Directors to take responsibility for budget development and oversight.

Provides oversight for monthly/quarterly review of financials and changes to the allocation spreadsheets.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	33.33%	13	0.00%	0	2.56%	1	43.59%	17	20.51%	8	39	2.18	3.2
Comments:											6		
											<b>Answered</b>	<b>39</b>	
											<b>Skipped</b>	<b>2</b>	

Q23. Board of Directors: Works with Board President to set agendas, schedule meetings, and coordinate information to be shared with the Board. Prepares and assembles all reports and materials for Board. Serves on all board committees as appropriate.

	N/A	Significant Concerns	Development Needed	Fully Effective	Exemplary	Total	Weighted Average	Average					
star	46.15%	18	0.00%	0	0.00%	0	28.21%	11	25.64%	10	39	1.87	2.9
Comments:											4		
											Answered	39	
											Skipped	2	

Q24. External Relations: Works closely with Program Directors and Supervisors to ensure positive and collaborative relationships with essential community partners. Attends community meetings as requested by Program Directors and Supervisors.

	N/A	Significant Concerns	Development Needed	Fully Effective	Exemplary	Total	Weighted Average	Average					
star	41.03%	16	0.00%	0	0.00%	0	35.90%	14	23.08%	9	39	2	3
Comments:											3		
											Answered	39	
											Skipped	2	

Q25. Sustainability Impact and Financial Health: Ensures viable strategies are in place to achieve desired mission impact. Ensures that the organization generates sufficient resources to fund current work and invest in the organization's future.

	N/A		Significant Concerns		Development Needed		Fully Effective		Exemplary		Total	Weighted Average	Average
star	35.90%	14	0.00%	0	0.00%	0	38.46%	15	25.64%	10	39	2.18	3.2
Comments:													
												4	
												Answered	39
												Skipped	2

Q26. Comments on the overall demonstration of position competencies.

Answered 13  
Skipped 28

Average total score: 3.6375

Q27. Briefly identify three to four of the Executive Director's achievements during the appraisal period. Consider the actions taken to contribute to the organization's overall effectiveness, success, and/or reputation, and visibility.

Answered 23  
Skipped 18

Q28. Suggestions for future goals and focus for Executive Director and organization.

Answered 14  
Skipped 27

Q29. Other comments about the Executive Director's performance.

Answered 17  
Skipped 24



## **BOARD MEMBER RESPONSES**

### **COMMENTS:**

"Ann Marie is the true corner stone of the RVCOG organization."

"With the limited time she has been allowed due to other jobs she has had to fulfill, she is always available, positive and extremely helpful."

"Responsive to SOREDI needs, promptly, as our third-party HR and accounting partner. Also strong in relationships at board level."

"Fully effective and collaborative - specifically with SOREDI's co-sponsorship of the Elected Official's social each year."

"Has taken on various additional staff roles as needed to ensure critical work is completed. Yet takes time also, to have lunch and connect."

"Clearly assesses and asks good questions for clarification. This has played out well with SOREDI's relationship related to HR and accounting needs."

"Brings concerns immediately to the board as necessary."

"Anne Marie is a top notch relationship builder. She has a knack for bringing people together, keeping them engaged and making everyone feel a part of the bigger team."

"From what I see, all Board tasks are planned/executed smoothly, so to me, this proves that she is good with task scheduling and prioritization."

"All Board budget discussions were well organized, well executed and very timely."

"The Board meetings run SOOOOOO smoothly under Anne Marie's leadership. Info is delivered timely; packets are informative; and discussions are lead professionally."

"Executive Director is faced with problem if not having an entire staff to perform necessary functions. She must therefore fill in which is difficult. She appears to be dealing well with this problem."

"I believe the Executive Director is doing a good job under difficult conditions."

""I believe it is important that staff positions be filled and I believe the Executive Director is working on this responsibly."

""There have been staffing issues, that have nothing to do with the Executive director, but she has done an amazing job of using staff she has to get things done."

"I believe that Ann Marie does an excellent job as Executive Director. her background in both finance and human resources serves her well in most instances, but does push her to take on these duties that are outside of her job description when there are vacancies."

"RVCOG has struggled to get professional staffing, which has hampered her ability to get everything done, and has put a lot of pressure to get things done, but she has managed".

"Between recovering from the pandemic, and the great retirement, and changes coming down from the State in governing policies, the Executive Director has done a great job of keeping the organization moving forward smoothly. There has been an incredible turnover staffing wise, I am sure because of more lucrative jobs outside our area. This agency helps a lot of smaller jurisdictions muddle through governmental regulations and processes, which is not an easy task. She always has an upbeat attitude and handles herself very professionally."

## **NEEDS DEVELOPMENT:**

Problem Solving: "I know that this is largely out of her control, BUT, the staffing issues at RVCOG have been extremely detrimental to small cities that rely on RVCOG services. The billing this past year was dismal (haphazard; invoice was hard to match up services rendered). I believe this has been rectified so this year, we are hoping for smooth sailing!"

Overall Budgeting – "The RVCOG budget is fairly complicated and different from most other local government budgets because the revenue sources are almost exclusively state or federal grants. I think most Directors don't fully understand this or appreciate how it works, and tend to rely on Ann Marie's judgement. This makes true oversight challenging."

Delegation: ""RVCOG has struggled to get professional staffing, which has hampered her ability to get everything done, and has put in a lot of pressure to get things done, but she has managed."

Delegation: "Development may be needed as such time when all positions are filled."

Delegation: "RVCOG has had difficulty attracting employees for top positions, which leads Ann Marie to take on these tasks herself. While this is admirable and speaks to Ann Marie's dedication it is not sustainable. "

## **ACHIEVEMENTS:**

"Ann Marie has worked hard this past year in filling the vacancies such HR Director. Even with the added workload, she has not compromised in hiring the right person for the position."

"Clear partnership with SOREDI in various events. Immediate response to SOREDI HR & Accounting needs. Positive outlook and response to new collaborative opportunities such as the Rural Capacity Funding."

"1. Keeping the organization running despite the incredible staffing challenges; 2. Ability to "fill in" and competently perform vacant roles; 3. Keep the community focused on key issues that affect us ALL (not just matters that affect the bigger jurisdictions)."

"It is important that staff positions be filled and I believe Executive Director is working on this responsibly."

"Keeping the organization running despite the incredible staffing challenges"

"Ability to 'fill in' and competently perform vacant roles"

"Keep the community focused on key issues that affect ALL (not just matters that affect the bigger jurisdictions)"

"Leadership on the wildfire cameras and Shake Alert warning systems development"

"Securing the building for senior meals in Central Point"

### **FUTURE GOALS:**

"Fill finance director vacancy – we should analyze our difficulties in filling the position. Is this compensation sufficient? Are other factors at work?"



## **STAFF RESPONSES**

### **COMMENTS:**

"Ann Marie is very professional in all that she does. She has a very good eye for detail. Ann Marie has strong skills in managing, finances and human resources. Ann Marie is a good fit for Executive Director of the RVCOG."

"Is very knowledgeable with all departments."

"She expresses concern and care for others."

"She expresses commitment to the many programs we offer and how they benefit clients."

"When given feedback in a staff meeting that time was not being managed well, she did make an effort to rectify this by extending the meeting time and making sure that all staff had a chance to speak."

"I don't know all RVCOG programs and community projects, but it seems she handles those multiple tasks well. And now she is wearing 3 hats."

"A good representative of RVCOG in the community."

"Excellent knowledge and implementation of policies and rules."

"Ann Marie has made some hard decisions when it comes to ensuring that all supervisors perform in the level they need to be."

"Even though I have been unable to comment on many of the questions regarding the Executive Director's overall job performance, I would like to comment on the recent change of the SDS Program Director and have observed the impact this has had on RVCOG staff. Having been an employee at Aging and People with Disabilities for more than 20 years here in District 8 and have worked closely with RVCOG programs, I have noticed the increased turnover of the SDS Program Directors over the years, and the impact it has had on community partners. It is concerning to me how these changes may reflect on Rogue Valley Council of Governments." –

"We need to be up-to-date with the technologies that we offer by investing in them. also maintain a connection with our partners to let them know about the latest services we offer and what's new."

"ED has always demonstrated an "open door" policy and I have never felt treated as a subordinate. In my opinion she genuinely cares about RVCOG and it's mission."

"I have no complaints about our Executive Director. She is always pleasant and kind. She is very approachable and has a good sense of humor which helps our days go smoother here at the RVCOG office." – Staff

"Priority should be to focus on filling the two open Director positions so the Executive Director can focus on her work."

"In my position as an SDS Service Coordinator, on the job since 9/2023, I have not had much interaction with the Director. However, during staff meetings she is professional, informative, open to answer questions and inviting to speak with her one on one."

"There has been one area of concern in the area of IT in the SDS unit which the Director resolved efficiently and effectively."

## **SIGNIFICANT CONCERNS:**

**Relationship Management:** "Without knowing the details of why my immediate supervisor, who had excellent team-building and other pro-employee skills (that can't be trained) was fired, I do know that that person felt harassed by the ED over time and did not feel that they had received progressive discipline, starting with better training, before being fired. The ED left herself in charge of a department she doesn't have a lot of experience with and no one to pass on institutional knowledge to the new SDS Director. Hopefully a new SDS Director will be on board soon."

## **DEVELOPMENT NEEDED:**

**Collaboration:** "I would say the ED attempts to be a teambuilder, but does not have the either the aptitude or she has corporate-developed skills that on't apply in RVCOG's culture. A give-away about need for a different viewpoint is that when asked, at a meeting of all SDS staff, when asked by a staff member who would train the new SDS Director, the ED's response was "No one. That person will just have to read through all the contracts with funders." It never entered her mind that, although there was no retiring SDS Director to train the new one, the gold mine of information about every program was sitting in the room: the people who do he work every day and know their programs inside out. The Ed has excellent meeting skills, but cannot really support staff in SDS, with day-to-day issues, herself."

**Leadership:** " ED is generally cheerful and positive in meetings and always respectful, but individuals might feel unappreciated in other situations. My experience has been more positive this year, however. I miss our former SDS Director. She did know how to lead with trust and mutual respect."

**Compassion:** "I'm sure she's fine with others. Frankly, I've received so many "no's" from her for my requests over time that I don't know whether to trust her when she is friendly with me. But I'm giving her the benefit of the doubt because she has being very supportive of my project. But I was surprised when when did not acknowledge my 30 years with RVCOG at All-Staff Meeting. When I asked her about it later, it turned out to be intentional and her explanation was very unsatisfactory."

**Leadership:** "As a staff member I feel this from my direct supervisor. I just haven't experienced this directly from her myself, but this may be touched on during quarterly staff meetings."

Relationship Management: "She needs to work on showing respect to staff in meetings by validating them even when she disagrees with what they are saying."

Collaboration: "She needs to work on facilitating staff meetings better by ensuring that everyone has a chance to speak in a timely manner."

Problem Solving: "She identified a staff member as having problems with their job, conducted an investigation, and was not able to implement solutions, so this staff was fired."

Communication: "She could work on communicating with more empathy in staff meetings. When informing SDS staff that our director was being investigated and likely fired within the week, she laughed and made jokes during the whole meeting. She did acknowledge that people handle stress differently, but the tone was very light for a serious conversation."

Leadership: "In a staff meeting she discussed core principles of showing respect and listening to staff, but her actions did not match this when telling a staff member that her perceptions were "not true." She did apologize to this staff member at a later time."

Respect: "More compassion could have been demonstrated when the trauma of abruptly losing the SDS director took place."

Delegation: "With so many responsibilities requiring her attention, Ann Marie will need to delegate more of the lessor responsibilities to other employees in order to avoid burn out."

Priority Setting – Example, the COMP study. It's taking years to get it rolling. Part of the reason was a staff shortage, which is understandable. But why not outsource the work in cases like this? Things will move forward instead of staying still."

Stewardship: "I think we need to be creative too. Small jurisdiction, most of the time, do not have funds to go for a project. And being creative we might find a way to help them to do that."

## **ACHIEVEMENTS:**

"Has managed to handle multiple positions at the COG while we have been in between hires in various key positions. Aside from the position of Executive Director she has had to cover for the Finance Director, Human Resources Director, and the Director of SDS."

"Obtained a state mental health grant and hired a HR director."

"She's held RVCOG together during a time of supervisory shortage."

"Our organization has had several situations this year that caused us to be short handed. Finance, Planning, Seniors and Disabilities, to name a few experienced unforeseen problems, where Ann Marie was able to step in and carry us forward until the problem could be solved. Finance had an emergency illness happen just when preparation for Audit was to take place. Ann Marie finished the duties needed to prepare for audit. She completed the audit by herself."

