



**MID-COLUMBIA COUNCIL OF GOVERNMENTS  
Board of Directors Agenda**

Tuesday, September 22, 2015  
1:00 p.m. to 3:00 p.m.

MCCOG Boardroom – 1113 Kelly Ave, The Dalles, OR 97058

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I. 1:00 p.m. **Call to Order**

- A. Roll Call and Introductions.
- B. Approval of [minutes from August 25, 2015](#) Board meeting.

II. 1:05 p.m. **Open Agenda**

*(This time is set aside for the public and board members to introduce subjects NOT on the agenda). Persons invited by the Chair to speak to the Board shall state their name and address for the record. Their presentation will be limited to three minutes. The Board will take no action on the issue(s) presented until the next Board meeting, in order to give the Board time to research any matters or to decide upon a course of action. The time restriction is necessary in order to complete this meeting as published.*

III. 1:10 p.m. **Action Items**

- A. [Guest, Kathy Fitzpatrick for Gorge Hubs](#)
- B. [StRUT; Resale of Excess Technology](#), Steve King

IV. 1:40 p.m. **Reports/Communications**

- A. Departmental Updates
  - i. AAA; Feasibility Study, Marvin Pohl
  - ii. Transportation; Transit Center, Dan Schwanz
  - iii. Fiscal; Audit Results, Sarah Brumbaugh/John Arens
- B. [MCCOG Hood River Facility](#); John Arens

V. 3:00 p.m. **Adjourn**

*Pursuant to ORS 192.660, the Board may enter into Executive Session during the meeting to discuss topics allowed. The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services, or assistance, please contact the Executive Assistant (541) 298-4101 at least 48 hours before the meeting.*

MID-COLUMBIA COUNCIL OF GOVERNMENTS

**Board of Directors Meeting Minutes**

**Tuesday, August 25, 2015 1:00 p.m. to 3:00 p.m.**

Board Room, 1113 Kelly Avenue, The Dalles, Oregon

2015 Board of Directors:

Gilliam County: Denise Ball, Steve Shaffer, \*Mike Weimer  
Hood River County: \*Maui Meyer, Les Perkins, Mark Zanmiller.  
Sherman County: Tom McCoy, \*Michael Smith  
Wasco County: Russ Brown, Scott Hege, \*Rod Runyon  
Wheeler County: Lynn Morley, \*Chris Perry  
(\*denotes Executive Committee Members)

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**I. Call to Order**

**A. Roll Call and Introductions**

The meeting was called to order by Michael Smith, Chair.

Present: Denise Ball, Russ Brown, Scott Hege, Tom McCoy, Patrick C. Perry, Rod Runyon, Steve Shaffer, Michael Smith, Michael Weimar, Mark Zanmiller.

Absent: Kaylene Korpi, Maui Meyer, Lynn Morley, Les Perkins.

Staff: John Arens, Executive Director; Cecilia Lamas-Guiney, Executive Assistant; Sarah Brumbaugh, Fiscal Director; Marvin Pohl, AAA Director; Mary Barrett, AAA Care Coordinator; Dan Schwanz, Transportation Director.

Guests: Denise Minson and Karin Olson from APD.

**B. Approval of minutes from July 28, 2015 meeting.**

Mark Zanmiller motioned to approve minutes with corrections to Hege's attendance; motion seconded by Mike Weimar. Motion passed by the following vote:

**AYES: Ball, Brown, Hege, Korpi, McCoy, Morley, Runyon, Shaffer, Smith, Weimar, Zanmiller (11)**

**NAYS: None (0)**

**II. Open Agenda**

No additions heard.

### **III. Action Items**

#### **A. Transportation Department, Dan Schwanz**

##### **i. Resolution 14-12; Revised Drug & Alcohol Policy**

Dan Schwanz addresses Board and speaks to purpose of Policy review. John Arens asks Schwanz to speak to the difference between Transportation Departments Drug & Alcohol Policy and MCCOGs standard Drug & Alcohol Policy. After discussion, Chris Perry moves, seconded by Steve Shaffer, to approve Resolution 14-12 to adopt the revised Drug & Alcohol Policy. Motion passes by the following vote:

**AYES: Ball, Brown, Hege, McCoy, Perry, Runyon, Shaffer, Smith, Weimar, Zanmiller (10)**

**NAYS: None (0)**

#### **B. Fiscal, Sarah Brumbaugh**

##### **i. Resolution 14-13; Revised Purchasing & Bids Policy**

Sarah Brumbaugh speaks to item, providing information on necessary policy changes (revisions to policy so it is in compliance with Federal guidelines).

Tom McCoy motions to approve Resolution 14-13 to accept the revised Purchasing & Bids Policy; motion seconded by Steve Shaffer. All ayes, motion passes.

