

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

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**Date:** Wednesday, April 23, 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. Presentation of the Food & Friends Endowment, Royal Standley, Oregon Pacific Financial Advisors, Inc.
4. **Action Items**.....Chair
  - A. Approval to pursue to enter into an IGA with Curry County for HR and Finance Services.
5. **Consent Agenda** .....Chair
  - A. Approve Meeting Minutes from March 26, 2025
6. **Reports**..... Executive Director
  - A. Executive Director’s Report
7. **Regional Update / Open Air**..... All
8. **Other Business**.....Chair
9. **Agenda Build**..... All
  - May**
    - A. Board Discussion and Public Comments Regarding RVCOG Fiscal Year 2025-2026 Approved Budget
    - B. Board Discussion and Public Comments Regarding RVCOG Fiscal Year 2024-2025 Amended Budget
  - June**
    - A. Presentation Results Executive Director 360 Evaluation
10. **Next Meeting**.....Chair

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

**Adjournment**

**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.**



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

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Minutes from the meeting being held March 26, 2025

**VOTING MEMBERS**

**Present:**

*President Jody Hathaway (ECSSO)*  
*1<sup>st</sup> Vice President John Quinn (RVSS)*  
*2<sup>nd</sup> Vice President Pam VanArsdale (Rogue River)*  
*Councilor Kelley Johnson (Central Point)*  
*Board Member Bill Mansfield (RVTD)*  
*Councilor Kathy Nuckles (Shady Cove)*  
Board Member Jean Ann Miles (Cave Junction)  
Mayor Ronald Palmer (Gold Hill)  
Councilor Victoria Marshall (Grants Pass)  
Commissioner Colleen Roberts (Jackson County)

Councilor Andrea Thompson (Jacksonville)  
Board Member Marta Tarantsey (JCLD)  
Councilor Garret West (Medford)  
Mayor Al Muelhoefer (Phoenix)  
Board Member Jonathan Bilden (RCC)  
Board Member Carl Tappert (RVSS)  
Board Member Tom Fischer (SORED)  
Mayor Darby Ayre-Flood (Talent)  
Board Member Eleanor Ponomareff (Talent)

**Absent:**

Councilor Eric Hansen (Ashland)  
Butte Falls Representative  
Mayor Kathy Sell (Eagle Point)  
Fire Chief Mike Hussey (JCFD 3)

Josephine County Representative  
Board Member Jill Smedstad (JSWCD)  
Board Member Marc Overbeck (SOU)

*Italics = Executive Committee*

**Non-Voting Members:**

Mike Baker - ODOT

**RVCOG Staff:**

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

Jon Pfefferle, Nutrition Program Director  
Kerstin Sachse, Administrative Specialist

**1. Call to Order/Attendance**

President Jody Hathaway called the meeting to order at 12:01pm.

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

Jonathan Bilden from RCC introduced himself.

**3. Presentation**

**A.** Area Agency on Aging 2025-2029 Area Plan, Ann Marie Alfrey, Executive Director RVCOG.  
Followed by discussion.

**4. Action Item**

**A.** Approval of the Area Agency on Aging 2025-2029 Area Plan.

**MOTION:** Board Member Tom Fischer moved to approve the 2025-2029 Area Plan. Board Member Marta Tarantsey seconded the motion. The motion was approved unanimously.

**B.** Appointment of Board Members to the Budget Committee

Following Board Members are volunteering on the Budget Committee:

- Mayor Darby Ayres-Flood

- Councilor Andrea Thompson
- Board Member Jonathan Bilden

Bill Mansfield and Kelley Johnson are available if necessary.

## 5. Consent Agenda

### A. *Meeting Minutes from February 26, 2025*

The following changes were requested:

- Correct spelling of Councilor Seth Benham in Grants Pass
- Correct name from Oregon Business to Business Oregon

**MOTION:** Councilor Andrea Thompson moved to approve the meeting minutes from February 26, 2025, with the discussed changes. Councilor Kelley Johnson seconded the motion. The motion was approved unanimously.