"1) She has successfully stepped in to cover unfilled management positions on top of the work she has under her own day-to-day responsibility. 2) Has successfully introduced the Elected Officials Event, allowing for the opportunity for local jurisdictions and community partners to meet with RVCOG staff to discuss the organizations goals and achievements. 3) Has successfully assisted our department to navigate relationships with contractors. 4) Has embraced RVCOG's initiative to move forward provided services under the guidance of an equity lens."

"She has successfully stepped in to cover unfilled management positions on top of the work she has under her own day-to-day responsibility"

"Has successfully assisted our department to navigate relationships with contractors"

"Has embraced RVCOG's initiative to move forward provided services under the guidance of equity lens"

"In my limited experience, the ED recognized and acted on inadequacies in budget management and took a proactive role in trying to support and guide the responsible employee. Since this event there has been, in my opinion, a more positive interaction with our department and efforts to realign our goals and collaboration have been a priority."

"Ann Marie has continued to keep the organization moving forward despite the lack of staff. RVCOG has taken on more with the community and is seen as a strong resource

to the other jurisdictions.”

“RVCOG has been without two key supervisors and Ann Marie has stepped up to handle the responsibilities well. She shows great ability to juggle the pressures of the empty positions well. Ann Marie's focus has always been ensuring that all the working mechanisms of the company can operate together and independently.”

## **FUTURE GOALS:**

“It would be good if we could increase our focus on Natural Resources perhaps focusing on the replacement of neighborhood lawns and shrubbery with growing native species to minimize the need for watering and fertilizing the non-native plants. With the removal of the Klamath River Dams the fire danger to Jackson County will become far greater. Perhaps we could get involved with studying the negative effects of removing dams without first dredging out the toxic sludge that builds up in the reservoirs over the decades. I believe that these issues will greatly impact the livability and safety of all people living in our region.”

“Develop innovative methods of professional recruitment”

“More Interaction with SDS Staff”

“I would suggest for Ann Marie to attend more SDS meetings like she has been and be more involved with what is going on in that department.”

“Continue to develop and support all department to create a cohesive successful organization.”

“Work on delegating tasks.”

“Better integration of all departments. It is difficult to know other employees that are not in the immediate site since RVCOG operates many sites all over the County. The quarterly staff meetings are helpful in ensuring all employees are kept up to date with the happenings in all departments.”

## **COMMUNITY MEMBER RESPONSES**

### **COMMENTS:**

"Ann Marie cultivates positive relationships with partner organizations within collaboratives."

"Ann Marie strongly advocates for inclusivity within community teams and helps maintain the collaboration's focus on DEI."

"Ann Marie welcomes divergent dialogue to problem solve. She is also a "systems thinker"."

"Ann Marie is a strong advocate for RVCOG's clients in public forums and also shows great compassion for residents in need, beyond those served by RVCOG."

"From a community partner's perspective, Ann Marie is committed to RVCOG and the communities served."

"Ann Marie promotes clarity, welcomes divergent viewpoints and engages others for open dialogue to resolve confusion within collaborations."

"Ann Marie is a strong relationship building within the community!"

"Anne Marie demonstrates servant and adaptive leadership in public forums and collaboratives."

"Ann Marie demonstrates high standards in all areas of integrity within community collaborations and public forums."

"Ann Marie offers a strategic mindset and works collaboratively to address complex issues. She is goal-oriented and strives to achieve goals as a team."

"Ann Marie is a passionate leader in our community. She is a delight to work with!"

"I value the role that Ann Marie plays in bringing RVCOG partners together on a regular basis to discuss topics that may be of mutual concern and/or benefit."

"With a couple key open positions, I know that Ann Marie's plate has been more than full, and she manages the extra demands on her time with grace and respect to her partners."

"Communication I receive from Ann Marie is direct and informative."

"Under Ann Marie's leadership, I feel confident in the role that RVCOG plays in bringing diverse partners together to serve Jackson and Josephine counties. I am particularly excited to see RVCOG participate in the American Connection Corps program and lead a Rogue Valley Broadband Action Team."

"Managing multiple grants and memberships to sustain RVCOG as a vital service in the region requires ongoing oversight of current and potential future opportunities."

"As a community partner, I am grateful for Ann Marie's leadership at RVCOG, her quick response to questions, and her passion and compassion for the work she does."

"Ann Marie seeks creative ways to partner with RVCOG's service area"

"With a couple of key open positions, I know that Ann Marie's plate has been more than full, and she manages the extra demands on her time with grace and respect to her partners"

"Ms. Alfrey is very transparent about RVCOG's priorities and where a new project may or may not be a good fit for a collaboration that would require inputs and resources and I have appreciated that tremendously."

"I have observed several community partners include RVCOG as an afterthought on more than one occasion, regrettably. Ms. Alfrey at the helm of RVCOG leads with an inclusive team approach, modeling that behavior for organizations that are not quite there in the valley yet, for example, in economic development."

"While Ms. Alfrey has been doing an amazing job on this front, RVCOG as an organization can certainly start approaching jurisdictions for more money. A lot more money. It's painful to see RVCOG under-resourced, as a key institution in the community development and services area in our region. Rogue Valley is growing economically, via population figures, in terms of its projects and needs - RVCOG needs to keep up and they need to go out for a lot more money. Via assessments or a request to Jackson Co which is a partner well known for not playing well with anyone. It has to happen."

"I don't know if with putting out all the proverbial fires Ann Marie has even had a chance to breathe in the last few years. There can be no bold and proactive leadership if the Executive Director is performing the work of staff. RVCOG can be bold and proactive in a valley stuck in the 90s. I wish to know whether the Board actually prioritizes bold and proactive leadership for RVCOG as an organization."



"RVCOG stepped up at a time when a local organization SOREDI was unable to take on small city capacity grants from the State and this demonstrated the ED's responsiveness and commitment to collaboration"

"Ann Marie is the Treasurer of the organization I am part of and on any task we have asked of her she has always delivered in a timely manner." -

"As Treasurer she has been very dedicated to our organization and diligently going over our financials, finding any discrepancies, and assisting in finding a solution to any issues."

"Ann Marie shows true compassion in the mission of our organization for which she is a board member."

"Ann Marie contributes very meaningful comments during our board meetings."

"As a board member of our organization, Ann Marie always offers great input on any matters where there may be conflict"

"While I do not have direct experience with Ann Marie at her job at RVCOG - She always brings the work she does there into the conversations we have during our board meetings, bringing forth the knowledge of how vital RVCOG's role is in the community. She has been so very helpful in both offering RVCOG's meeting room for JRHA to meet, but also assists in making those meetings run smoothly. As the bookkeeper for JRHA having her as our second set of eyes has proven to be very beneficial! We call her our 'eagle eye' as she is great at seeing things we may have missed!"

## **NEEDS DEVELOPMENT: None**

### **ACHIEVEMENTS:**

"In community collaborations: 1) participated in the re-governance of the Jackson County Continuum of Care; 2) working on policy review committee for the Jefferson Regional Health Alliance (JRHA); and 3) provides ongoing valuable insight as an executive committee member of JRHA to represent aging and disabled populations and to achieve mission."

"1. Regular meetings of the Public Managers groups, with appropriate topics for discussion or presentation throughout the year. 2. Participating in the American Connection Corps and bringing attention and resources to broadband equity in Southern Oregon 3. Representing the COG at local community events"

"Regular meetings of the Public Managers Groups, with appropriate topics for discussion or presentation throughout the year"

"Participating in the American Connection Corp and bringing attention and resources and broadband equity to Southern Oregon."

"Representing the COG at local community events".

### **FUTURE GOALS:**

"Maintain passion for and a strong voice for the aging and disabled populations."

## **Executive Director's Self Assessment**

### **Q2**

Relationship Management: Displays the ability to represent organizational values within every relationship at work and cultivate and maintain positive relationships with individuals, staff, clients, funders, and other partner organizations.

- S  
Exemplary
- Comments::

Relationship management is probably the key component of the Executive Director job. Coordination and collaboration at all levels, both outside and inside of the organization, are essential to RVCOG's mission.

### **Q3**

Collaboration: Works effectively with staff, volunteers, and community partners, ensuring the employment of an inclusive team approach whenever possible.

- S  
Exemplary
- Comments::

Collaboration with internal and external stakeholders is an enjoyable component of my work.

### **Q4**

Priority Setting: Ability to manage and prioritize multiple, sometimes competing, tasks and deadlines to ensure that both values are being upheld and goals are being accomplished.

- S  
Fully Effective
- Comments::

I am currently doing my best to cover an overload of work and competing deadlines while still being available to staff and community partners.

### **Q5**

Problem Solving: Accurately and effectively assess problems and identify and implement solutions.

- S  
Exemplary
- Comments::

I enjoy collaboration in problem solving with a goal of providing services, both internal and external, in the most efficient and effective way.

### **Q6**

Compassion: Demonstrates genuine care for staff, community partners, and clients of the agency.

- S  
Exemplary
- 

- Comments::
- 

I genuinely care for all RVCOG staff, our consumers, and community partners. We are better together and should always support each other.

### Q7

Communication: Demonstrates professional, clear, and compassionate communication with staff, clients, and community partners of the agency.

- S  
Fully Effective
- 

- Comments::
- 

Communication is key in all levels of the organization. My current overload of work has caused delays in communicating (specifically email responses) and sometimes forgetting things that should be communicated.

### Q8

Commitment: Demonstrates commitment and dedication to the work we do, the clients we serve, and the agency.

- S  
Exemplary
- 

- Comments::
- 

I am fully committed to the organization at all levels. I am currently trying to cover two other full-time director-level positions which, to me, is more important than hiring/keeping employees who are not the right fit to further the mission and core values of the organization.

### Q9

Leadership: Emphasizes creating a climate of trust and mutual respect; supports shared leadership principles and distribution of decision making, increasing the potential for employees to be productive and to feel welcome, valued, and motivated.

- S  
Exemplary
- 

- Comments::
- 

I strongly believe in servant leadership and model and promote this at all levels. RVCOG is a service organization - our employees are our biggest asset. Leadership must support staff at all levels to perform their work effectively and efficiently. All staff are expected to contribute ideas and feedback on their assigned areas and the agency as a whole.

**Q10**

Performance Management: Manages employee performance in alignment with the mission, goals and Core Values of the agency and is consistent with policies and procedures adopted by the agency.

- S  
Development Needed
- 

- Comments::
- 

I try to do well with daily feedback and appreciation, but I need to spend more time on long-range career and goal planning with staff at all levels.

**Q11**

Project Management: Ability to develop, implement, coordinate and evaluate projects under their scope of duties.

- S  
Fully Effective
- 

- Comments::
- 

I am a logical thinker and do well with project management but could be more effective in this area if I wasn't stretched so thin.

**Q12**

Delegation: Effectively delegates to ensure supervisory level staff can meet the expectations and requirements of their job and to ensure all staff can develop new job skills and competencies.

- S  
Fully Effective
- 

- Comments::
- 

I delegate to the greatest extent that I can; however, sometimes the skills needed to perform some tasks are just not present within the organization. I have plans to upskill several employees to grow their skill sets but have lacked the time to work with them on training.

**Q13**

Conflict Resolution: Understands that conflict is a normal part of all organizations and that it can be an opportunity to seek clarity, understand divergent viewpoints, and engage others in important organizational issues.

- S  
Exemplary
- 

- Comments::
- 

Conflict, both internal and external, is a normal part of any organization. It should always be addressed in a thoughtful way with a goal of a positive outcome for all parties.

**Q14**

Building External Relationships: Cultivates relationships with external stakeholders in a positive and productive manner. Stakeholders include donors, area delegates and politicians, community service partners, funders, etc.

- S  
Fully Effective
- 

- Comments::
- 

I enjoy building external relationship and have been successful on several fronts. I do feel that our internal short-staffing has dampened my ability to fully engage externally. I am on the boards of the Jackson County Continuum of Care and the Jefferson Regional Health Alliance. I participated in strategic planning sessions for Jackson County Fire District 3 and Jackson County Library District. I try to stay engaged with all member jurisdictions to ensure that RVCOG is seen as a trusted partner and service provider.

### Q15

Service: RVCOG will provide an essential service in Southern Oregon by responding promptly, efficiently, and effectively to the needs of the individuals, jurisdictions, and public agencies we serve. At all times, we will balance our central roles as support staff and direct service providers with the need to practice bold and proactive leadership.