**AYES: Ball, Brown, Hege, McCoy, Perry, Runyon, Shaffer, Smith, Weimar, Zanmiller (10)**

**NAYS: None (0)**

##### **ii. Resolution 14-14; Addition to Salary Plan**

Brumbaugh provide information to Board for Resolution 14-14; she states she neglected to add the Deputy Director position to the salary plan when it was approved. Is asking to do so now.

Denise Ball moves to approve Resolution 14-14 to authorize the addition of the Deputy Director position to the current salary plan; Tom McCoy seconds.

Scott Hege has two questions; first, he remembered no salary change being requested of Deputy Director position, so how does that effect this request. Second, this would be a significant salary addition to the budget and feels this necessitates discussion.

John Arens responds to Hege's first question; that there is no plan to change the current agreement with the Deputy Directors position, this employee is holding that title but not receiving an increase in salary (as requested by the employee).

Michael Smith asks Brumbaugh if the position had a salary change—moved into a paid status—would that be communicated to the Board prior to being effective.

Brumbaugh replied yes; a salary increase would be a budgetary change and therefore would be brought to the Board prior to any final action.

Russ Brown asks for the point of the Resolution; if there is no change in salary for this position why there is the need for the Resolution.

Brumbaugh states the request is for record purposes; her documents should be consistent with staff positions.

After continued discussion, Denise Ball rescinds her motion and Tom McCoy rescinds his second. Board agrees to table this topic and move it to the end of the agenda.

### **C. Students Recycling Used Technology (StRUT), John Arens for Steve King**

#### **i. Resolution 14-08; Recycled Technology to Local Non-Profits**

John Arens addresses Board; provides history of item and states that the requested authorization from StRUT's technology donors has been received. With this Resolution, StRUT management will identify criteria and create a policy to ensure the mission of StRUT is upheld with the additional memberships.

Hege asks about the term "local non-profit" and what exactly that means.

Arens responds that those specifics will be addressed in the policies staff will create. When policies are drafted and finalized, those will be brought to the Board for review.

Chris Perry motions to approve Resolution 14-08, which Mike Weimar seconds. Motion passes by the following vote:

**AYES: Ball, Brown, Hege, McCoy, Perry, Runyon, Shaffer, Smith, Weimar, Zanmiller (10)**

**NAYS: None (0)**

#### **ii. Resale of Excess Technology**

Arens presents topic and describes the intent of the request to resell excess technology received by StRUT.

Michael Smith asks if donors have authorized resale.

Arens confirms with Executive Assistant; formal authorization has not yet been requested.

Smith suggest creating two items from this; one requesting permission to resell donated equipment and the second to ensure this endeavor is manageable.

Mark Zanmiller suggests this concept be developed more then brought back to the Board.

Arens will forward this information to StRUTs Program Manager.

Board comes to consensus to revisit concept at next meeting.

### **IV. Reports/Communications**

#### **A. AAA; Feasibility Study, Marvin Pohl**

Rodney Schroeder joins meeting via conference line; to be available for any questions. Marvin Pohl addresses Board, introduces topic and asks Schroeder questions regarding the Feasibility Study process.

Mark Zanmiller asks Schroeder about materials associated with a study like this.

Schroeder responds that they finished with boxes of materials. He advises to plan for a year or more of planning and implementation after the study is complete.

Pohl asks Schroeder to speak on Employee Benefits package that would be in place if the Transfer occurred. Schroeder mentions things to consider such as State employees transitioning, pay requirements, etc. Questions and discussion continue. After discussion, Schroeder exits the meeting.

Tom McCoy speaks to importance of leadership during this time; asks Pohl if he intends to remain with MCCOG during the process—two years?

Pohl responds that he does intend to remain during the process. Conversation continues.

Guest from APD ask if this Transfer was requested from the State and why this transfer is coming about.

Pohl responds that this AAA began when MCCOG was a Type B. John Arens speaks to agency's change since then; provides history of AAA's change.

Guest asks how this transfer would help their clients; how will it help the people.

Pohl responds that this is one of the things the Study would identify and help determine.

After more discussion, Pohl suggests a preliminary Feasibility Study—to address some beginning questions such as those presented by APD guests.

Tom McCoy motions to move forward with preliminary Feasibility Study; Steve Shaffer seconds. Board chair asks for any opposed, same sign. Motion passes with the following vote:

**AYES: Ball, Brown, Hege, McCoy, Perry, Shaffer, Smith, Weimar, Zanmiller (9)**

**NAYS: Runyon (1)**

**B. Administration; Personnel, John Arens**

**a. Executive Session 192.660(2)(a)**

Board goes into Executive Session as authorized under ORS 192.660(2)(a).

