

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

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**Date:** Wednesday, December 03, 2025

**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/88496373993?pwd=7ai1PfMEoNTEnj17XaLVmEv3JV2S8L.1>

Meeting ID: 884 9637 3993 / Passcode: 654473

(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. Building 6 Permanently Affordable CLT Homes in Ashland, Jessica Therkelsen, Executive Director, Trusted Homes
4. **Action Items**
  - A. New Senior Advisory Council (SAC) Member Recommendation - Mike Stanek
  - B. Review and discuss RVCOG Leadership Team compensation survey results and potential contract amendment to Executive Director Employment Agreement
5. **Consent Agenda** .....Chair
  - A. Approve Meeting Minutes from October 22, 2025
6. **Reports**..... Executive Director
  - A. Executive Director's Report
7. **Regional Update / Open Air**..... All
8. **Other Business**.....Chair
9. **Agenda Build**..... All
  - A. Home Bridging – Chad Hansen
  - B. Auditor's report / ACFR review – February 2026
10. **Next Meeting**.....Chair

The next meeting will be held on **Wednesday, January 28, 2025.**

**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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**Action Item**  
**New Senior Advisory Council (SAC) Member Recommendation**

**Recommendation:**

RVCOG Board of Directors approve the appointment of Mike Stanek to the Senior Advisory Council (SAC) effective December 3, 2025.

**Background:**

The Executive Committee of the SAC interviewed Mike Stanek on November 17, 2025, and recommended to the general membership that he be considered for appointment to the SAC. The SAC members voted on December 01, 2025, to recommend his approval to the Rogue Valley Council of Governments Board of Directors.

Mike is currently serving as the Marketing Coordinator at Advanced Care Life Services, serving seniors and their families with resources and support that provides insight into the challenges older adults face and the importance of outreach and advocacy in supporting their dignity and independence. Mike spent eight years as an Eagle Point City Councilor, has a current role on the Planning Commission, and ten years on the RVMPO Public Advisory Council. With his experience in community planning, public policy, and collaboration skills, Mike will help the SAC address the needs and priorities of older adults in outreach, communication, and advocacy. He will put special focus on important essential issues facing older adults with access to reliable healthcare, safe and affordable housing, and dependable transportation.

Mike looks forward to serving on the Senior Advisory Council and hopes to bring his experience to help advocate for older adults and adults with disabilities in Jackson and Josephine Counties.

**Action Recommended By:**

Senior Advisory Council members

## RVCOG Compensation Study History:

Employee compensation is a critical component of any organization – public, private, or non-profit. Every organization has resources and expenditures specific to its mission and purpose, and frequently shifting economic factors and unemployment levels drive the labor market. Employers must periodically prepare compensation studies to ensure the ability to hire and retain appropriate staff. Going back over a decade, compensation levels for RVCOG leadership staff have been below market resulting in experienced new managers hiring in at the top of the salary range, leaving no room for growth. Some adjustments to leadership salary ranges and steps have been implemented over the years, but the results of our recent compensation study revealed that RVCOG’s leadership team salary ranges remain far below market for work of comparable character.

Effective January 1, 2026, as approved by RVCOG’s Executive Director, RVCOG’s leadership salary ranges will be adjusted per the following table. As required by Oregon Pay Equity laws, positions are evaluated and scored, and positions with work of comparable character are placed in the same salary range. The midpoint of the initial step from each comparable organization position was used as the starting point for the adjusted range. RVCOG’s salary ranges are comprised of ten steps, and the top of the range was verified to be within or slightly below the midpoint of top of the comparables.

	<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 10</b>	
<b>Natural Resources Director</b>	<b>L1</b>	42.60	56.03	HR
		<b>7,383.33</b>	<b>9,711.95</b>	<b>MO</b>
		88,599.96	116,543.40	ANN
<b>AAA Program Directors</b>	<b>L2</b>	46.38	61.00	HR
- Nutrition Program Director		<b>8,038.61</b>	<b>10,573.92</b>	<b>MO</b>
- SDS Program Director		96,463.32	126,887.04	ANN
<b>Internal Services Directors</b>	<b>L3</b>	49.08	64.56	HR
- Finance Director		<b>8,506.85</b>	<b>11,189.82</b>	<b>MO</b>
- HR & Admin Services Director		102,082.20	134,277.84	ANN
<b>Planning Program Director</b>	<b>L4</b>	54.36	71.51	HR
		<b>9,422.89</b>	<b>12,394.76</b>	<b>MO</b>
		113,074.68	148,737.12	ANN
<b>Executive Director</b>	<b>ED</b>	67.96		HR
		<b>11,779.87</b>		<b>MO</b>
		141,358.44		ANN

Per the Charter, the RVCOG Board of Directors has discretion to determine the salary of the Executive Director. On November 17, 2025, Adrian Modjeski, RVCOG HR and Administrative Services Director, presented the results of the compensation study to the RVCOG Executive Committee. The survey results and the committee’s recommendation follow.

During the meeting, the Executive Committee asked Adrian if there were any benefits that would be of value to Ann Marie rather than just looking exclusively at a market salary adjustment. The compensation study revealed that many Executive Director Employment Contracts include “perks” such as bonuses, vehicle allowance, cell phone allowance, 457(b) employer contributions, increased life insurance, etc., which are factored into compensation for the survey. Ann Marie stated that she prefers to receive the same benefits that all other RVCOG staff are eligible for.