- S  
Fully Effective
- 

- Comments::
- 

RVCOG's role in the region is to provide services to our member jurisdictions and their constituents.

### Q16

Collaboration: We will dedicate ourselves to building and maintaining an atmosphere of camaraderie, cooperation, and collaboration, both inside and outside RVCOG. We will be guided by the knowledge that our success depends not only on the technical quality of our work, but also on our ability to maintain positive working relationships under all circumstances.

- S  
Exemplary
- 

- Comments::
- 

We are better together and collaboration is the key. After all, RVCOG is a voluntary association of our member jurisdictions - the ultimate collaboration.

### Q17

Professionalism: We will consistently provide the highest quality of work possible, while also exercising strict neutrality in all that we do. As ambassadors of our organization, we will always be aware of the impact of our individual actions on RVCOG as a whole.

- S

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## Exemplary

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- Comments:

We strive to deliver professional services at all levels, and all staff are expected to act as ambassadors of RVCOG.

### Q18

Stewardship: We will take full responsibility for our actions and decisions in making RVCOG and its programs as cost-effective, efficient, and sustainable as possible.

- S  
Fully Effective
- 

- Comments::

RVCOG operates within the scope of public finance requirements and strives to deliver services in the most effective and efficient ways.

### Q19

Integrity: We will exhibit the highest level of integrity in all that we do. Our actions will be honest, ethical, unbiased, and fair.

- S  
Exemplary
- 

- Comments::

Integrity is a personal core value - do the right thing even when no one is watching.

### Q20

Respect: We will respect our clients, partners, members of the public, fellow employees, volunteers, and ourselves by treating everyone with dignity, understanding, and compassion.

- S  
Exemplary
- 

- Comments::

Everyone, no matter their role/position, deserves not just respect but also kindness. Show kindness in every interaction and you'll see the power in making someone else's day!

### Q21

Overall Oversight: Directly supervises all Program Directors, Supervisors, Grants & Contracts, Finance, and IT Departments. Ensures overall compliance with program goals and objectives. Provides guidance on personnel matters to Program Directors and Supervisors. Works with Program Directors and Supervisors to ensure overall compliance with agency policies, funding guidelines, accounting policies, and procedures. Serves as the final signing authority for funders, contracts, and MOUs involving the exchange of funds or resources.

- S  
Development Needed
-

- 
- Comments::

I feel that I have fallen short on this because of being split in too many different directions.

### **Q22**

Overall Budgeting, Development and Oversight: Creates overall agency budget in collaboration with Program Directors and Supervisors; makes modifications as necessary. Trains and mentors Directors to take responsibility for budget development and oversight. Provides oversight for monthly/quarterly review of financials and changes to the allocation spreadsheets.

- S  
Fully Effective
- 

- Comments::

Agency budget is completed in collaboration with department directors. There could/should be more communication of quarterly actuals and budget review.

### **Q23**

Board of Directors: Works with Board President to set agendas, schedule meetings, and coordinate information to be shared with the Board. Prepares and assembles all reports and materials for Board. Serves on all board committees as appropriate.

- S  
Fully Effective
- 

- Comments::

I strive to keep the board informed of the organization's activities and successes.

### **Q24**

External Relations: Works closely with Program Directors and Supervisors to ensure positive and collaborative relationships with essential community partners. Attends community meetings as requested by Program Directors and Supervisors.

- S  
Fully Effective
- 

- Comments::

I currently serve on the CoC and JRHA boards. I strive support the organization and leadership team in any/every way I can to ensure positive relations with external partners and community members.

### **Q25**

Sustainability Impact and Financial Health: Ensures viable strategies are in place to achieve desired mission impact. Ensures that the organization generates sufficient resources to fund current work and invest in the organization's future.

- S  
Fully Effective



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- **Comments::**

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This is key - we need to support our staff so they can continue to perform the essential services we deliver to our member jurisdictions and community members.

**Q26**

Comments on the overall demonstration of position competencies.

During my almost three years in the Executive Director role, I have been fully staffed for approximately two weeks. My need to cover other roles in the organization during excessive periods of short staffing have left me feeling that I could be more effective in the Executive Director role if I wasn't spending so much time covering other positions. I suppose keeping the organization going despite lack of staff should be seen as a positive, but I feel that my performance of the Executive Director could be better with less on my plate.

**Q27**

Briefly identify three to four of the Executive Director's achievements during the appraisal period. Consider the actions taken to contribute to the organization's overall effectiveness, success, and/or reputation, and visibility.

Complete Finance Director duties - annual audit, prepare ACFR, prepare successfully adopted budget, and cover for staff on leave for 4 months. Successfully hire new staff for vacant positions - Admin Specialist, HR Director, succession plan for Planning Program Director. Participate on CoC and JRHA boards, strategic planning sessions for two jurisdictions, and engage with jurisdictions to provide support and services.

**Q28**

Suggestions for future goals and focus for Executive Director and organization.

Successfully fill Finance Director and SDS Program Director positions so I can concentrate more on supporting our leadership team and member jurisdictions and develop a strategic vision for RVCOG's future.

**Q29**

Other comments about the Executive Director's performance.

Again, I am concerned that I have too much on my plate and that it is effecting my ability to perform the Executive Director role to my fullest capacity. I do credit myself for trying to keep everything covered and the organization moving forward, but I would prefer to be at a lower stress level. I delegate as much as I can but don't expect others to try to do as much as I am trying to do. I also cannot delegate if the right skill set isn't present. It also takes much more time to train someone than it does to do something yourself; this has also been a barrier to delegation.



**ROGUE VALLEY COUNCIL OF GOVERNMENTS  
EMPLOYMENT AGREEMENT  
EXECUTIVE DIRECTOR**

THIS AGREEMENT, made and entered into \_\_\_\_\_, by and between the Rogue Valley Council of Governments, hereinafter called "RVCOG," and Ann Marie Alfrey, hereinafter called "Employee."

**RECITALS:**

1. Employee has been the Executive Director since June 1, 2021; and
2. It is the desire of the Board of Directors to establish certain conditions of continued employment for said Employee; and
3. It is the desire of the Board of Directors to (a) retain the services of Employee and to provide inducement for them to remain in such employment; (b) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; (c) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee; and (d) to provide a just means for terminating Employee's services at such time as they may be unable to fully discharge their duties due to disability or when RVCOG may otherwise desire to terminate their services; and
4. Employee desires to continue employment as Executive Director of RVCOG.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

**Section 1: Duties**

The RVCOG hereby agrees to continue to employ Employee as Executive Director to perform the functions and duties specified in the RVCOG Charter and to perform such other legally permissible and proper duties and functions as the Board of Directors and the Employee shall mutually agree upon as necessary to fulfill the job of Executive Director.

**Section 2: Term**

- A. The term of this agreement shall be a one (1) year OR two (2) year period beginning July 1, 2024, and ending June 30, 2026 OR continued until terminated by either party. [AM1]
- B. Employee may use vacation leave for teaching, consulting, volunteering, or related activities, provided said activities do not conflict with the duties of Employee.
- C. This is an at-will position; therefore, the employee may terminate employment at any time, with or without notice. OR In the event Employee wishes to voluntarily resign from their position during the term of this agreement, they agree to give the Board of Directors three (3)

OR six (6) weeks written notice of such intention, or as much time as practical within constraints of the given situation, unless such notice is waived by the Executive Committee. Employee will cooperate in every way with the smooth and normal transfer to the newly appointed Executive Director.<sup>[AM2]</sup>

- D. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Board of Directors, upon recommendation of the Executive Committee, to terminate the services of Employee at any time, as this is an at-will position that may be terminated with or without cause.<sup>[AM3]</sup> ~~subject only to the provisions set forth in Section 8: Severance Pay for Cause and Section 9: Severance Pay – Termination without Cause of this agreement.~~ The Employee may, at their discretion, request a formal executive session of the RVCOG Board to review their performance prior to termination.

### Section 3: Salary and Benefits

Effective July 1, 2024, RVCOG agrees to pay Employee for their services rendered pursuant hereto an annual salary of \$\_\_\_\_\_ payable in increments at the same time as other employees of the RVCOG are paid. (*Current salary \$133,900; proposed 24/25 budget \$138,586.50.*)

In addition, RVCOG agrees to increase said base salary by any Cost-of-Living Adjustment (COLA) in the same percentage that is consistent with all other management employees. Also, said base salary may be increased by amendment of this contract as determined by the Board of Directors.

### Section 4: Performance Evaluation

The Executive Committee shall provide ongoing performance evaluation and feedback to the Employee. Said evaluation shall be in accordance with goals developed jointly by the Executive Committee and Employee during quarterly meetings. The Executive Committee shall provide the Employee with a summary of the findings and provide an adequate opportunity for the Employee to discuss the evaluation with the Executive Committee. This review will be conducted in an executive session at the Employee's option by June 30<sup>th</sup>. The Executive Committee will provide a summary performance report to the full board at the following RVCOG Board meeting.

### Section 5: Health, Welfare, and Retirement

Employee shall be entitled to receive the same retirement, vacation, sick leave, holidays, and other fringe benefits and working conditions, as they now exist or hereafter may be amended, as apply to other RVCOG management employees in addition to any benefits enumerated specifically for the benefit of the Employee as herein provided.

### Section 6: Dues and Subscriptions

RVCOG agrees to budget and to pay for the professional dues and subscriptions that the Employee deems necessary for their continuation and full participation in national, state, regional, and local associations and organizations necessary and desirable for their continued professional participation, growth, and advancement, and for the good of RVCOG.

### Section 7: Professional Development

- A. RVCOG hereby agrees to annually budget and allocate sufficient funds to pay the expenses of Employee's necessary travel and subsistence expenses to represent RVCOG at conferences or meetings of state committees or commissions upon which Employee serves as a member, said membership on said state commissions or committees being subject to the approval of the Executive Committee, and for such other official meetings or travel as are reasonably necessary for the professional advancement of Employee as approved by the Executive Committee.
- B. RVCOG also agrees to budget and to pay for the travel and subsistence expenses of Employee for short courses, institutes, and seminars that the Employee deems necessary for their professional development and for the good of RVCOG, subject to the approval of the Executive Committee.

#### Section 8: Severance Pay for Cause

RVCOG may terminate this agreement at any time, without prior notice and without severance pay, if Employee commits any abuse of public office or obstructs governmental administration as those provisions are set forth in Chapter 162 of the laws of the State of Oregon.

#### Section 9: Severance Pay - Termination without Cause

Termination by RVCOG, as used in this paragraph, means:

- 1) Employee's discharge or dismissal without cause by a two-thirds majority decision of the Board of Directors (as authorized by each of the member's governing bodies); ~~or, upon unanimous recommendation of the Executive Committee; or~~
- 2) Employee's resignation following a reduction in Employee's salary and/or benefits that is greater in percentage than an across-the-board reduction for all COG employees; ~~or~~
- 3) ~~Employee's resignation following a formal request to them by a majority of the Board Directors (as authorized by each of the member's governing bodies) that they resign.~~

In the event of the involuntary termination without cause of the Employee by the RVCOG, they shall be entitled to receive a lump sum payment equal to three (3) OR six (6) months ~~AM4~~ aggregate salary including RVCOG's contribution to Employee's 401(a) account. The lump sum payment shall be paid within 24 hours of the termination date of this agreement. During the following six-month period, the RVCOG shall continue to pay for Employee's family medical, dental, and vision coverage and long-term disability, AD&D, and life insurance benefits.

#### Section 10: Professional Liability

RVCOG agrees that it shall defend, hold harmless, and indemnify Employee from all demands, claims, suits, actions, errors, or other omissions in legal proceedings brought against Employee while Employee was acting within the scope of their employment.

#### Section 11: Other Terms and Conditions of Employment

RVCOG shall, by amendments to this agreement, fix such other terms and conditions of employment, from time to time, as it may determine, relating to the performance by Employee with the agreement of said Employee, provided such terms and conditions are not inconsistent or in conflict with the provisions of this agreement.

Section 12: Severability

It is understood and agreed that if any part, term, or provision of this agreement is held by the Courts to be illegal or in conflict with the laws of the State of Oregon, the validity of the remaining portions of the agreement shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular part, term, or provisions of this agreement.

Dated this \_\_\_\_ day of \_\_\_\_\_:

\_\_\_\_\_  
Jody Hathaway, President, RVCOG Board of Directors

\_\_\_\_\_  
\_\_\_\_\_  
Ann Marie Alfrey, Executive Director

**INTERGOVERNMENTAL AGREEMENT**  
**Rogue Valley Council of Governments (RVCOG)**  
**2024-2027 Ambient Air Monitoring Remote Operators & Rogue Valley Operations**

This Agreement is between the State of Oregon, acting by and through its Department of Environmental Quality (DEQ) and Rogue Valley Council of Governments (RVCOG).