After exiting Executive Session, the Board discusses the proposed salary plan addition.

Steve Shaffer motions to approve adding a range 40 position to MCCOGs Salary Plan, Denise Ball seconds. Motion passes unanimously.

**AYES: Ball, Brown, Hege, McCoy, Perry, Runyon, Shaffer, Smith, Weimar, Zanmiller (10)**

**NAYS: None (0)**

Mark Zanmiller asks for an update on the Executive Director recruitment. Michael Smith states that the Executive Committee has received 13 applications thus far and have a meeting to review those prime candidates on Sept. 1<sup>st</sup>.

Scott Hege states that Wasco County Commissioner Steve Kramer will be replacing him for MCCOGs Board.

**V. Adjourn**

There being no further business to come before the MCCOG Board of Directors, the meeting was adjourned.

Respectfully submitted by:

ATTEST:

\_\_\_\_\_  
Cecilia Lamas-Guiney, Executive Assistant

\_\_\_\_\_  
MCCOG Board Chair

# Gorge Hubs

*Bridging the Gap Between the Historic Highway State Trail  
and Gorge Communities*

## Partnership Proclamation

*A proclamation of partners for the development of Gorge Hubs*

**The Gorge Hubs as a general concept will act as welcome centers, information centers, trailheads, and rest areas for travelers (especially hikers and bikers) along the Historic Highway. Building upon the work of the Historic Columbia River Highway State Trail and community partnerships within the Gorge, we have gathered to participate in the development of a network of Gorge Hubs.**

**We, the undersigned, agree to participate in the implementation of the Historic Columbia River Highway and State Trail Gorge Hub Project. We agree to identify opportunities and solutions whenever possible, to contribute assistance and support within resource limits, and to communicate and collaborate with other team members in promoting a coordinated Historic Highway Recreational Gorge Hub System.**

**We, the undersigned, also agree that separate Intergovernmental or Cooperative Improvement Agreements may be required between affected participating parties. Said agreement(s) must be executed prior to the construction of Project elements, or financial contributions made toward such a Project.**

**As evidenced by our signatures below, we agree to come together to celebrate this partnership and dedicate ourselves to contributing to the creation of a plan and design tool kit for the sustainable development of the Gorge Hubs.**

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*Signature*

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*Title, Organization*

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*Date*

# Mid-Columbia Council of Governments

*Memorandum*

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**To:** MCCOG Board of Directors  
**From:** Steve King, StRUT Manager  
**Date:** September 22, 2015  
**Subject:** **Resale of Excess Technology**

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Discussion:

Many items donated to StRUT are in new, or like new condition and could return 1000% more revenue for StRUT if sold through an online marketplace (like Ebay) rather than the current practice of bulk recycling. Stock of items considered for resale have already been passed over by member schools and are received by StRUT in amounts greater than member need.

Examples of items envisioned for sale matching above criteria:

- USB cables
- Computer power cables
- Power strips
- Computer keyboards

Staff Recommendation:

Authorize StRUT to do a trial-run of non-data storage equipment resale; as a supplement to normal re-use and recycle practices.

# Mid-Columbia Council of Governments

Memorandum

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**To:** MCCOG Board of Directors  
**From:** Sarah Brumbaugh, Fiscal Director & John Arens, Executive Director  
**Date:** September 22, 2015  
**Subject:** Facilities - Hood River Office

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## Discussion:

With the discontinuation of The Oregon Consortium (TOC) as our pass through grantor for the WIA program, and the implementation of East Cascades Workforce Investment Board (ECWIB) as its replacement, our WIA funding has taken many hits.

- 1) The formula funding decreased 8%, approx. \$26,000
- 2) The unused portion of last FY awards has been sent back to the state instead of allowing us to keep it as carry-forward to this FY, approx. \$36,000
- 3) A special grant (Job-Driven NEG) that was scheduled to run through September 2016 has been de-obligated and sent back to the state, approx. \$42,000.
- 4) Requirement to expense 15% of Adult/DW allocation on participant training, approx. \$35,000
- 5) Requirement to expend 20% of Youth allocation on participant training, approx. \$22,000

The result of these actions has left the program with a serious deficit.

The Hood River office houses only the WIA program, and therefore, the WIA program shoulders the burden of its expense. If the office were to immediately be closed and the staff moved to The Dalles office, the savings to the program would be approx. \$55,000. This would still leave a deficit of almost \$50,000 in the WIA budget – an amount that could be supplemented by the General fund for FY 2015/2016 while more discussion and planning takes place.

All of the WIA staff have been kept abreast of what is happening, and there has been discussion already about maintaining a limited presence in Hood River at other locations – perhaps at the college a couple of days a week, perhaps at the DHS office. They are dedicated to serving their clients.