## Rogue Valley Council of Governments

### EXECUTIVE DIRECTOR COMPENSATION SURVEY

#### Agencies Reporting:

Jurisdiction	Budget	FTE
SORED	\$918,974	6
Mid-Willamette COG	\$8M	24.10
JCLS	\$12M	146.88
<b>Rogue Valley COG</b>	<b>\$13M</b>	<b>44</b>
ECSO	\$13M	50
Medford Water Commission	\$18M	73
City of Phoenix	\$27M	28
City of Central Point	\$34M	90
Oregon Cascades West COG	\$67M	240
Central Oregon Intergovernmental Council COG	\$72M	151
Lane County COG	\$85M	348

#### Benefits summary:

Of the agencies reporting, there are a vast array of benefit packages offered. To compensate for these differences, the value of each agency's reported salaries were adjusted by the employee cost for coverage.

Life insurance and long-term disability benefits were similar across the agencies and were not taken into consideration for the salary analysis, as were the paid time off benefits.

#### Salary comparisons adjusted to RVCOG Benefit Value:

##### Executive Director –

<b>RVCOG Salary</b>	<b>\$141,358</b>
Average Salary	\$185,355
<b>Midpoint Salary</b>	<b>\$185,402</b>
RVCOG to Average	-\$43,997
RVCOG to Midpoint	-\$44,044

Alternate Titles: City Manager, General Manager

## RVCOG Area Agency on Aging (AAA) History:

Prior to September of 2017, RVCOG's AAA was comprised of three departments: Senior & Disability Services (SDS), Senior Nutrition, and Developmental Disabilities Region V (DDRV). The AAA Director was responsible for oversight of all three department managers and reported to the RVCOG Executive Director.

After the retirement of RVCOG's long-term AAA Director in July of 2012, the position was filled by an individual who had a problematic approach to the role, even received a corrective action notice, and left in December of 2015. A recruitment failed to fill the role until an internal staff member was promoted to the position in September 2016. This individual made great progress to repair relationships both internally and externally.

On September 29, 2017, the DDRV program was closed due to a change in funding at the state level. Rather than pass funding to the regional programs, funding was instead directed to other governmental entities (mostly counties). Despite the loss of five full-time staff in this department, the AAA Director position was retained and provided oversight of the two remaining department managers.

In August of 2020 after the retirement of the Senior Nutrition Program Manager, two internal staff were promoted to co-managers and began reporting directly to the Executive Director. The SDS Operations Manager retired in September of 2020, and the AAA Director retired in January 2021. A SDS Program Director was hired to fill the Operations Manager role and provide limited AAA Director coverage, mostly in meetings.

In September 2022, one of the Nutrition Program co-managers resigned and the remaining manager was promoted to Nutrition Program Director. In February 2024, the SDS Program Director was terminated due to performance issues. At this time, the Executive Director fully engaged in the AAA Director role with assistance from the SDS Program Supervisor and Nutrition Program Director.

# ROGUE VALLEY COUNCIL OF GOVERNMENTS

## Job Description



Job Title:	<b>Executive Director</b>		
Department:	<b>Administration</b>		
Location:	<b>Central Point, OR</b>		
Reports to:	<b>RVCOG Board</b>	Travel Required:	<b>Yes</b>
Last updated:	<b>11/5/2025</b>	Salary Range:	<b>Per Board</b>
Direct Reports:	Type of position:	Hours: <b>40 hours / week</b>	
<b>SDS Program Director, Senior Nutrition Program Director, Planning Program Director, Natural Resources Program Director, HR/Admin Services Director, Finance Director, Grants and Contracts Administrator, Technical Services Specialist</b>	<b><u>Full-time</u></b>	Part-time	<b><u>Exempt</u></b>
	Limited Duration	On-Call	Non-exempt

### GENERAL DESCRIPTION

Manages the organization's programs and operations to ensure the highest level of professionalism and service to the membership and larger region. Provides exemplary leadership in supporting the agency's mission, goals, and core values, and models the behavior and dedication expected from every member of staff. Serves as the Director of Southern Oregon's Area Agency on Aging (AAA) providing organizational leadership of RVCOG's AAA programs under the Senior & Disability Services (SDS) and Senior Nutrition programs. Acting as RVCOG's chief operations and administrative officer, maintains responsibility for strategic development, coordination, direction, and execution of the policies and programs of the agency, as well as informing and advising the RVCOG Board on policy issues and executing their directives.