RVCOG DATA	DEQ DATA
<p>Agreement Administrator: Ann Marie Alfrey, Executive Director</p> <p>Organization: Rogue Valley Council of Governments  Address: 155 N 1<sup>st</sup> Street  Central Point, OR 97502</p> <p>Phone: (541) 423-1334  Email: <a href="mailto:amalfrey@rvcog.org">amalfrey@rvcog.org</a>  Federal Tax ID: 93-0611406</p>	<p>Agreement Administrator: Matthew Shrensel, Manager  Air Quality Monitoring</p> <p>Organization: Department of Environmental Quality  Address: 7202 NE Evergreen Parkway, Suite 150  Hillsboro, OR 97124</p> <p>Phone: (503) 593-2705  Email: <a href="mailto:matthew.shrensel@deq.oregon.gov">matthew.shrensel@deq.oregon.gov</a></p>

1. **General Terms and Conditions.** As a United States Environmental Protection Agency (EPA) grant awarded to the state of Oregon, the funds awarded under this agreement are federal in nature and, as such, RVCOG agrees to comply with the current EPA general terms and conditions available at: <https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2022-or-later>. Please note that EPA updated these terms and conditions to include coverage effective May 14, 2022 on the Build America, Buy America Act requirements (General Term and Condition #48). These terms and conditions are in addition to the assurance and certifications made as part of the award and the terms, conditions or restrictions cited throughout the award. RVCOG is considered a subrecipient of these federal funds. The Catalog of Federal Domestic Assistance (CFDA) number and title is \_\_\_\_\_.
2. **Background** DEQ's Laboratory Program has a state-wide network of ambient air quality monitoring (AQM) stations as required by the Federal Clean Air Act or by state monitoring programs. Those stations in the Portland Metropolitan area are operated by DEQ staff. Those in the more remote parts of the state are operated by local individuals employed by RVCOG. This agreement covers the required duties and operating and payment schedules of the RVCOG employees operating the remote DEQ stations (local operators) and authorizes assigned RVCOG employees to work in designated locations. The local operators perform the routine duties (See Exhibit A) of servicing the monitoring and sampling equipment, collecting air samples, and completing quality assurance checks. DEQ shall provide all calibration, audit, repair, data management and logistics support for these stations. This agreement also covers RVCOG staff time required to coordinate with DEQ staff and local operators to ensure proper performance of the Statement of Work.
3. **DEQ Authority** DEQ has authority under Oregon Revised Statute (ORS) 468.035 (1)(b) to conduct and prepare, independently or in cooperation with others, studies, investigations, research and programs pertaining to the quality and purity of the air or waters of the state, and under ORS 468.035 (1)(d) may enter into contracts necessary to carry out those purposes. DEQ has authority under ORS 190.110 to cooperate for any lawful purpose with a unit of local government.
4. **Effective Date and Duration** This Agreement is effective on the date that every party has signed this Agreement and, when required, approved by the Department of Justice. Unless earlier terminated or extended, this Agreement expires **June 30, 2026**.
5. **Agreement Documents** This Agreement consists of this document and the attached Exhibit A (STATEMENT OF WORK) and the attached Exhibit B (SUBCONTRACTOR INSURANCE REQUIREMENTS).
6. **Statement of Work** The statement of work (Work), including the delivery schedule, is contained in attached Exhibit A. RVCOG agrees to perform the Work in accordance with the terms and conditions of this Agreement.
7. **Consideration** The maximum, not-to-exceed compensation payable to RVCOG under this Agreement, which includes any allowable expenses, is **\$300,000**. Compensation will be paid to RVCOG as reimbursement for allowable expenses incurred during the performance of work under this Agreement. Payments to RVCOG will be made only in accordance with the schedule and requirements described in Section 8 below.
8. **Invoicing/Payments**
  - a. RVCOG will not submit invoices for, and DEQ will not pay, any amount in excess of the maximum, not-to-exceed compensation for this Agreement. If this maximum compensation amount is increased by amendment of this Agreement, the amendment must be fully effective before RVCOG is able to seek reimbursement of expenses incurred in the performance of work subject to the amendment. This means that if RVCOG performs work and incurs expenses before an amendment is in place authorizing compensation for those expenses, RVCOG shall not be



entitled to reimbursement for those expenses even once the amendments are in place. RVCOG will notify DEQ's Agreement Administrator in writing sixty (60) calendar days before this Agreement expires of any proposed amendments to the Agreement.

- b. DEQ will only pay for the expenses designated as reimbursable under Section 9 of this Agreement.
- c. RVCOG may submit invoices for reimbursable expenses incurred during the performance of work. Invoices must be sent to [DEQEXP@deq.oregon.gov](mailto:DEQEXP@deq.oregon.gov). Invoices are subject to the review and approval of the DEQ Agreement Administrator.
- d. Invoices must include the project title, name of DEQ agreement administrator and DEQ agreement number.
- e. Invoices must describe all work performed during the performance of which expenses were incurred with particularity, including the type of work performed, by whom work was performed, and the location of the work performed.
- f. Invoices must itemize and explain all expenses for which reimbursement is sought. The invoices must contain sufficient information to allow DEQ to determine that expenses included in the invoice were actually incurred during the performance of work and that they are reimbursable. Supporting documentation must be provided for expenses for which reimbursement is claimed. Documentation required includes personal service cost detail, services and supplies cost detail, copies of paid contract and equipment invoices, and receipts for lodging, airfare, car rental, and conference registration, or any other information requested by DEQ that DEQ determines, in the exercise of its discretion, is necessary to allow DEQ to determine the expense was actually incurred and is reimbursable.
- g. The determination of whether invoices contain sufficient information to allow DEQ to determine that expenses have actually been incurred and are reimbursable and the determination of the documentation is required is within DEQ's sole discretion.
- h. Invoices shall be submitted monthly, no more than 31 days after the expense claimed was incurred. Invoices for reimbursement of expenses occurring in each State fiscal year (July 1 through June 30) must be received no later than the following July 31<sup>st</sup> of the relevant year. RVCOG shall submit final invoice to DEQ within 30 calendar days of termination of this Agreement. **DEQ has the right to reject and refuse to reimburse any expenses contained in invoices that do not comply with these timing requirements.**
- i. DEQ will review invoices that are submitted and will determine whether to approve an invoice, reject an invoice in part, or reject an invoice in whole. DEQ will approve an invoice if: (1) the invoice contains the information required; (2) the invoice includes reimbursable expenses; and (3) DEQ determines that the work for which expenses are claimed was performed satisfactorily and the expenses claimed were actually incurred during performance of the work. Whether the work was performed satisfactorily and whether the expenses were incurred and reimbursable is within DEQ's sole discretion, which DEQ agrees to exercise reasonably. If DEQ rejects an invoice in whole or in part, DEQ may withhold or reduce the reimbursement amount. Whether reimbursement is withheld entirely or reduced is within DEQ's sole discretion.
- j. DEQ shall pay RVCOG within 45 days from the date it receives an invoice. **Upon approval of an invoice, DEQ will send payments to:**

**Rogue Valley Council of Governments  
PO Box 3275  
Central Point, OR 97502**

**9. Reimbursable Expenses.** The following expenses, when incurred during the performance of work under this Agreement, are the only expenses that are reimbursable under this Agreement:

- (a) **Travel Expenses.** Travel will be allowed only when the travel is essential to the normal discharge of the Work under this Agreement. All travel will be conducted in the most efficient and cost-effective manner resulting in the best value to the State. Personal expenses will not be authorized at any time. All expenses are included in the total maximum not-to-exceed compensation under this Agreement. RVCOG understands and agrees that travel expenses will be reimbursed at rates not to exceed those rates approved by the Oregon Department of Administrative Services (DAS) for State employees and in effect at the time the expense was incurred. RVCOG understands and agrees that the rates are subject to change by DAS and, in such event, the changed rates will immediately become part of this Agreement and govern reimbursement of any travel expenses incurred after the date of the change.
- (i) **Mileage.** Mileage for travel in an RVCOG or private automobile will be reimbursed while an employee or agent of RVCOG is acting within the course and scope of their duties and performing work under this Agreement and driving over the most direct and usually traveled route. To qualify for mileage reimbursement, the RVCOG employee must hold a valid, current driver's license for the class of vehicle to be driven and carry personal automobile liability insurance in amounts not less than those required by Oregon laws.
- (ii) **Meal & Lodging.** Meals and lodging will be reimbursed when necessary for the performance of work under this Agreement. Per diem rates for meals vary between cities. RVCOG understands and agrees that expenses for meals will be reimbursed at rates not to exceed the DAS per diem rates. DEQ will reimburse RVCOG for RVCOG's actual cost of



lodging up to the specified per diem lodging rates for the locality. Receipts are required for reimbursement of lodging expenses. US General Services Administration approved rates can be found at [www.gsa.gov](http://www.gsa.gov).

- (iii) **Other Travel Expenses.** Other travel expenses and any out-of-state travel expenses, airfare, and rental car expenses will be reimbursed only if specifically authorized by this Agreement or by written authorization from the DEQ Agreement Administrator before the occurrence of the travel and only if an agent or employee of RVCOG is acting within the course and scope of their responsibilities and performing work under this Agreement. All RVCOG agents and employees will be limited to the cheapest available fare in economy (without any add-ons), compact size rental vehicles, and the most affordable expenses unless RVCOG personally pays the difference. The difference shall be determined by DEQ in the exercise of its reasonable discretion based on documentation submitted by RVCOG. In no case will the State reimburse RVCOG for air travel at a rate greater than economy fare.

- (b) **Staff wages and benefits.** DEQ will reimburse RVCOG for staff time at hourly loaded rates for all time spent in performance of work under this Agreement. All staff expenditures must be invoiced in accordance with the time spent by those staff persons on performing work under this Agreement.

- (c) **Operation supplies needed for monitoring equipment maintenance and operation not provided directly by DEQ.** DEQ will reimburse costs incurred for operational supplies needed to maintain the monitoring sites.

- (d) **Landscape work at monitoring sites.** DEQ will pay for reasonable (as determined by DEQ) landscape work at monitoring sites.

- (e) **Other expenses necessary to perform work under this agreement, if approved by DEQ.** Whether or not such expenses are reimbursable is solely within DEQ's discretion. RVCOG is advised to consult with DEQ prior to incurring other expenses not specifically described in (a) through (g) above if it wishes to receive compensation for those expenses.

- 10. Amendments** The terms of this Agreement will not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties.

- 11. Termination** This Agreement may be terminated by mutual consent of both parties or by either party upon 30 days written notice. This Agreement may be terminated immediately by DEQ upon written notice to RVCOG, if: DEQ fails to receive funding, or appropriations, limitations, or other expenditure authority at levels sufficient, as determined by DEQ in DEQ's reasonable administrative discretion, to perform its obligations under this Agreement; if federal or state laws, rules, regulations, or guidelines are modified or interpreted in such a way that DEQ's performance under this Agreement is prohibited, or DEQ is prohibited from paying for such performance from the planned funding source; or if RVCOG is in default under this Agreement. Notices under this section may be transmitted in person, by mail, or by email. If this Agreement is terminated under this Section 11, DEQ will pay for approved unpaid invoices for expenses already incurred with any limits set forth in this Agreement. If RVCOG receives a notice of termination under this Agreement, RVCOG understands that it will receive no further reimbursement from Agency for expenses incurred after the date of termination. Upon receipt of such a notice, RVCOG will deliver to DEQ all documents, information, works-in-progress, Work Product, and other property created pursuant to this Agreement.

- 12. Funds Available and Authorized** RVCOG shall not be compensated for Work performed under this Agreement by any other agency or department of the State of Oregon. DEQ certifies that it has sufficient funds currently authorized for expenditure to finance the costs of this Agreement within the DEQ's current biennial appropriation or limitation. RVCOG understands and agrees that DEQ's payment of amounts under this Agreement is contingent on DEQ receiving appropriations, limitations, allotments or other expenditure authority sufficient to allow DEQ, in the exercise of its reasonable administrative discretion, to continue to make payments under this Agreement. Nothing in this Agreement is to be construed as permitting any violation of Article XI, section 7 of the Oregon Constitution or any other law regulating liabilities or monetary obligations of the State of Oregon.

- 13. Captions** The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions of this Agreement.