## 6. Reports

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

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

RVCOG's meal contractor prepares food in the ACCESS kitchen. The lease will expire August 31<sup>st</sup>, 2025. A Zoom meeting is scheduled for tomorrow, Thursday, March 27, 2025, to discuss the transition and more details. During almost 24 years of leasing the kitchen, part of the payment has been allocated to equipment depreciation. Equipment has been fully depreciated, and payment was not adjusted. Funds were supposed to be used for equipment replacement, but just one piece was replaced in 2022, which is the only viable piece of equipment. According to ACCESS press release, this is part of a strategic plan to bring all their services in house. The search for a new facility is in full motion. The kitchen requirements were shared in the board packet. Any input is welcome since no viable option has been identified at this point.

The floor was open for discussion.

- It was discussed to ask for an additional extension during tomorrow's meeting.
- Board Member Bill Mansfield moved to send a resolution from the RVCOG Board to the ACCESS Board of Directors to urge extending the time frame. Bill Mansfield made a motion, and Mayor Darby Ayres-Flood seconded it. Motion passed unanimously.  
Resolution to include:
  - Request of a six-month extension on the lease
  - Statement that ACCESS is putting RVCOG in a difficult position
  - Statement of the great value to society the Senior Meals Program provides
  - Demand of repayment of overpaid depreciation
  - Statement that ACCESS is putting a lot of stress on Seniors in the community
  - The building was donated by Olsrud Foundation to support the community, and kitchen was intended to serve the senior meals program
  - Should allow ACCESS a response time of 30 days
- An additional press release was suggested.
- A summary of tomorrow's meeting was requested and will be emailed out.
- It was clarified that there will be no legal representation at the meeting.
- A temporary location might be necessary.
- A lease-to-own option is being considered.

Other possible locations were suggested:

- The former Franz Bakery building on Biddle Rd.
- Old Denny's next to Ramada Inn. Marta T. will provide contact information.
- Old National Guard kitchen. Ron Palmer will reach out.

- Rogue Food Units is looking for a large facility for food production. Marta T. suggested a possible partnership.

Vice President John Quinn requested an Executive Committee Meeting to address this issue. Date to be determined.

### SB1501

Funds from the state to support housing. Peter Town and Dick Converse are helping jurisdictions to navigate building codes.

### Fiscal Year 2025-2026 Budget

The Budget is already in process and Budget Committee members have been appointed.

### AAA – Four-Year Area Plan

The new four-year plan was approved and will be submitted on March 31<sup>st</sup>, 2025, to the Oregon Department of Human Services.

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

City of Jacksonville – Councilor Andrea Thompson started her report with the information that the Public Works Department is cleaning up trees and clearing trails. The budget is starting and public safety, especially the Fire Department, is a priority. Long term sustainable funding is necessary. Currently the Police Department is fully staffed, but additional funding sources need to be identified. Currently citizens are being surveyed in regards of creating a pedestrian plaza and event space.

City of Phoenix – Mayor Al Muelhoefer reported that Phoenix is entering the budget cycle. April 19<sup>th</sup> is Bear Creek Stewardship Day. The Annual Easter Egg Hunt will take place from 10am to 12pm on that day followed by Earth Day Celebrations.

City of Medford – Councilor Garret West stated that Medford currently has Wood Debris Chipper Days. A \$2.3 million grant was received for upgrades to Jackson Park. Jackson Pool will be removed, and a splash pad will be installed at Jackson Park. Several high school students received scholarships through a community wide art contest. Construction of Fire Station 15 is scheduled to start soon.

City of Shady Cove – Councilor Kathy Nuckles shared that staff is working on the budget and council members are using the time to meet with the different commissions. Ordinances are being updated.

City of Rogue River – Mayor Pam VanArsdale spoke about the budget being started in Rogue River. One important topic is to generate additional revenue to fund the Police Department. It is being considered to increase the public safety fee on the water bill. Other options include increasing fees for business licenses and annexing island properties.

City of Talent – Mayor Ayres-Flood started her report with the information that Gary Milliman has retired, and Alex Campbell was appointed as the pro tem City Manager. The RFP for the Mixed-Use Project at the Gateway location is in process. Large grants for the Skate Park and for developing a resource center have been received. The historic building that houses the town hall is planned to be restored.