### ESSENTIAL JOB FUNCTIONS

1. Develops, sets, and monitors the strategic direction of the organization and, in consultation with leadership team, determines the utility, feasibility, and financial sustainability of proposed activities and programmatic changes.
2. Confers with and advises the Executive Committee and Board on regional issues, program progress, internal operations, new initiatives, and policy options. Negotiates consensus on matters of regional import.
3. Serves as the AAA Director, ensuring that the requirements of the Older Americans Act (OAA) and Oregon Revised Statute Chapter 410 are met by the AAA departments (SDS and Senior Nutrition).
4. Under contract with the state, performs the duties of chief administrative official for the Medicaid program in Jackson and Josephine Counties. In collaboration with RVCOG AAA Program Directors and District 8 Aging and People with Disabilities (APD) Medicaid staff, ensures efficient and seamless coordination of AAA services.
5. Oversees leadership team's implementation of all projects and programs, ultimately responsible for quality control of and membership satisfaction with all RVCOG activities. Collaborates with AAA Program Directors to establish and monitor internal controls to ensure compliance with agency, state, and federal expectations for service delivery and fiscal operations.
6. Provides oversight of RVCOG budget and confers with Finance Director on all aspects of organization's financial controls. Provides oversight of the AAA budget, revenues, expenditures, and financial reporting.
7. Represents RVCOG and the membership before local, state, and federal agencies and other groups, providing information and consultation on matters pertaining to the organization.
8. Maintains an effective ongoing liaison with and makes presentations to governmental entities, elected officials, members, organizations, civic groups, news media, and public forums.
9. Prepares reports for member jurisdictions regarding the performance of RVCOG as a whole, including programs and initiatives implemented on their behalf and the organization's financial outcomes.
10. In conjunction with leadership team members, maintains oversight of the workloads and staffing of all of the organization's activities. Fills departmental leadership roles and acts as backup as needed.
11. Actively encourages utilization of RVCOG's programs and staff with member jurisdictions, state and federal agencies, and other partner entities.

12. Maintains contact with the Oregon's other COG Directors, consults and collaborates as necessary. Actively participates on the Oregon Association of Area Agencies on Aging and Disabilities (O4AD) board with the fifteen other Oregon AAA Directors.
13. Maintains communication with member jurisdiction public managers to share information and collaborate across the region.
14. Facilitates monthly RVCOG Leadership Team meetings; coordinates and collaborates with department leads to ensure support of RVCOG's programs and service delivery.
15. Ensures adherence to AAA performance requirements including oversight of Four-Year Area Plans and annual updates, annual fiscal and programmatic monitoring through the Oregon Department of Human Services (ODHS) Community Services and Supports Unit (CSSU), and support of the Senior Advisory Council (SAC) and Disability Services Council (DSAC).
16. Acts as the Executive Director of the Southern Oregon Center for Community Partnerships, RVCOG's sister non-profit.
17. Participates on boards of other community agencies, such as the Jefferson Regional Health Alliance (JRHA) and the Jackson County Continuum of Care (CoC).
18. Facilitates monthly Rogue Valley Broadband Action Team (RVBAT) meetings, a collaboration of public, non-profit, and for-profit agencies focusing on broadband availability, digital literacy, and digital security issues.

### **AUXILIARY JOB FUNCTIONS**

1. Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Provides supervision of RVCOG program directors, Grants and Contracts Administrator, and Technical Services Specialist. May directly supervise Senior & Disability Services program staff as needed.

### **SUPERVISION RECEIVED**

Receives supervision from the RVCOG Board of Directors.

### **RELATIONSHIP TO OTHERS**

Maintains frequent contact with RVCOG leadership and staff, state and local officials, member jurisdictions, community partners, outside agencies and contractors, business representatives, and the general public.

### **ACCOMMODATIONS**

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

### **QUALIFICATION REQUIREMENTS**

#### **EDUCATION, TRAINING, AND EXPERIENCE**

1. Education: Bachelor's degree in public administration, business administration, community and economic development, or related field.
2. Experience: A minimum of 10 years of experience in an organizational leadership position, preferably in the public or non-profit sector and including local government administration.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

#### **SPECIAL REQUIREMENTS**

1. License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

1. Functional aspects of intergovernmental organizations;



2. Dynamics of organizational structures, program development, and implementation processes;
3. Principles and practices of effective management;
4. Professional practices in areas such as business development, grant writing and contract administration, public sector budgeting, fiscal administration, regional planning, and human resources; and
5. Confidentiality and information security rules.

Related skills:

1. Effective and collaborative leadership skills;
2. Strong financial management skills, including budgeting, forecasting, and analyzing and interpreting financial statements;
3. Critical thinking and logical problem solving skills that show creativity and good judgement;
4. Exceptional communication skills, both orally and in writing;
5. Political acumen and synergistic negotiation skills;
6. Excellent planning, organizational, and decision making skills that focus on efficiency, effectiveness, time management, and organizational resources;
7. Advanced skills in word processing, spreadsheet, presentation, database, and email software; and
8. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

Ability to:

1. Scrupulously maintain an apolitical posture in all dealings with member jurisdictions, agency partners, and the public;
2. Clearly model the behavior and work habits expected of staff and support the agency's mission, goals, and core values;
3. Display the energy and drive to motivate the highest level of performance and professionalism at all organizational levels;
4. Excel under "service organization" and "servant leader" mindsets;
5. Plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating, motivating, coaching, and fostering performance improvement;
6. Proactively collaborate organization-wide and build positive relationships in a team-oriented working environment;
7. Establish and maintain effective working relationships with staff and other governmental and community agencies;
8. Focus on actions and results to effectively and efficiently create, implement, and communicate new processes;
9. Anticipate organizational financial needs and work with leadership team to address issues and ensure that goals are met;
10. Proactively plan and lead organizational change and foster conflict resolution;
11. Effectively manage quality improvement processes and provide oversight to multiple simultaneous projects;
12. Make effective and engaging presentations to groups of any size;
13. Engender trust and credibility with a high degree of integrity and ethical conduct;
14. Motivate high performance and collaboration by embracing innovative ideas;
15. Cope with stressful deadlines and perform multiple tasks simultaneously;
16. Develop and implement innovative programs; and
17. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

## PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: frequent use of keyboard and repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

## WORK ENVIRONMENT

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) is required, travel to other parts of the state and other states may occasionally be required, and attendance at evening and weekend meetings or events may also be necessary.

## ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY: **Ann Marie Alfrey**

Date: 11/07/2025

**Executive Director**

REVIEWED BY: **Adrian Modjeski**

Date: 11/13/2025

**HR & Admin Services Director**

Address: **Administration Department/Human Resources  
155 N. 1<sup>st</sup> Street, PO Box 3275  
Central Point, OR 97502**

Telephone: **541-664-6674**

Fax: **541-664-7927**

After review and discussion of the data, the Executive Committee chose to make a recommendation to the RVCOG Board based on the market mid-point results of the survey, a salary of \$185,402, and recommended that this market adjustment go into effect January 1, 2026, to align with adjustments being made for other RVCOG positions.

Board Action:

- Discuss compensation for current RVCOG Executive Director and determine if a salary adjustment is desired, and, if so, its amount and effective date.
  - The Executive Director's current employment agreement expires on June 30, 2026. If an adjustment is desired by the Board, an amendment to *Section 3: Salary and Benefits* will be required.



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

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Minutes from the meeting being held October 22, 2025

**VOTING MEMBERS**

**Present:**

*1<sup>st</sup> Vice President John Quinn (RVSS)*  
*2<sup>nd</sup> Vice President Pam VanArsdale (Rogue River)*  
*Councilor Kelley Johnson (Central Point)*  
*Mayor Kathy Sell (Eagle Point)*  
*Councilor Andrea Thompson (Jacksonville)*  
*Board Member Bill Mansfield (RVTD)*  
*Councilor Mike Smeltz (Butte Falls)*  
*Mayor Ronald Palmer (Gold Hill)*  
*Commissioner Colleen Roberts (Jackson County)*

Fire Chief Mike Hussey (JCFD 3)  
Board Member Kevin Keating (JCLD)  
Mayor Al Muelhoefer (Phoenix)  
Board Member Jonathan Bilden (RCC)  
Mayor Lena Richardson (Shady Cove)  
Board Member Blair Sundell (SORED)  
Board Member Marc Overbeck (SOU)  
Mayor Darby Ayers-Flood (Talent)

**Absent:**

*President Jody Hathaway (ECSSO)*  
*Councilor Eric Hansen (Ashland)*  
*Mayor Jesse Dugas (Cave Junction)*  
*Councilor Victoria Marshall (Grants Pass)*

Board Member Trevor Morris (JSWCD)  
Councilor Zac Smith (Medford)  
Josephine County Representative

*Italics = Executive Committee*

**Non-Voting Members:**

**Guests:**

Alek Skarlatos (Rep District 4)  
Elias LaLande (Chief of Staff, Rep Skarlatos)

**RVCOG Staff:**

Ann Marie Alfrey, Executive Director  
Sebastian Viteri, Finance Director  
Adrian Modjeski, HR & Admin Services Director  
Kerstin Sachse, Administrative Coordinator

Connie Saldana, Lifelong Housing Program  
Specialist  
Dick Converse, Principal Land Use Planner

**1. Call to Order/Attendance**

1<sup>st</sup> Vice President John Quinn called the meeting to order at 12:00pm.

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

**3. Presentation**

RVCOG's Lifelong Housing Program Overview, Connie Saldana, Lifelong Housing Program Specialist,  
Dick Converse, Principal Land Use Planner.

**4. Consent Agenda**

**A. Meeting Minutes from September 24, 2025**

Correction of title from City of Rogue River to City of Gold Hill in Regional Updates.

**MOTION:** 1<sup>st</sup> Vice President John Quinn moved to approve the meeting minutes as corrected from August 27, 2025. Mayor Pam VanArsdale seconded the motion. The motion was approved unanimously.

## 5. Reports

### *A. Executive Director's Report*

#### SB3395

RVCOG is continuing with building code updates. After speaking to HAPO, another request for funds was recommended. Peter Town is working with SOREDI on the grant program to provide accessibility home modifications and repairs centered around low-income individuals.

#### Food & Friends Kitchen

The purchase of the former City of Central Point Public Works Facility is still moving forward. It was approved by EPA to go through the Brownfields Program that is administered by the RVCOG Natural Resources Department. Greg Stabach is working with Stantec on this matter. The existing above ground fuel tank has already been removed. A concern for asbestos in the building was brought up and will be investigated. The existing oil pits will be investigated if there are any leakage issues. No problems are anticipated since the oil pits were hardly used. The completed as-built drawings from ORW were shared with TRIO to move forward with designing the kitchen portion. Separate walk-in freezer and walk-in refrigeration units are being planned behind the kitchen to anticipate possible expansion. No six-month termination has been communicated by ACCESS. The maximum extension at the current kitchen is still December 2026 at this point.