- 14. Access to Records** RVCOG will maintain all financial records relating to this Agreement in accordance with generally accepted accounting principles. In addition, RVCOG will maintain any other records pertinent to this Agreement in such a manner as to clearly document RVCOG's performance. The Oregon Secretary of State's Office and the federal government and their duly authorized representatives will have access to such financial records and other books, documents, papers, plans, records of shipments and payments and writings of RVCOG that are pertinent to this Agreement, whether in paper, electronic or other form, to perform examinations and audits and make excerpts and transcripts. RVCOG will retain and keep accessible all such financial records, books, documents, papers, plans, records of shipments and payments and writings for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.

- 15. Compliance with Applicable Law** RVCOG will comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the work performed under this Agreement. Without limiting the generality of the foregoing, RVCOG expressly agrees to comply with the following laws, regulations and executive orders to the extent they are applicable to the Agreement: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended,

and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) ORS Chapter 659, as amended; (ix) all regulations and administrative rules established pursuant to the foregoing laws; and (x) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations; and (xi) ORS 279A, ORS 279B, ORS 279C as applicable to RVCOG. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Agreement and required by law to be so incorporated.

- 16. Recycled Products** RVCOG shall, to the maximum extent economically feasible in the performance of this Agreement, use recycled paper (as defined in ORS 279A.010(1)(ee)), recycled PETE products (as defined in ORS 279A.010(1)(ff)), and other recycled products (as "recycled product" is defined in ORS 279A.010(1)(gg)).
- 17. Contribution** If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which the State is jointly liable with the RVCOG (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the RVCOG in such proportion as is appropriate to reflect the relative fault of the State, on the one hand, and of the RVCOG, on the other hand, in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State, on the one hand, and of the RVCOG, on the other hand, shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

With respect to a Third Party Claim for which the RVCOG is jointly liable with the State (or would be if joined in the Third Party Claim), RVCOG shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of the RVCOG, on the one hand, and of the State, on the other hand, in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the RVCOG, on the one hand, and of the State, on the other hand, shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The RVCOG's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

- 18. Indemnification by Subcontractors** RVCOG shall take all reasonable steps to cause its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of RVCOG's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the contractor from and against any and all Claims.
- 19. Subcontractor Insurance Requirements** RVCOG shall require its first tier contractor(s) that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified in Exhibit b (Subcontractor Insurance Requirements) meeting the requirements described in Exhibit C under ADDITIONAL INSURED, CONTINUOUS CLAIMS MADE COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATE(S) AND PROOF OF INSURANCE before the contractors perform under contracts between RVCOG and the contractors (the "Subcontracts"), and ii) maintain the insurance in full force throughout the duration of the Subcontracts. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to DEQ. RVCOG shall not authorize contractors to begin work under the Subcontracts until the insurance is in full force. Thereafter, RVCOG shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. RVCOG shall incorporate appropriate provisions in the Subcontracts permitting it to enforce contractor compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. Examples of "reasonable steps" include issuing stop work orders (or the equivalent) until the insurance is in full force or terminating the Subcontracts as permitted by the Subcontracts, or pursuing legal action to enforce the insurance requirements. In no event shall RVCOG permit a contractor to work under a Subcontract when RVCOG is aware that the contractor is not in compliance with the insurance requirements. As used in this section, a "first tier" contractor is a contractor with which RVCOG directly enters into a contract. It does not include a subcontractor with which the contractor enters into a contract.

**20. RVCOG represents and warrants to DEQ that:**

- (a) RVCOG is duly organized and validly existing. RVCOG has the power and authority to enter into and perform this Agreement.
- (b) The making and performance by RVCOG of this Agreement (1) have been duly authorized by all necessary action, (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any organizational document, and (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which RVCOG is party or by which RVCOG may be bound or affected. No authorization, consent, license, approval of, or filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by RVCOG of this Agreement, other than those that have already been obtained;
- (c) This Agreement has been duly executed and delivered by RVCOG and constitutes a legal, valid, and binding obligation of enforceable in accordance with its terms;
- (d) RVCOG has the skill and knowledge possessed by well-informed members of the industry, trade, or profession most closely involved in providing the services under this Agreement and will apply that skill and knowledge with care and diligence to perform its obligations under this Agreement in a professional manner and in accordance with the standards prevalent in the related industry, trade, or profession; and
- (e) RVCOG shall, at all times during the term of this Agreement, be qualified, professionally competent, and duly licensed to perform its obligations under this Agreement.
- (f) The representations and warranties set forth in this Section are in addition to, and not in lieu of, any other representations or warranties provided.

**21. Governing Law and Consent to Jurisdiction.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between the Parties that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within a circuit court for the State of Oregon of proper jurisdiction. THE PARTIES, BY EXECUTION OF THIS AGREEMENT, HEARBY CONSENT TO THE IN PERSONAM JURISDICTION OF SAID COURTS. Except as provided in this Section, neither Party waives any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. The parties acknowledge that this is a binding and enforceable Agreement and, to the extent permitted by law, expressly waive any defense alleging that either Party does not have the right to seek judicial enforcement of this Agreement.

**22. Ownership of any Work.** All reports described in Exhibit A submitted to DEQ are DEQ property. However, those documents are subject to public disclosure as required by the Oregon Public Records Law.

**23. RVCOG default.** RVCOG will be in default under this Agreement upon the occurrence of any of the following events:

- (a) RVCOG fails to perform, observe, or discharge any of its covenants, agreements, or obligations under this Agreement, including performing all work as laid out in the Agreement, including Exhibits A and B, within the relevant time frames;
- (b) Any representation, warranty or statement made by RVCOG in this Agreement or in any documents or reports relied upon by DEQ to measure the delivery of services, the expenditure of funds, or the performance by RVCOG is untrue in any material respect when made;
- (c) RVCOG (1) applies for or consents to the appointment of, or taking of possession by, a receiver, custodian, trustee, or liquidator of itself or all of its property, (2) admits in writing its inability, or is generally unable, to pay its debts as they become due, (3) makes a general assignment for the benefit of its creditors, (4) is adjudicated a bankrupt or insolvent, (5) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (6) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (7) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under Bankruptcy Code, or (8) takes any action for the purpose of effecting any of the foregoing;
- (d) A proceeding or case is commenced, without the application or consent of RVCOG, in any court of competent jurisdiction, seeking (1) the liquidation, dissolution or winding-up, or the composition or readjustment of debts (2) the appointment of a trustee, receiver, custodian, liquidator, or the like of or of all or any substantial part of its assets, or (3) similar relief in respect to under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues without a dismissal or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues without a stay, and in effect for a period of sixty (60) calendar days, or an order for relief against RVCOG is entered in an involuntary case under the Federal Bankruptcy Code (as now or hereafter in effect).

**24. DEQ default.** DEQ will be in default under this Agreement upon the occurrence of any of the following events:

- (a) DEQ fails to perform, observe, or discharge any of its covenants, agreements, or obligations, under this Agreement; or
- (b) Any representation, warranty, or statement made by DEQ in this Agreement or in any documents or reports relied upon by RVCOG are untrue in any material respect when made.

**25. DEQ REMEDIES.** In the event RVCOG is in default, DEQ may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to: (a) termination of this Agreement, (b) reducing or withholding reimbursement (c) requiring to perform, at RVCOG's expense, additional work necessary to complete the work required under this Agreement, including Exhibits A and B, (d) initiation of an action or proceeding for damages, restitution specific performance, or declaratory or injunctive relief, including for interest at the rate of two-thirds (2/3) of one percent (1%) per month, but not more than eight percent (8%) per annum on overdue claims, or (e) exercise of its right of recovery of overpayments or setoff, or both. These

remedies are cumulative to the extent the remedies are not inconsistent, and DEQ may pursue any remedy or remedies singly, collectively, or in any order whatsoever.

- 26. RVCOG REMEDIES.** In the event DEQ is in default and whether or not RVCOG elects to exercise its right to terminate this Agreement, RVCOG's sole monetary remedy will be reimbursement for authorized expenses incurred, less any claims DEQ has against RVCOG.
- 27. RECOVERY OF OVERPAYMENTS.** If Payments to RVCOG under this Agreement, or any other agreement between DEQ and RVCOG, exceed the amount to which RVCOG is entitled, DEQ may, after notifying RVCOG in writing, withhold from payments due RVCOG under this Agreement, such amounts over such periods of times as are necessary to recover the amount of the overpayment.
- 28. LIMITATION OF LIABILITY.** EXCEPT FOR LIABILITY ARISING UNDER OR RELATED TO CONTRIBUTION, NEITHER PARTY WILL BE LIABLE FOR LOST PROFITS, INCIDENTAL, CONSEQUENTIAL, OR OTHER INDIRECT DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, REGARDLESS OF WHETHER THE LIABILITY CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, PRODUCT LIABILITY OR OTHERWISE. NEITHER PARTY WILL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT IN ACCORDANCE WITH ITS TERMS.
- 29. Federal Fund Requirements** Any recipient of federal grant funds, pursuant to this agreement with the State, shall assume sole liability for that recipient's breach of the conditions of the Grant, and shall, upon recipient's breach of grant conditions that requires the state to return funds to the federal grantor, hold harmless and indemnify the state for an amount equal to the funds received under this agreement; or if legal limitations apply to the indemnification ability of the recipient of grant funds, the indemnification amount shall be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.
- 30. Alternative Dispute Resolution** The parties shall attempt in good faith to resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- 31. Merger Clause** THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. RVCOG, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS AGREEMENT, UNDERSTANDS IT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.
- 32. Counterparts.** This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all parties are not signatories to the same counterpart. Each copy of the Agreement so executed constitutes an original.

**THE PERSONS SIGNING THIS AGREEMENT REPRESENT AND WARRANT THAT THEY HAVE THE POWER AND AUTHORITY TO ENTER INTO THIS AGREEMENT.**

Approved by RVCOG:

\_\_\_\_\_  
Ann Marie Alfrey, Executive Director

\_\_\_\_\_  
Date

Approved by DEQ:

\_\_\_\_\_  
Leah Feldon, Deputy Director

\_\_\_\_\_  
Date



**EXHIBIT A****INTERGOVERNMENTAL AGREEMENT  
AMBIENT AIR MONITORING LOCAL OPERATORS  
STATEMENT OF WORK**

Local operators shall operate DEQ's AQM network in the cities of: Grants Pass, Medford, Talent, Klamath Falls, Lakeview, Prineville, Burns, Bend, and La Grande. RVCOG regular employees may conduct monitoring activities and operate AQM equipment within the RVCOG service area (encompassing Jackson and Josephine Counties). RVCOG on-call operators will conduct all monitoring and operate sampling equipment at other designated areas of the state in accordance with written DEQ-approved and provided AQM Standard Operating Procedures (SOP) available at each monitoring site.

**1. RVCOG local operators shall conduct the monitoring activities on the schedules and at the locations described below:**

Key:

Neph = Nephelometer

Met = Meteorological System

PM<sub>2.5</sub> = particulate matter 2.5 microns in diameter or smallerPM<sub>10</sub> = particulate matter 10 microns in diameter or smallerPM<sub>2.5</sub> Speciation = URG and Super SASS samplersFRM = Federal Reference Method – refers to samplers that run the PM<sub>2.5</sub> and PM<sub>10</sub>

Year round = Required work will occur throughout the year

1 in 3 schedule = sample event occurs once every three days

1 in 6 schedule = sample event occurs once every six days

Zero = verify instrument baseline for drift

Span = verify instrument response to a known value

Leak Check = verification that the sampler apparatus is not leaking

Flow audit = verification of air flow on sampler against a known calibrated orifice

Visual observation = verifying that the wind direction and wind speed values are in line with visual observations of the equipment.

WS = wind speed

WD = wind direction

Temp = temperature

Digital Logbook Notes = Digital note-entry system in EnviDAS Reporter software operators will use to document observations, site conditions, and instrumentation notes.

