

MID-COLUMBIA COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING MINUTES  
Tuesday, November 26, 2013, 1:00 p.m. to 4:00 p.m.  
Board Room, 1113 Kelly Avenue, The Dalles, Oregon

2013 Board of Directors:

Gilliam County: \*Mike Weimer, Steve Shaffer  
Hood River County: \*Maui Meyer, Les Perkins.  
Sherman County: \*Michael Smith, Cliff Jett, Tom McCoy  
Wasco County: \*Rod Runyon, Steve Kramer, Carolyn Wood  
Wheeler County: \*Chris Perry, Jack Lorts, Anne Mitchell  
(\*denotes Executive Committee Members)

**I. CALL TO ORDER**

A. Roll Call and Introductions

Michael Smith called the meeting to order at 1:10 pm

Present: Chris Perry, Steve Shaffer, Maui Meyer, Steve Kramer, Michael Smith, Tom McCoy, Carolyn Wood, Rod Runyon, Cliff Jett, Anne Mitchell, Mike Weimar.

Excused: Ed Weathers, Les Perkins, Jack Lorts

Staff: John Arens, Executive Director; Sarah Braumbaugh, Fiscal Director; Marti Kantola Dane, Mediation Director; Tine Meriwether, Executive Assistant.

Guests: Bill Lennox, Six Rivers Advisory Board; Carol Friend, Friend & Reagan Certified Public Accountants; Rodger Nichols, Haystack Broadcasting; Teunis Wyers, Attorney at Law.

**Approval of Minutes**

A. October 1, 2013 Board Minutes

Cliff Jett moved, seconded by Tom McCoy, to approve the October 1, 2013 minutes.

Discussion. The minutes were amended on pages 4, 5, and 6 to correct the votes on motions. Following discussion the question was called and the motion to approve the minutes as amended, passed unanimously.

B. October 28, 2013 Board Minutes

Steve Shaffer moved, seconded by Maui Meyer to approve the October 28, 2013 minutes.

The minutes were tabled pending review of Will Carey's comments, shown in paragraph 3 of page 2.

## **Open Agenda**

(This time set aside for the public and board members to introduce subjects NOT on the agenda).

Rod Runyon stated a correction needed to be made to the May 28, 2013 minutes to reflect that he was not present at that meeting.

Runyon proposed moving to monthly meetings of the Board to help foster greater communication. A discussion ensued about monthly meetings and the reasons they were moved to quarterly; difficulty in getting a quorum and some directors have to travel a greater distance to attend so they were consolidated. Arens stated this is a topic of discussion for the next Board meeting and staff has drafted a 2014 Meeting Calendar for review. A copy of the calendar was handed out to the Board.

Chris Perry entered the meeting at 1:25 p.m.

The Board set December 17, 2013 as the next Board meeting. Board members not able to attend in person can come via teleconference.

Runyon moved, seconded by Steve Kramer, to correct the May 28 minutes to reflect that Rod Runyon was not present. The motion was approved unanimously.

## **Action Items**

A. Presentation of Audit Report, Carol Friend, Friend & Reagan Auditors.

Carol Friend presented the Audit Report as provided in the Board packets. She reviewed the Management letter and the Independent Auditor's Report letter.

The Transportation Fund (page 15) and the paragraph concerning an increase in the administrative allocation were discussed. Sarah Brumbaugh clarified that administrative wages are in Personal Services, but the administrative overhead, or the cost of management, is shown in Materials and Services.

It was clarified that only two transfers have come out of the Building Codes Reserve fund; \$100,000 for Transportation and \$500,000 to pay off the loan on MCCOG building.

B. Consideration of Resolution No. 12- 27, FY 2013/14 Supplemental Budget.

Sarah Brumbaugh reviewed the FY 13/14 Budget Modification Narrative as provided in the board packet. The Narrative outlines the budgetary changes affecting the WIA, AAA, BCS, Transportation, and IFS programs, along with the General Fund.