#### RVCOG Cultural Resources Administrator

Peter Town, the Grants and Contracts Administrator, added to his position the title of Cultural Resources Administrator. With his Bachelor of Arts and background in Anthropology and Archaeology, he was able to gain access to the Oregon Archaeological Records Remote Access (OARRA) Database. This will benefit with research prior to any necessary land development.

## 6. Regional Update / Open Air

Rogue Valley Transportation District (RVTD) – Board Member Bill Mansfield reported that the Transportation Bill was finally passed, and this will permit the district to continue and improve services to some extent.

City of Phoenix – Mayor Al Muelhoefer shared that newly added city council members bring new points of view. This helps with the strategic planning process that is currently being worked on. The 2<sup>nd</sup> Friday Art walk is well received by the community. A speed study was conducted in a residential area and the results showed that there is not a lot of speeding going on. Urban renewal is re-establishing grant money available to businesses and a streetscape study is being planned. It was discovered during a poll available on the City of Phoenix website, that hackers were influencing the results.

City of Eagle Point – Mayor Kathy Sell started her report with the information that the city council received final approval for the annexation of the 89-acre parcel. RVSS completed a report on stormwater and will be taking over.

City of Gold Hill – Mayor Ron Palmer shared that new developments are happening that are premature to be shared. Representative Alek Skarlatos has visited and toured the city.

City of Rogue River – Mayor Pam VanArsdale started her report with the information that she was awarded the James C. Richards Memorial Award by the LOC for exceptional services. This award was last received within the Rogue Valley in 1992. The reservoir project is still being prepared to go out to bid.

Jackson County – Commissioner Colleen Roberts had nothing to report.

*Southern Oregon Regional Economic Development, Inc. (SOREDI)* – Executive Director Blair Sundell shared that a preliminary results meeting will be held on October 29<sup>th</sup> at the RV Country Club. Space is limited to 50 people. The workforce housing survey is funded by a Jackson Care Connect grant and results will be available later this year. The contract was extended to 2028 for survey data collection. The Opportunity Zones 2.0 program is coming back. This program provides great Federal tax incentives for investors for projects in zones with 70% of the median family income. There are currently 12 zones identified in Jackson and Josephine Counties. More detailed information on the type of investments will be provided later.

*Representative Alek Skarlatos* – Representative Alek Skarlatos mentioned that the Senate was kept in session until the Transportation Bill was able to be passed. A ballot referendum is planned to have it go out to the voters, but the Governor's delay in signing might delay the process of putting it on the ballot. Chief of Staff Elias LaLande added, if there are any bills to be presented to the state, please reach out to be included in the 2027 long session

*Jackson County Library District (JCLD)* – Board Member Kevin Keating informed everyone that library policies and facilities management is currently being worked on. There is still an opening on their budget committee. Jess Walter, author of *So Far Gone*, will be speaking at the library. There will be an effort to unionize the employees of the Library District. More information to follow on this.

*Rogue Valley Sewer Services (RVSS)* – 1<sup>st</sup> Vice President John Quinn reported that the stormwater report was received. The detected E. Coli problem in Wagner Creek was localized and determined to be human caused.

*City of Medford* – 1<sup>st</sup> Vice President John Quinn filled in for Councilor Zac Smith and informed everyone that there is a lot of misinformation circulating on the proposed lodging tax. The proposed ballot item is a charter change and not an increase of the lodging tax. The owners from Medford's Café Mestiza won a prize from the Latino Founders group in Portland. This will enable them to get equipment to do their own coffee roasting.

*City of Jacksonville* – Councilor Andrea Thompson reported that the very sought-after Haunted Trolley Tours are being replaced again with the Christmas Light Tours. The grant for the seismic retrofitting of the police station was not received so other funding sources are being looked at. The council is working on code revisions in regard to sandwich board signs on sidewalks. Overall retail businesses are struggling in Jacksonville. Recent change of one retail business location to an office was not well received by residents. The audit was completed without problems. The planned pickleball courts just outside of Medford are being well received by Jacksonville residents.

*City of Talent* – Mayor Darby Ayres-Flood started her report with thanking FD3 and Chief Hussey for all the support at FD5. Chief Hussey presented great options to move forward. A recent ribbon cutting for a second Age+ modular home community in Talent was held. ARPA funding was used to install Smart Water Meters, and the project is almost completed. The 53 trailers have been relocated from the parcel that was intended for mixed use development and housing. The original purpose is to be reestablished and RFQs are going out. The 1990-built skate park is known along West Coast and has been refinished. The Harvest Festival this year was the biggest in history and a great success. The Old Town Hall is the oldest building in town and is currently being renovated. The foundation is completed, and the project is moving forward. Budget education is being offered to help with input from the community for the upcoming budget cycle. The recently purchased Community Resource Center is going into contract with Rogue Community Health to provide services at the location. She ended her report with expressing big gratitude to RVCOG for all the services and support received.