VOC = volatile organic compounds – refers to the sampler

PUF = Polyurethane Foam – refers to the samplers

PM<sub>10</sub> HV Metals = Hi-Volume sampler that collects metals**a. Monitoring sites, equipment, and operating schedules**

CITY	SITE NAME (Location)	PARAMETERS	SCHEDULE
Burns	Washington St.	Neph, Met FEM PM <sub>2.5</sub>	Year round
Grant Pass	Parkside School	Neph, Met FEM PM <sub>2.5</sub>	Year round
Klamath Falls	Peterson School	Neph, Met FEM PM <sub>2.5</sub>	Year round
Lakeview	Center & M St.	Neph, Met FEM PM <sub>2.5</sub>	Year round
La Grande	Hall St & N Ave	Neph, Met FEM PM <sub>2.5</sub> Air Toxics	Year round 1 in 6 schedule
Medford	Jackson Park	FEM PM <sub>2.5</sub> PM <sub>10</sub> Air Toxics	Year round 1 in 6 schedule 1 in 6 schedule
	MTV Met	Met	Year round
Prineville	Davidson Park	Neph, Met	Year round

FEM PM <sub>2.5</sub>			
Talent	Rapp Lane	Ozone	May-Sept
Bend	Bend HS	Air Toxics	Year Round 1 in 6 schedule

**b. Required Service Frequency for Continuous Monitors**

POLLUTANT	SERVICE FREQ.	REQUIRED SERVICE PER VISIT
Ozone	1x/month	Filter change, leak check, filter burn-in, observations
Nephelometer	1x/month	Zero and Span Check
Met	2x/month	Visual Observation. Zero & Span 2x/month (WS,WD,Temp)
FEM PM Continuous Monitors	2x/month	Observations, leak check, cleaning and audit per SOP.

**c. Required Service Frequency for Particulate and Air Toxics Samplers**

SAMPLER	SAMPLING SCHEDULE	REQUIRED SERVICE
PM <sub>2.5</sub> FRM Samplers	Varies: Every day, or every 3 <sup>rd</sup> day, or every 6 <sup>th</sup> day.	Documentation complete. Sampling schedule met. Filters removed from sampler within 7 days of exposure. Leak check, cleaning, and audit as per SOP.
PM <sub>2.5</sub> Speciation Samplers	Every 6 <sup>th</sup> day.	Documentation complete. Sampling schedule met. Filters removed within 48 hours of exposure. Leak check and flow audit per SOP.
FRM PM <sub>10</sub> Samplers	Every 6 <sup>th</sup> day.	Documentation complete. Sampling schedule met. Leak check and flow audit per SOP.
Air Toxics samples	Every 6 <sup>th</sup> day	Documentation complete. Sampling schedule met. Filters removed within 48 hours of exposure and stored per procedures. Leak check and flow audit per SOP.

**d. Required Data and Filter Shipping Schedule**

POLLUTANT	SERVICE FREQ.	REQUIRED SERVICE PER WEEK
Digital Logbook Notes	Every service	Documentation completed every visit. Fill out site visit data in EnviDAS electronically.
Filter/Sample Shipping	After every sample date, or once mid-month	Filters shipped per DEQ instructions and schedule. DEQ provides shipping containers.

**2. Special Studies**

DEQ periodically undertakes air quality investigations that require the use of local operators. DEQ shall provide the same level of support for these studies as it does for the regular monitoring network. DEQ shall pay RVCOG for such work according to the rates described in the Fee Schedule in Section 5, including the hourly rate for unscheduled and miscellaneous work for work without a defined rate. This Agreement may be amended to provide rates for monitoring activities not included on the Fee Schedule in Section 5 below.

**3. Work Summaries.**

RVCOG is responsible for ensuring the local operators submit a work summary copy directly to the DEQ Contract Administrator. Work Summaries shall be submitted monthly and no later than the 15<sup>th</sup> of the following month.

**4. DEQ Responsibilities**

### *Network Support*

DEQ shall supply all monitoring and sampling equipment and provide monitoring and sampling shelters and platforms as needed. DEQ Air Quality Monitoring section shall provide all calibration, maintenance, repair, and logistical support for the AQM network, including primary and secondary calibration of all monitors, transfer standards, datalogging equipment, and calibrations of all air flow measurement devices and any other transducers. DEQ staff shall perform all maintenance of monitoring and sampling equipment, sampling shelters and platforms, heating and air conditioning systems. DEQ or a local operator shall perform all repairs as directed by DEQ. DEQ shall provide all expendable supplies, including particulate filters and working reference gases. DEQ will additionally provide any tools or other hardware required to perform duties.

### *Employee Support and Communication*

DEQ shall provide direct day-to-day oversight of the local operators, including employee communications, time accounting, and tracking Oregon Sick Leave liability. In partnership with RVCOG, DEQ shall participate in hiring processes, including but not limited to recruiting, interviewing, and participating in hiring decisions. Additionally, DEQ will assist RVCOG with setting working schedules including a coverage plan for when employees are not available, employee reviews, disciplinary actions up to and including termination, and managing employee issues and/or notifications, such as policies changes or working restrictions due to state and local mandates.

Additionally, DEQ shall review and verify invoices and work summary documentation submitted by RVCOG for accuracy and completeness using field records, network reviews, Quality Control documentation as stated in the AQM SOPs, information from the DEQ Lab's Data Acquisition System, and DEQ review of particulate filters submitted.

## **5. Invoices/Payments.**

RVCOG shall invoice DEQ monthly for payment of work successfully completed. Invoices and payments shall be based on the fee schedule below.

DEQ shall make payment within 45 days of DEQ's receipt from RVCOG of an invoice and all necessary work summary documentation, subject to the successful completion of regularly scheduled tasks. DEQ shall not pay local operators for tasks not completed as scheduled or for tasks not done according to procedure.

**Fee Schedule:**

DEQ may amend the fee schedule annually to address cost of living increases. This fee schedule applies to employees hired specifically to perform part-time air quality monitoring duties. Regular RVCOG employees performing air quality monitoring duties shall be paid at their regular rate, billed to DEQ at hourly loaded rates for time spent. Part-time operators shall be paid according to the fee schedule as follows. Hours per task is an estimate of time spent to complete a task (for regular RVCOG employees), or the rate of conversion from task to an hourly rate (for part-time operators)

POLLUTANT	ACTIVITY or TASK	PAYMENT per TASK	HOURS per TASK
Nephelometer	Regular Service	\$38.93 per service	1.50
Meteorological System	Regular Service	\$25.95 per service	1.00
Ozone	Filter change, Leak Check, Filter burn-in	\$38.93 per service	1.50
FRM/ FRM PM <sub>2.5</sub>	Daily Schedule FRM	\$25.95 per filter	1.00
	1 in 3 Schedule FRM	\$25.95 per filter	1.00
	1 in 6 Schedule FRM	\$25.95 per filter	1.00
	Continuous FEM	\$38.93 per service	1.50
	FEM tape change	\$25.95 per tape change	1.00
	FEM/FRM Leak Check	\$25.95 per Leak Check	1.00
	FEM/FRM Audit	\$25.95 per Audit	1.00
	FRM Clean & Δ Foam Fan Filters or FEM nozzle clean.	\$25.95 per service	1.00
FRM PM <sub>10</sub>	1 in 6 Schedule	\$25.95 per filter	1.00
	Leak Check	\$25.95 per Leak Check	1.00
	Audit	\$25.95 per Audit	1.00
	Clean & Δ Foam Fan Filters	\$25.95 per service	1.00
PM <sub>2.5</sub> Speciation URG	1 in 6 Schedule	\$25.95 per filter	1.00
	Audit	\$25.95 per Audit	1.00
PM <sub>2.5</sub> Speciation SSAS	1 in 6 Schedule	\$25.95 per entire cartridge	1.00
	Audit	\$25.95 per Audit	1.00
<b>Air Toxics:</b>			
Metals	1 in 6 Schedule	\$32.45 per filter	1.25
Carbonyl	1 in 6 Schedule	\$32.45 per cartridge	1.25
VOC	1 in 6 Schedule	\$32.45 per canister	1.25
PUF	1 in 6 Schedule	\$32.45 per filter	1.25
Cr6+	1 in 6 Schedule	\$32.45 per filter	1.25
Air Toxics Audit	Flow Audit HV, LV, Cr6+, PAH	\$32.45 per Audit	1.25
Aethalometer	Service	\$25.95 per service	1.00
	Leak Check	\$25.95 per Leak Check	1.00
	Audit	\$25.95 per Audit	1.00
	Tape Change	\$25.95 per service	1.00
Filter/Sample Shipping	Shipped to DEQ	\$12.98 per shipment	0.50
Toxics Shipping	Shipped to DEQ	\$19.47 per shipment	0.75
Vehicle mile reimbursement for trips outside of work area	State mileage rate	Current state \$/mile rate	
Sick Leave	1hr accrued/30hrs worked.	\$25.95 per hour accrued	1.00
Other	Unscheduled and Miscellaneous work	\$25.95 per hour	1.00



	RVCOG regular staff training and program coordination	N/A	1.0
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DRAFT

**EXHIBIT B****INTERGOVERNMENTAL AGREEMENT****Subcontractor Insurance Requirements**

RVCOG shall require each of its first-tier contractors that are not units of local government as defined in ORS 190.003 (each a "Contractor") to obtain, at the Contractor's expense, the insurance specified in this Exhibit C before performing under this Agreement and to maintain it in full force and at the Contractor's own expense throughout the duration of this Agreement, as required by any extended reporting period or continuous claims made coverage requirements, and all warranty periods that apply. Contractors shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to DEQ. Coverage shall be primary and non-contributory with any other insurance and self-insurance, with the exception of Professional Liability and Workers' Compensation. Contractors shall pay for all deductibles, self-insured retention and self-insurance, if any. RVCOG shall require and ensure that each of its Contractors complies with these requirements and maintains insurance policies with responsible insurers, insuring against liability, in the coverages and amounts identified below.

**WORKERS' COMPENSATION & EMPLOYERS' LIABILITY**

All employers, including Contractors, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). RVCOG shall require and ensure that each of its Contractors complies with these requirements. If a Contractor is a subject employer, as defined in ORS 656.023, the Contractor shall also obtain employers' liability insurance coverage with limits not less than \$500,000 each accident. If the Contractor is an employer subject to any other state's workers' compensation law, Contractor shall provide workers' compensation insurance coverage for its employees as required by applicable workers' compensation laws including employers' liability insurance coverage with limits not less than \$500,000 and shall require and ensure that each of its out-of-state subcontractors complies with these requirements.

As applicable, each Contractor shall obtain coverage to discharge all responsibilities and liabilities that arise out of or relate to the Jones Act with limits of no less than \$5,000,000 and/or the Longshoremen's and Harbor Workers' Compensation Act.

**COMMERCIAL GENERAL LIABILITY:**

☒ **Required**    ☐ **Not required**

Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to the State. This insurance shall include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this Agreement, and have no limitation of coverage to designated premises, project or operation. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Annual aggregate limit shall not be less than \$2,000,000.

**AUTOMOBILE LIABILITY INSURANCE:**

☒ **Required**    ☐ **Not required**

Automobile Liability Insurance covering each Contractor's business use including coverage for all owned, non-owned, or hired vehicles with a combined single limit of not less than \$1,000,000 for bodily injury and property damage. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). Use of personal automobile liability insurance coverage may be acceptable if evidence that the policy includes a business use endorsement is provided.

**A. Automobile Liability Broadened Pollution Liability Coverage Endorsement**

If a Contractor is transporting any type of **hazardous materials** to implement the Project, then endorsements CA 99 48 or equivalent and MSC-90 (if the Contractor is a regulated motor carrier) are required on the Automobile Liability insurance coverage.

**EXCESS/UMBRELLA INSURANCE**

Umbrella insurance coverage in the sum of \$2,000,000 shall be provided and will apply over all liability policies, without exception, including but not limited to Commercial General Liability, Automobile Liability, and Employers' Liability coverage. The amounts of insurance for the insurance required under this Agreement, including this Excess/Umbrella insurance requirement, may be met by the Contractor obtaining coverage for the limits specified under each type of

required insurance or by any combination of underlying, excess and umbrella limits so long as the total amount of insurance is not less than the limits specified for each type of required insurance added to the limit for this excess/umbrella insurance requirement.

#### **ADDITIONAL INSURED:**

All liability insurance, except for Workers' Compensation, Professional Liability, and Network Security and Privacy Liability (if applicable), required under this Agreement must include an additional insured endorsement specifying the State of Oregon, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to a Contractor's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance. The Additional Insured endorsement with respect to liability arising out of your ongoing operations must be on ISO Form CG 20 10 07 04 or equivalent and the Additional Insured endorsement with respect to completed operations must be on ISO form CG 20 37 07 04 or equivalent.

#### **WAIVER OF SUBROGATION:**

Each Contractor shall waive rights of subrogation which the Contractor or any insurer of the Contractor may acquire against the DEQ or State of Oregon by virtue of the payment of any loss. Each Contractor will obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the DEQ has received a waiver of subrogation endorsement from the Contractor or the Contractor's insurer(s).