In response to a question posed by Perry with regards to the increase in OPI funding, Brumbaugh clarified the increase is significant to the program and will provide more client services.

Discussion ensued regarding the vehicle replacement fund in BCS of \$35K. Chair Smith asked how that fund amount is calculated. Brumbaugh responded that the amount is based on a percentage of permit revenue. The fund will allow enough money to purchase two new vehicles in year 2015.

Following discussion, Weimar moved, seconded by Meyer, to approve Resolution No. 12-27. The motion carried unanimously.

C. Consideration of Resolution No. 12-23, Assets Surplus

It was noted that corrections to the Resolution and the Schedule A needed to be. Therefore, action on Resolution No. 12-23 will be tabled until the December 17, 2013 Board meeting.

D. Consideration of Resolution No. 12-26, Six Rivers Community Mediation Program.

John Arens reviewed the memorandum provided in the board packets.

Teunis Wyers, Attorney representing Six Rivers, introduced himself. He stated the program is good for the region and the transition would be a win-win for both entities. He stated the program has not been a revenue generator for MCCOG. He discussed the progress made toward formation of 501(c)(3) including Articles of Incorporation, a board of directors and bylaws. There are some important issues yet to be resolved such as records retention and records access. He stated he has already submitted documents to the State of Oregon for a non-profit status and hopes to have the transition completed in the next few months. He stated he did not believe it was essential to have the 501(c)(3) in place prior to the transition of the program as long as the non-profit status was in place. He stated Carol Friend is also working with Six Rivers.

Jett moved to accept Resolution No. 12-26, seconded by Weimar.

Discussion. Arens stated the next piece of business is the transition agreement which will outline transfer related issues along with stipulating the transfer date. This document will come back before the Board for approval.

Bill Lennox, stated Marti Kantola Dane has generated some additional revenue for the program and asked if that revenue might be available for the transition. He stated there may be other costs involved that the additional dollars could help cover. He said John Arens had indicated there might be some help with new office start-up costs and professional fees. In response, Arens stated discussions have been about additional revenue generated in the Six Rivers budget that could be used towards professional services or transitional costs, but not what the General Fund might provide. He said revenue and expenses are yet to be determined and this is a discussion that would come later once more information is known. This is something that would be included in the transitional agreement.

Following the discussion, the question was called and the motion to pass Resolution No. 12-26 passed unanimously.

### **Reports/Communications**

A. Workforce Investment Act (WIA) Program – Fourth Quarter Performance Reports.

Arens stated the WIA program has been exceeding all of the program goals as outlined by The Oregon Consortium. Arens passed out a hand-out which represents additional information received from the State of Oregon. The state is recommending that the Oregon Employment Department will act as the lead agency for the WIA program which MCCOG currently provides. There may be some decisions and transitions that will take place. Staff will keep the Board informed.

B. September 2013 Financials.

Brumbaugh reviewed the Financial Report as provided in the board packet. She stated this is a simplified version of what the board has received in the past and will begin receiving on a quarterly basis. There were a few suggestions from board members on what they would like to include in the next report, such as adding breakdowns or subcategories in the Materials and Services and Personal Services categories.

C. MCCOG Board Appointments for 2014.

Arens reminded that board members need to be appointed in January. Each Court is asked to select who will serve on the MCCOG Board.

D. Building Official Interview Committee.

Arens reported that recruitment for a new Building Official will begin in March for a six week period. He reviewed the proposed Interview Committee as outlined in the board report, and what they can bring to the table in the process. He is asking for one volunteer from the board to be part of the process. Staff would like to know by the February meeting who would like to participate.

**Executive Session – ORS 192.660 (2) (i)**

A. Executive Director Performance Review


The Board went into Executive Session to discuss the Executive Director's performance review.


**Adjourn**

Following Executive Session, and there being no further business to come before the MCCOG Board of Directors, the meeting was adjourned.

Respectfully submitted by:

ATTEST:

  
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Tine Meriwether, Executive Assistant

  
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Michael Smith, Board Chair