Jackson County Fire District 3 (JCFD3) – Chief Mike Hussey reported in the chat that the Jackson County Fire Service Planning and Capacity study received 5 proposals. They are completing the scoring and interviews and anticipating an award of a contract this week. Data gathering will commence in November with onsite visits after the first of the year. They expect it will take no more than a year to complete.

Southern Oregon University (SOU) – Board Member Marc Overbeck shared in the chat that it is great to have students back on campus in-person and in online classes. SOU's enrollment overall is flat on new students, more new students from Oregon, both transfers and freshmen, but fewer out-of-state students, including 100 fewer from California. An increase in graduate students was recorded. Overall, SOU is back up above 5,000 total students. This includes their OLLI program for older adults. The first board meeting following the approval of the SOU resilience plan was held, which included three new trustees, including Matt Stevenson from the Rogue Credit Union. President Bailey was interviewed this morning by JPR Bing videos. There will be exciting announcements soon about the planned senior living facility on campus. The state's economic picture is not strong, and public universities have been advised to plan for a 5% additional cut in state funds. They are working hard to not lose additional funding on top of the already received reduction from the legislature.

**7. Other Business**

No other business was noted.

**8. Agenda Build**

**9. Next Meeting**

No meeting in November. The next regular meeting is scheduled for noon on Wednesday, December 03, 2025.

**Adjournment:**

1<sup>st</sup> Vice President John Quinn adjourned the meeting at 1:30 pm.





## Board Meeting Agenda – Executive Director’s Report

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<b>Meeting Date:</b>	December 3, 2025	<b>Staff Contact:</b>	Ann Marie Alfrey
<b>Department:</b>	Administration		

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### **Food & Friends Industrial Commercial Kitchen**

The property transfer agreement with the City of Central Point is still in the works. The agreement is awaiting an update to clarify the separation of electrical service between the City’s pump station and the rest of the facility, which will require a service meter split. An initial design concept for the kitchen layout has been received. The Phase 1 Environmental Review was completed, and a Phase 2 review is currently in process. Funding for these reviews is being provided through the EPA’s Brownfield Assessment program.

ACCESS leadership has indicated that they will be pausing their campus remodel plans for approximately three to five years and RVCOC may be able to further extend the current lease beyond December 31, 2026.

### **November was National Caregiving Month**

Melanie Greeley, ADRC Lead, was invited to speak about RVCOC’s caregiver programs and resources on NBC5 News at Sunrise. According to AARP, 23% of Oregon adults, about 790,000 people, are caregivers to family or friends. Resources such as training and respite reimbursements are available to unpaid caregivers in Jackson and Josephine Counties through programs supported by the Older Americans Act. For more information, please call the local Aging and Disability Resource Connection (ADRC) at 541-618-7572 or visit Oregon’s ADRC website at [www.ADRCoforegon.org](http://www.ADRCoforegon.org). The news segment can be viewed here: <https://kobi5.com/news/sunrise/national-caregiving-month-local-resources-available-through-rvcog-adrc-287527/>



Rogue Valley Council of Governments  
Balance Sheet  
As of 9/30/2025

	Current Year To Date
Assets and Other Debits	
Current Assets	
Cash and Cash Equivalents	2,601,282.79
Investments	544,420.54
Accounts Receivable	1,780,394.73
Prepaid Expenses	29,165.59
Total Current Assets	<u>4,955,263.65</u>
Other Debits	
Fixed Assets	2,623,600.96
Total Other Debits	<u>2,623,600.96</u>
Total Assets and Other Debits	<u><u>7,578,864.61</u></u>
Liabilities, Fund Equity and Other Credits	
Current Liabilities	
Accounts Payable	451,280.94
Payroll Payable	202,770.86
Total Current Liabilities	<u>654,051.80</u>
Non-Current Liabilities	
Deposits Held for Others	884,655.25
Compensated Absences Payable	414,386.44
Total Non-Current Liabilities	<u>1,299,041.69</u>
Fund Equities and Other Credits:	
Contributed Capital	162,735.24
Beginning Fund Balance	4,533,010.11
Net Increase (Decrease) In Fund Balance	930,025.77
Total Fund Equities and Other Credits:	<u>5,625,771.12</u>
Total Liabilities, Fund Equity and Other Credits	<u><u>7,578,864.61</u></u>

Rogue Valley Council of Governments  
Statement of Revenues and Expenditures  
From 7/1/2025 Through 9/30/2025