#### **CONTINUOUS CLAIMS MADE COVERAGE:**

If any of the required liability insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, then the Contractor shall maintain continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of this Agreement, for a minimum of 24 months following the later of:

- (i) The Contractor's completion and DEQ's acceptance of all Services required under the Contract, or
- (ii) DEQ or RVCOG termination of this Agreement, or
- (iii) The expiration of all warranty periods provided under this Agreement.

#### **CERTIFICATE(S) AND PROOF OF INSURANCE:**

Upon request, each Contractor shall provide to DEQ Certificate(s) of Insurance for all required insurance before delivering any Goods and performing any Services required under this Agreement. The Certificate(s) shall list the State of Oregon, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. The Certificate(s) shall also include all required endorsements or copies of the applicable policy language effecting coverage required by this Agreement. If excess/umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the excess/umbrella insurance. As proof of insurance DEQ has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Agreement.

#### **NOTICE OF CHANGE OR CANCELLATION:**

Each Contractor or its insurer must provide at least 30 days' written notice to DEQ before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

#### **INSURANCE REQUIREMENT REVIEW:**

RVCOG agrees to periodic review of insurance requirements by DEQ under this Agreement and to provide updated requirements as mutually agreed upon by RVCOG and DEQ.

#### **STATE ACCEPTANCE:**

All insurance providers are subject to DEQ acceptance. If requested by DEQ, RVCOG shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to DEQ's representatives responsible for verification of the insurance coverages required under this Exhibit C.



**Rogue Valley Council of Governments**  
**Board of Directors Meeting**  
*Lewis Conference Room/Zoom Webinar*

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Minutes from the meeting held April 24, 2024

**VOTING MEMBERS**

**Present:**

*1<sup>st</sup> Vice President Carl Tappert (RVSS)*  
*2<sup>nd</sup> Vice President Colleen Padilla (SORED)*  
*Board Member Bill Mansfield (RVTD)*  
Councilor Dylan Bloom (Ashland)  
Mayor Kathy Sell (Eagle Point)  
Councilor Bill Rigney (Gold Hill)  
Commissioner Rick Dyer (Jackson County)

Councilor Andrea Thompson (Jacksonville)  
Councilor Kathy Nuckles (Shady Cove)  
Board Member Viki Brown (JCLD)  
Board Member Trevor Morris (JSWCD)  
Board Member Jonah Liden (RCC)  
Board Member Marc Overbeck (SOU)

**Absent:**

*President Jody Hathaway (ECSO)*  
*1<sup>st</sup> Vice President John Quinn (RVSS)*  
*Councilor Kelley Johnson (Central Point)*  
*Mayor Pam VanArsdale (Rogue River)*  
Butte Falls Representative  
Mayor Meadow Martell (Cave Junction)  
Councilor Valerie Lovelace (Grants Pass)

Commissioner John West (Josephine County)  
Councilor Eric Stark (Medford)  
Mayor Terry Baker (Phoenix)  
Mayor Darby Ayers-Flood (Talent)  
Fire Chief Mike Hussey (JCFD 3)

*Italics = Executive Committee*

**Non-Voting Members:**

**Guests:**

Rep. Kim Wallan (District 4)

**RVCOG Staff:**

Ann Marie Alfrey, Executive Director  
Adrian Modjeski, HR & Admin Services Director

Kerstin Sachse, Administrative Specialist  
Amie Siedlecki, Natural Resources Coordinator

**1. Call to Order/Attendance**

1<sup>st</sup> Vice President Carl Tappert called the meeting to order at 12:01 p.m.

**2. Introductions and Comments from Members/Public**

District 5 – Representative Kim Wallan started her report with a progress update to Measure 110. Changes will go into effect in September 2024. Her cannabis bill got moved as a Committee Bill and one of its goals is to move all products to OLCC as a regulatory agent. Additionally, labeling will be required. This will require testing the amount of THC in the plants and products. The lab has been approved but is still in the process of getting funded. She finished her report with an update on the OSP study on the medical examiner shortage. It is a difficult and long process to become a medical examiner and national certification is required.

**3. Presentation**

A. *32<sup>nd</sup> Annual Rogue River Cleanup*

Amie Siedlecki presented about the upcoming Rogue River Cleanup event.

#### **4. Consent Agenda**

*A. Meeting Minutes from March 27, 2024*

**MOTION:** Councilor Bill Rigney moved to approve the consent agenda. Councilor Dylan Bloom seconded the motion. The motion was approved unanimously.

#### **5. Reports**

*A. Executive Director's Report*

*Staffing Update*

RVCOG finally successfully hired a Finance Director starting May 20th, 2024.

*RVCOG Budget Update*

The proposed budget has a slight increase from last year and is going to the budget committee for approval. After approval from the budget committee, it will be presented to the full RVCOG Board during the May Meeting for approval. RVCOG is asking for full attendance to make sure we have a quorum.

*Executive Director 360 Review*

Executive Director 360 Review showed no major concerns. The summary and potential contract renewal will be discussed during the May meeting.

*AlertWest*

No update on the FEMA-HMGP application available. OHAZ is still waiting for the response.

*Financial Reports*

Aged receivables are in good shape at this point. Financial reports for the first half of the Fiscal Year are updated and a preliminary Balance Sheet and Revenue and Expenditure report are available.

#### **6. Regional Update / Open Air**

*Jackson County Library District (JCLD)* – Board Member Viki Brown started her report with information that was presented to JCLD for the 10-year facility master plan to expand/improve branches. Central Point, Butte Falls, and Eagle Point locations were amongst the branches with recommendations for expansions or relocations. One board member is resigning in June and JCLD will need to appoint a replacement for one year.

*City of Shady Cove* – Councilor Kathy Nuckles reported that a City Administrator was hired, starting date is May 13<sup>th</sup>, 2024. Now the focus shifts back to other tasks like the budget and water improvements.

*Southern Oregon University* – Member Marc Overbeck updated everyone on the change in the student fee. A single fee was adopted for transparency. The Board of Trustees approved a 4.8% tuition increase, which is still below the state cap. An interim VP of Financial Administration was appointed. Several federal and state grant applications related to sustainability and solar power are in progress. They are also hoping for the legislator to approve \$16M in funding, which SOU would be one of the recipients. This would allow SOU to continue to convert to a workday system to reduce the cost of operations. Representatives of the Higher Education Coordinating Commission are visiting the campus to review a proposal for several improvements related to culture and performance.

*City of Jacksonville* – Councilor Andrea Thompson's report included the budget and the efforts on long-term sustainable funding for public safety. The proposal for the Jackson County Animal Shelter got tabled due to questions. The Fire Chief received an award for Excellence in Leadership, and they are still waiting on a Type 3 wildfire response vehicle, which will be on loan from the office of the State Fire

Marshall. The first meeting with the TAC in regard to exploration of urban growth boundaries revisions was successful.

Jackson County – Commissioner Rick Dyer reported on the proposed budget that was presented. Public safety takes up 80% of the general fund expenditures. Most of the general fund reserves are earmarked for capital projects with the jail being identified as the top priority. The Animal Shelter District proposal is postponed due to concerns. Three new members were appointed to the Fire District 5 Board. A letter of support from the Commissioners was able to avoid the cut of the proposed funding to Butte Falls, Shady Cove, and Gold Hill.

Rogue Community College – Member Jonah Liden updated everyone on the progress of implementing a zero-based budgeting approach. Also, RCC is currently transitioning to a new intranet system. Rollout is targeted for the new Fiscal Year. RCC hosted a member of the Higher Education Coordinating Commission, during which they showcased the close work between SOU and RCC.

City of Gold Hill – Councilor Bill Rigney had nothing to report besides expressing gratitude towards everyone's effort in keeping the funding for the utility improvements in place. The county presented the Animal Shelter District proposal, but the city is taking no action at this point.

Rogue Valley Transportation District (RVTB) – Board Member Bill Mansfield informed everyone that RVTB's study on the light rail system returned that it is not feasible now. It will be revisited from time to time. They are continuing to evaluate the propulsion systems for the buses to compare electric with hydrogen.

City of Ashland – Councilor Dylan Bloom spoke about Ashland awarding over \$600,000 in housing grants from various sources. Helicopter logging has started in the Ashland watershed for the dying Douglas Fir. Police Union contracts were ratified. After the presentation, the City of Ashland declined participation in the County Animal Shelter District for various reasons.

City of Eagle Point – Mayor Kathy Sell reported that Eagle Point postponed the consideration of the Animal Shelter District. The blackberry removal along the creek and in the parks is completed. Their budget is in process and by hiring a new code enforcement officer the department is fully staffed. The new agricultural facility at Eagle Point High School will have their grand opening on April 25, 2024.

SORED – Executive Director Colleen Padilla started her report with the announcement that they will add, pending board approval, another FTE over the period of 3 years using their own reserves. SORED is focusing on strategic programs that improve the growth of the agency. The goal is to create their own incentive funds to help expanding businesses that need a little help or appreciation. Last week SORED got awarded one of nine innovation hub grants, in which SORED will act as the fiscal manager. This will help with collaboration between different agencies to support the entrepreneur. All eleven economic development districts are meeting on April 26, 2024, to discuss the rules for the funding that will come through HB 3395 for low- and moderate-income housing.

Rogue Valley Sewer Services – 1<sup>st</sup> Vice President Tappert announced the upcoming budget meeting and a slight rate increase for their core customers. One of the upcoming projects is the rehab of the 24-inch pipe in White City. The preliminary engineering is expected to be completed in Fall for the Gold Hill Annexation. Final engineering is scheduled to be completed in January. Expected project time for the whole Annexation is 4 to 5 years.

## **7. Other Business**

There was no other business noted.

**8. Agenda Build**

At the next meeting we will have the discussion and public comments about the budget, as well as the performance evaluation and employment agreement renewal for the Executive Director.

**9. Next Meeting**

The next regular meeting is scheduled at noon on Wednesday, May 22, 2024.

**Adjournment:**

Vice president Tappert adjourned the meeting at 1:00 p.m.





## Board Meeting Agenda – Executive Director’s Report

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<b>Meeting Date:</b>	May 22, 2024	<b>Staff Contact:</b>	Ann Marie Alfrey
<b>Department:</b>	Administration		

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### **RVCOG Finance Staffing**

Welcome Sebastian Viteri in the Finance Director role! Sebastian comes to RVCOG with prior government and non-profit finance experience and will start on May 20<sup>th</sup>.

### **AlertWildfire/AlertWest**

OHAZ is still waiting for feedback on the FEMA HMGP application. RVCOG has been assisting with Letters of Support from property owners of the proposed sites. The existing cameras have been migrated to the AlertWest platform.

### **Financial Reports**

- Aged Receivables – Total \$191,463
  - 39% Current
  - 41% 1 to 30 Days Past Due
  - 18% 31 to 60 Days Past Due
  - 0% 61 to 90 Days Past
  - 2% Over 90 Days Past Due
- March 31, 2024 – Preliminary Balance Sheet and Revenue and Expenditure reports for the first nine months of current fiscal year. Note that not all 3<sup>rd</sup> quarter invoicing has been completed.



# Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 5/22/2024

From 7/1/2023 Through 5/31/2024

Customer Name	Inv #	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
Aging and People with Disabilities (APD)	24-4178	3/1/2024	0.00	0.00	0.00	869.75	0.00	869.75	OMAP Title XIX Home Delivered Meals
	24-4201	3/30/2024	0.00	0.00	539.00	0.00	0.00	539.00	OMAP Title XIX Home Delivered Meals - Feb 2024
	24-4231	4/30/2024	0.00	367.50	0.00	0.00	0.00	367.50	OMAP Title XIX Home Delivered Meals
Total Aging and People with Disabilities (APD)			0.00	367.50	539.00	869.75	0.00	1,776.25	
AllCare Health - CLAIMS	23-3915	8/17/2023	0.00	0.00	0.00	0.00	(0.50)	(0.50)	Medicare Advantage - Flexible Services & Flexible Approaches for Care Coordination PI
Total AllCare Health - CLAIMS			0.00	0.00	0.00	0.00	(0.50)	(0.50)	
City of Ashland	24-4223	5/26/2024	3,463.00	0.00	0.00	0.00	0.00	3,463.00	RVMPO Fiscal Year 2023-2024 Dues
	24-4238	5/30/2024	716.77	0.00	0.00	0.00	0.00	716.77	TAP Utility and Financial Services Charges
Total City of Ashland			4,179.77	0.00	0.00	0.00	0.00	4,179.77	
City of Eagle Point	24-4224	5/26/2024	1,595.00	0.00	0.00	0.00	0.00	1,595.00	RVMPO Fiscal Year 2023-2024 Dues
Total City of Eagle Point			1,595.00	0.00	0.00	0.00	0.00	1,595.00	

# Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 5/22/2024

From 7/1/2023 Through 5/31/2024

Customer Name	Inv #	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
City of Gold Hill	24-4214	5/18/2024	0.00	3,066.68	0.00	0.00	0.00	3,066.68	MARCH 2024 Invoicing
	24-4232	5/26/2024	218.00	0.00	0.00	0.00	0.00	218.00	MRMPO Fiscal Year 2023-2024 Dues
Total City of Gold Hill			218.00	3,066.68	0.00	0.00	0.00	3,284.68	
City of Grants Pass	24-4233	5/26/2024	6,399.00	0.00	0.00	0.00	0.00	6,399.00	MRMPO Fiscal Year 2023-2024 Dues
Total City of Grants Pass			6,399.00	0.00	0.00	0.00	0.00	6,399.00	
City of Jacksonville	24-4182	4/6/2024	0.00	0.00	6,986.95	0.00	0.00	6,986.95	Current Planning Charges OCTOBER 2023 - JANUARY 2024
	24-4217	5/18/2024	0.00	2,642.75	0.00	0.00	0.00	2,642.75	MARCH 2024 Invoicing
	24-4226	5/26/2024	496.00	0.00	0.00	0.00	0.00	496.00	RVMPO Fiscal Year 2023-2024 Dues
Total City of Jacksonville			496.00	2,642.75	6,986.95	0.00	0.00	10,125.70	
City of Medford	24-4227	5/26/2024	14,137.00	0.00	0.00	0.00	0.00	14,137.00	RVMPO Fiscal Year 2023-2024 Dues
Total City of Medford			14,137.00	0.00	0.00	0.00	0.00	14,137.00	
City of Phoenix	24-4112	1/19/2024	0.00	0.00	0.00	0.00	720.00	720.00	RVCOG Member Dues Fiscal Year 2023-2024
	24-4229	5/26/2024	643.00	0.00	0.00	0.00	0.00	643.00	RVMPO Fiscal Year 2023-2024 Dues

# Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 5/22/2024

From 7/1/2023 Through 5/31/2024

Customer Name	Inv #	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
	24-4240	5/30/2024	5,720.81	0.00	0.00	0.00	0.00	5,720.81	TAP Utility and Financial Services Charges
Total City of Phoenix			6,363.81	0.00	0.00	0.00	720.00	7,083.81	
City of Rogue River	24-4181	4/6/2024	0.00	0.00	5,148.11	0.00	0.00	5,148.11	Current Planning Charges OCTOBER 2023 - JANUARY 2024
	24-4234	5/26/2024	391.00	0.00	0.00	0.00	0.00	391.00	MRMPO Fiscal Year 2023-2024 Dues
Total City of Rogue River			391.00	0.00	5,148.11	0.00	0.00	5,539.11	
City of Shady Cove	24-4186	4/12/2024	0.00	0.00	6,858.22	0.00	0.00	6,858.22	Current Planning, IT & Financial Services FEBRUARY 2024
	24-4215	5/18/2024	0.00	7,151.73	0.00	0.00	0.00	7,151.73	MARCH 2024 Invoicing
Total City of Shady Cove			0.00	7,151.73	6,858.22	0.00	0.00	14,009.95	
City of Talent	24-4228	5/26/2024	936.00	0.00	0.00	0.00	0.00	936.00	RVMPO Fiscal Year 2023-2024 Dues
	24-4239	5/30/2024	13,745.83	0.00	0.00	0.00	0.00	13,745.83	TAP Utility and Financial Services Charges
Total City of Talent			14,681.83	0.00	0.00	0.00	0.00	14,681.83	

# Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 5/22/2024

From 7/1/2023 Through 5/31/2024

Customer Name	Inv #	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
Deschutes Land Trust	24-4197	4/20/2024	0.00	0.00	248.00	0.00	0.00	248.00	Wings Across America Project Plants from Shooting Star Nursery
Total Deschutes Land Trust			0.00	0.00	248.00	0.00	0.00	248.00	
ECSO	24-4099	1/19/2024	0.00	0.00	0.00	0.00	155.00	155.00	RVCOG Member Dues Fiscal Year 2023-2024
Total ECSO			0.00	0.00	0.00	0.00	155.00	155.00	
Jackson County Board of Commissioners	24-4225	5/26/2024	6,845.00	0.00	0.00	0.00	0.00	6,845.00	RVMPO Fiscal Year 2023-2024 Dues
	24-4235	5/26/2024	512.00	0.00	0.00	0.00	0.00	512.00	MRMPO Fiscal Year 2023-2024 Dues
Total Jackson County Board of Commissioners			7,357.00	0.00	0.00	0.00	0.00	7,357.00	
Jackson County Library Service	24-4250	6/9/2024	100.00	0.00	0.00	0.00	0.00	100.00	ADRC Presentation - F & F APRIL Meals
Total Jackson County Library Service			100.00	0.00	0.00	0.00	0.00	100.00	
Jackson County Mental Health	24-4241	5/1/2024	0.00	3,402.40	0.00	0.00	0.00	3,402.40	Adult Foster Home Services - May 2024 plus rate differential for Feb - Apr 2024

# Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 5/22/2024

From 7/1/2023 Through 5/31/2024

Customer Name	Inv #	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 Mental Health			0.00	3,402.40	0.00	0.00	0.00	3,402.40	
Josephine County	24-4236	5/26/2024	2,562.00	0.00	0.00	0.00	0.00	2,562.00	MRMPO Fiscal Year 2023-2024 Dues
Total Josephine County			2,562.00	0.00	0.00	0.00	0.00	2,562.00	
Multnomah Co Aging, Disab, & Veteran	24-4179	4/3/2024	0.00	0.00	13,748.00	0.00	0.00	13,748.00	JANUARY 2024 Mult Vet Directed Care Program
	24-4200	4/25/2024	0.00	15,529.78	0.00	0.00	0.00	15,529.78	Veteran Directed Care Program FEBRUARY 2024
	24-4242	6/2/2024	14,158.41	0.00	0.00	0.00	0.00	14,158.41	Multnomah Co DHS VDC MARCH 2024
Total Multnomah Co Aging, Disab, & Veteran			14,158.41	15,529.78	13,748.00	0.00	0.00	43,436.19	
Northridge Senior Living, LLC	24-4244	5/31/2024	1,350.00	0.00	0.00	0.00	0.00	1,350.00	Monthly Rent Charge MAY 2024
	24-4251	6/9/2024	140.88	0.00	0.00	0.00	0.00	140.88	F & F APRIL Meals
Total Northridge Senior Living, LLC			1,490.88	0.00	0.00	0.00	0.00	1,490.88	
ODOT - RVACT	24-4172	3/25/2024	0.00	0.00	307.33	0.00	0.00	307.33	ODOT RVACT JAN 2024
Total ODOT - RVACT			0.00	0.00	307.33	0.00	0.00	307.33	

# Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 5/22/2024

From 7/1/2023 Through 5/31/2024

Customer Name	Inv #	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
Oregon Department of Human Services	24-4072	12/21/2023	0.00	0.00	0.00	0.00	56.18	56.18	ADRC - NWD Quarterly Invoice District 8 Contract #181295 QTR Jul - Sep 2023
	24-4237	4/30/2024	0.00	40,746.68	0.00	0.00	0.00	40,746.68	ADRC - NWD Quarterly Invoice District 8 Contract #181295 Q3 2024
Total Oregon Department of Human Services			0.00	40,746.68	0.00	0.00	56.18	40,802.86	
Oregon Dept of Agriculture	23-3508	8/31/2022	0.00	0.00	0.00	0.00	1,000.00	1,000.00	TMDL Dues FY 2022 - 2023
	24-4062	12/8/2023	0.00	0.00	0.00	0.00	1,000.00	1,000.00	FY 23-24 TMDL Dues
Total Oregon Dept of Agriculture			0.00	0.00	0.00	0.00	2,000.00	2,000.00	
Rogue Valley Sewer Services	24-4117	1/19/2024	0.00	0.00	0.00	0.00	155.00	155.00	RVCOG Member Dues Fiscal Year 2023-2024
Total Rogue Valley Sewer Services			0.00	0.00	0.00	0.00	155.00	155.00	
Team Senior Referral Services, Inc.	24-4210	5/5/2024	0.00	6,032.00	0.00	0.00	0.00	6,032.00	Monthly Rent
	24-4243	5/31/2024	603.20	0.00	0.00	0.00	0.00	603.20	Monthly Rent Charge MAY 2024



Rogue Valley Council of Governments

Aged Receivables by Due Date  
Aging Date - 5/22/2024  
From 7/1/2023 Through 5/31/2024

Customer Name	Inv #	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 Team Senior Referral Services, Inc.			603.20	6,032.00	0.00	0.00	0.00	6,635.20	
Report Total			74,732.90	78,939.52	33,835.61	869.75	3,085.68	191,463.46	

Rogue Valley Council of Governments  
Balance Sheet  
As of 3/31/2024

	Current Year To Date
Assets and Other Debits	
Current Assets	
Cash and Cash Equivalents	1,739,724.98
Investments	429,875.16
Accounts Receivable	667,625.64
Prepaid Expenses	77,516.23
Total Current Assets	<u>2,914,742.01</u>
Other Debits	
Fixed Assets	2,662,051.17
Total Other Debits	<u>2,662,051.17</u>
Total Assets and Other Debits	<u><u>5,576,793.18</u></u>
Liabilities, Fund Equity and Other Credits	
Current Liabilities	
Accounts Payable	392,736.54
Payroll Payable	182,975.42
Total Current Liabilities	<u>575,711.96</u>
Non-Current Liabilities	
Deposits Held for Others	710,344.90
Compensated Absences Payable	361,597.38
Total Non-Current Liabilities	<u>1,071,942.28</u>
Fund Equities and Other Credits:	
Contributed Capital	162,735.24
Beginning Fund Balance	3,822,268.78
Net Increase (Decrease) In Fund Balance	(55,865.08)
Total Fund Equities and Other Credits:	<u>3,929,138.94</u>
Total Liabilities, Fund Equity and Other Credits	<u><u>5,576,793.18</u></u>

Rogue Valley Council of Governments  
Statement of Revenues and Expenditures  
From 7/1/2023 Through 3/31/2024

	<u>Year To Date Actual</u>	<u>Annual Budget</u>	<u>Budget Variance</u>
Revenues Less Expenditures			
Revenues			
Member Dues	48,243.00	89,605.00	(41,362.00)
Other Local Government	468,798.83	813,296.46	(344,497.63)
Federal and State Grants and Contracts	3,507,814.49	8,027,427.26	(4,519,612.77)
Donations	273,500.74	85,459.00	188,041.74
Charges for Services	729,140.20	728,677.00	463.20
Other Revenues	613,618.87	933,082.04	(319,463.17)
Indirect Charges	313,574.55	441,653.50	(128,078.95)
Departmental Administration Allocation	60,493.30	49,260.92	11,232.38
Interfund Revenues	642,601.02	938,408.08	(295,807.06)
Interfund Support Transfers	0.00	100,000.00	(100,000.00)
Beginning Fund Balance	0.00	48,433.00	(48,433.00)
Total Revenues	<u>6,657,785.00</u>	<u>12,255,302.26</u>	<u>(5,597,517.26)</u>
Expenditures			
Salaries and Wages	(1,867,498.57)	(2,672,801.10)	805,302.53
Employee Benefits	(1,325,168.48)	(1,985,103.33)	659,934.85
Materials and Supplies	(124,119.84)	(240,160.23)	116,040.39
Purchased Services	(2,139,590.51)	(4,490,547.38)	2,350,956.87
Other Expenses	(61,029.74)	(489,810.40)	428,780.66
Capital Outlay	(102,434.98)	(100,000.00)	(2,434.98)
Operating Contingency	0.00	(641,444.22)	641,444.22
Indirect Charges	(313,574.55)	(441,653.51)	128,078.96
Departmental Administration Allocation	(60,493.30)	(49,260.89)	(11,232.41)
Interfund Charges	(642,599.02)	(938,408.15)	295,809.13
Interfund Support Transfers	0.00	(100,000.00)	100,000.00
Depreciation	(77,141.09)	(97,413.00)	20,271.91
Ending Fund Balance	0.00	(8,700.00)	8,700.00
Total Expenditures	<u>(6,713,650.08)</u>	<u>(12,255,302.21)</u>	<u>5,541,652.13</u>
Total Revenues Less Expenditures	<u>(55,865.08)</u>	<u>0.05</u>	<u>(55,865.13)</u>