	<u>Year To Date Actual</u>	<u>Annual Budget</u>	<u>Budget Variance</u>
Revenues Less Expenditures			
Revenues			
Member Dues	65,207.00	90,128.00	(24,921.00)
Other Local Government	239,547.89	842,503.61	(602,955.72)
Federal and State Grants and Contracts	1,563,750.01	8,343,107.02	(6,779,357.01)
Donations	379,495.66	268,313.00	111,182.66
Charges for Services	353,376.99	899,502.85	(546,125.86)
Other Revenues	347,003.85	931,515.21	(584,511.36)
Indirect Charges	122,070.60	462,875.90	(340,805.30)
Departmental Administration Allocation	27,811.23	76,128.10	(48,316.87)
Interfund Revenues	266,921.47	997,058.68	(730,137.21)
Interfund Support Transfers	34,499.18	100,000.00	(65,500.82)
Beginning Fund Balance	0.00	94,933.00	(94,933.00)
Total Revenues	<u>3,399,683.88</u>	<u>13,106,065.37</u>	<u>(9,706,381.49)</u>
Expenditures			
Salaries and Wages	(701,348.55)	(2,840,247.07)	2,138,898.52
Employee Benefits	(498,220.48)	(2,117,559.44)	1,619,338.96
Materials and Supplies	(59,512.43)	(525,568.72)	466,056.29
Purchased Services	(704,479.91)	(4,875,180.53)	4,170,700.62
Other Expenses	(22,002.19)	(203,316.52)	181,314.33
Capital Outlay	0.00	(100,000.00)	100,000.00
Operating Contingency	0.00	(671,528.27)	671,528.27
Indirect Charges	(122,070.60)	(462,875.92)	340,805.32
Departmental Administration Allocation	(27,811.23)	(76,128.11)	48,316.88
Interfund Charges	(266,921.47)	(997,058.72)	730,137.25
Interfund Support Transfers	(34,499.18)	(100,000.00)	65,500.82
Depreciation	(32,792.07)	(125,803.00)	93,010.93
Ending Fund Balance	0.00	(10,800.00)	10,800.00
Total Expenditures	<u>(2,469,658.11)</u>	<u>(13,106,066.30)</u>	<u>10,636,408.19</u>
Total Revenues Less Expenditures	<u><u>930,025.77</u></u>	<u><u>(0.93)</u></u>	<u><u>930,026.70</u></u>

# Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 12/3/2025

From 7/1/2024 Through 11/25/2025

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)	25-4797	6/30/2025	0.00	0.00	0.00	0.00	428.75	428.75	OMAP Title XIX May 2025
	25-487	8/23/2025	0.00	0.00	0.00	0.00	539.00	539.00	OMAP Title XIX APD - June 2025
	26-4072	10/23/2025	0.00	0.00	379.75	0.00	0.00	379.75	OMAP Title XIX - August 2025
	26-4116	11/26/2025	0.00	1,200.50	0.00	0.00	0.00	1,200.50	OMAP Title XIX - September 2025
	26-4147	12/24/2025	94,386.25	0.00	0.00	0.00	0.00	94,386.25	OMAP Titlx XIX - October 2025
Total Aging and People with Disabilities (APD)			94,386.25	1,200.50	379.75	0.00	967.75	96,934.25	
City of Ashland	26-4148	12/24/2025	776.23	0.00	0.00	0.00	0.00	776.23	TAP Allocation - October 2025
Total City of Ashland			776.23	0.00	0.00	0.00	0.00	776.23	
City of Cave Junction	26-4133	12/17/2025	209.66	0.00	0.00	0.00	0.00	209.66	Land Use Planning Charges - October 2025
Total City of Cave Junction			209.66	0.00	0.00	0.00	0.00	209.66	
City of Central Point	26-4118	11/26/2025	0.00	2,100.73	0.00	0.00	0.00	2,100.73	Stormwater Assessments - July - September 2025
	26-4155	12/25/2025	15,000.00	0.00	0.00	0.00	0.00	15,000.00	HDM Support for FY2025-2026
Total City of Central Point			15,000.00	2,100.73	0.00	0.00	0.00	17,100.73	

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City of Eagle Point	26-4128	12/17/2025	257.46	0.00	0.00	0.00	0.00	257.46	Land Use Planning Charges - October 2025
	26-4151	12/25/2025	12,000.00	0.00	0.00	0.00	0.00	12,000.00	HDM Support for FY2025-2026
Total City of Eagle Point			12,257.46	0.00	0.00	0.00	0.00	12,257.46	
City of Gold Hill	26-4129	12/17/2025	1,416.86	0.00	0.00	0.00	0.00	1,416.86	Land Use Planning Charges - October 2025
	26-4134	12/17/2025	2,213.48	0.00	0.00	0.00	0.00	2,213.48	Community Development Charges - October 2025
Total City of Gold Hill			3,630.34	0.00	0.00	0.00	0.00	3,630.34	
City of Jacksonville	26-4153	12/25/2025	10,000.00	0.00	0.00	0.00	0.00	10,000.00	HDM Support for FY2025-2026
Total City of Jacksonville			10,000.00	0.00	0.00	0.00	0.00	10,000.00	
City of Medford	26-4048	9/27/2025	0.00	0.00	0.00	8,600.88	0.00	8,600.88	TMDL Dues 2025-2026
Total City of Medford			0.00	0.00	0.00	8,600.88	0.00	8,600.88	
City of Phoenix	26-4150	12/24/2025	15,730.10	0.00	0.00	0.00	0.00	15,730.10	TAP Allocation - October 2025
	26-4154	12/25/2025	3,000.00	0.00	0.00	0.00	0.00	3,000.00	HDM Support for FY2025-2026
Total City of Phoenix			18,730.10	0.00	0.00	0.00	0.00	18,730.10	

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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 Rogue River	26-4131	12/17/2025	799.28	0.00	0.00	0.00	0.00	799.28	Land Use Planning Charges - October 2025
	26-4140	12/17/2025	2,860.92	0.00	0.00	0.00	0.00	2,860.92	IT & Financial Services - October 2025
	26-4152	12/25/2025	3,000.00	0.00	0.00	0.00	0.00	3,000.00	HDM Support for FY2025-2026
Total City of Rogue River			6,660.20	0.00	0.00	0.00	0.00	6,660.20	
City of Shady Cove	26-4098	11/15/2025	0.00	166.39	0.00	0.00	0.00	166.39	IT & Finance Services - September 2025
	26-4130	12/17/2025	131.04	0.00	0.00	0.00	0.00	131.04	Land Use Planning Charges - October 2025
	26-4139	12/17/2025	421.02	0.00	0.00	0.00	0.00	421.02	IT & Financial Services - October 2025
Total City of Shady Cove			552.06	166.39	0.00	0.00	0.00	718.45	
City of Talent	26-4061	10/10/2025	0.00	0.00	4,599.85	0.00	0.00	4,599.85	Community Development Charges - AUGUST 2025
	26-4078	10/30/2025	0.00	0.00	4,133.36	0.00	0.00	4,133.36	HR Services - August 2025
	26-4097	11/15/2025	0.00	5,264.68	0.00	0.00	0.00	5,264.68	HR Services - September 2025
	26-4103	11/19/2025	0.00	5,199.88	0.00	0.00	0.00	5,199.88	Community Development Charges - September 2025
	26-4114	11/23/2025	0.00	50,290.91	0.00	0.00	0.00	50,290.91	TAP Allocation - September 2025
	26-4132	12/17/2025	9,812.50	0.00	0.00	0.00	0.00	9,812.50	Land Use Planning Charges - October 2025

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	26-4135	12/17/2025	8,728.47	0.00	0.00	0.00	0.00	8,728.47	Community Development Charges - October 2025
	26-4138	12/17/2025	1,275.12	0.00	0.00	0.00	0.00	1,275.12	HR Services - October 2025
	26-4149	12/24/2025	13,590.34	0.00	0.00	0.00	0.00	13,590.34	TAP Allocation - October 2025
Total City of Talent			33,406.43	60,755.47	8,733.21	0.00	0.00	102,895.11	
Department of Environmental Quality	26-4095	11/13/2025	0.00	14,002.89	0.00	0.00	0.00	14,002.89	DEQ Air Quality Monitoring - September 2025
Total Department of Environmental Quality			0.00	14,002.89	0.00	0.00	0.00	14,002.89	
Jackson Soil and Water Conservation District (JSWCD)	26-4142	12/17/2025	1,284.41	0.00	0.00	0.00	0.00	1,284.41	IT & Financial Services - October 2025
Total Jackson Soil and Water Conservation District (JSWCD)			1,284.41	0.00	0.00	0.00	0.00	1,284.41	
Multnomah Co Aging, Disab, & Veteran	26-4112r	11/22/2025	0.00	20,903.26	0.00	0.00	0.00	20,903.26	MultCo VDC September 2025
Total Multnomah Co Aging, Disab, & Veteran			0.00	20,903.26	0.00	0.00	0.00	20,903.26	



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Northridge Senior Living, LLC	26-4126	12/10/2025	1,404.00	0.00	0.00	0.00	0.00	1,404.00	Northridge Senior Meals - October 2025
Total Northridge Senior Living, LLC			1,404.00	0.00	0.00	0.00	0.00	1,404.00	
ODOT - MPO	26-4143	12/19/2025	30,950.03	0.00	0.00	0.00	0.00	30,950.03	RVMPPO 130-PL FUNDS October 2025
	26-4144	12/19/2025	15,369.09	0.00	0.00	0.00	0.00	15,369.09	MRMPPO 133-PL FUNDS October 2025
	26-4145	12/19/2025	10,558.75	0.00	0.00	0.00	0.00	10,558.75	MRMPPO 233-FTA FUNDS October 2025
	26-4146	12/19/2025	11,616.26	0.00	0.00	0.00	0.00	11,616.26	RVMPPO 235-FTA FUNDS October 2025
Total ODOT - MPO			68,494.13	0.00	0.00	0.00	0.00	68,494.13	
SOREDI	26-4137	12/17/2025	11,744.18	0.00	0.00	0.00	0.00	11,744.18	Community Development Charges - October 2025
	26-4141	12/17/2025	6,297.82	0.00	0.00	0.00	0.00	6,297.82	IT & Financial Services - October 2025
Total SOREDI			18,042.00	0.00	0.00	0.00	0.00	18,042.00	
Team Senior Referral Services, Inc.	26-4123	11/29/2025	0.00	(1,680.00)	0.00	0.00	0.00	(1,680.00)	Monthly Rent invoices for Pre-payment
Total Team Senior Referral Services, Inc.			0.00	(1,680.00)	0.00	0.00	0.00	(1,680.00)	

**Rogue Valley Council of Governments**  
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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
Town of Butte Falls	26-4136	12/17/2025	2,346.40	0.00	0.00	0.00	0.00	2,346.40	Community Development Charges - October 2025
Total Town of Butte Falls			2,346.40	0.00	0.00	0.00	0.00	2,346.40	
Report Total			287,179.67	97,449.24	9,112.96	8,600.88	967.75	403,310.50	