Rogue Valley Sewer Services – Board Member Carl Tappert reported that RVSS is working on a rate increase due to necessary upgrades to the Medford treatment center. Even with the increase, RVSS rates are still one of the lowest in the state. The Antelope Road project is wrapping up. Contracts have been awarded for the UV upgrade to the Shady Cove Treatment Plant. The Gold Hill Annexation is moving forward on schedule. Since the grant from the USDA Rural Development Fund seems not to be

available, new funding sources must be identified. Marta T. gave a presentation about the Jackson County Library.

Rogue Community College (RCC) – Board Member Jonathan Bilden spoke about RCC being the fastest growing Community College in Oregon. The current growth rate is not matching the state funding available. CTE workforce classes are in popular demand and are expensive classes and the current challenge is to match the budget to accommodate the growth.

City of Gold Hill – Mayor Ron Palmer informed everyone that Gold Hill hosted a Small City meeting from the LOC. A CDBG grant has been received for a water study to update the water system. Recruitment for a Public Works Manager is in process. City codes and fees on code enforcement are currently being updated.

Jackson County – Commissioner Colleen Roberts reported that the budget hearing is scheduled for the first part of April. Outside of this the focus is on state legislature with a big number of bills including Wildfire Mapping. Commissioner Roberts held town halls in the first part of March which were very well attended. It is expected that the Wildfire Mapping will be repealed, but not all parts of SB 762. With all the recent rainfall, reservoirs and lakes are expected to be filled.

Jackson County Library District (JCLD) – Board Member Marta Tarantsey started her report with the information that the JCLD Director and staff will be meeting with all communities as part of their advocacy committee's work for the library. The use of the advocacy toolkit will be part of the outreach. During April the National Library Week will be featured with programs in all library branches. The digital literacy devices are very popular.

Business Oregon Update – Peter Town's work on the housing capacity was shared with the Regional Solutions Advisory Council and was well received. Rogue River has approached Business Oregon for some additional funding solutions. They were recently connected with ODFW and OWRD for some possible funding. The second round of Childcare Infrastructure Funding is now open for application. A grant is now available for technical assistance to support new housing.

ECSO – Board President Jody Hathaway spoke about several locations from the radio project are still under snow. FD3 in White City is warehousing the equipment for the new mobile units and other equipment. FD3 also offered their facilities for installation. Recruitment for dispatcher positions is still ongoing.

## **8. Other Business**

No other business was noted.

## **9. Agenda Build**

April – Presentation of the Food & Friends Endowment, Royal Standley Oregon Pacific Financial Advisors Inc.

April – Discussion about the Executive Director 360 evaluation.

## **10. Next Meeting**

The next regular meeting is scheduled at noon on Wednesday, April 23, 2025.

## **Adjournment:**

President Hathaway adjourned the meeting at 1:21 pm.



## Board Meeting Agenda – Executive Director’s Report

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**Meeting Date:** April 23, 2025      **Staff Contact:** Ann Marie Alfrey  
**Department:** Administration

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

The search continues for a temporary and/or permanent location for our Food & Friends Meals on Wheels and Senior Meals program industrial commercial kitchen. We are exploring several potential options, including the restaurant kitchen at the Merrick, formerly Inn at the Commons. We have also discussed some potential locations with the City of Central Point. Per the Executive Committee meeting on April 14<sup>th</sup>, we are also seeking some legal input regarding lease termination issues. I am hoping to have more to report during the board meeting.

### **SB1501 (Originally SB3395)**

Work continues under this initiative to support housing production through identification of barriers and infrastructure. Please reach out to Peter Town, Dick Converse, or me for assistance or further information.

### **Budget for Fiscal Year 2025-2026**

The Budget Committee will meet following this meeting from approximately 2:00 to 4:30 pm. Thank you to all Board Members who volunteered to stay!

### **Action Item Discussion**

Curry County is seeking information on potential RVCOC Finance and Human Resources services. We are seeking Board approval to provide services outside of Jackson and Josephine Counties in the event that an agreement is reached. The Scope of Work would include remote/virtual services to save the County the cost of staff travel time and expense to Gold Beach.



Rogue Valley Council of Governments  
Balance Sheet  
As of 2/28/2025

	Current Year To Date
Assets and Other Debits	
Current Assets	
Cash and Cash Equivalents	2,395,458.91
Investments	500,119.35
Accounts Receivable	1,129,324.73
Due From Other Funds	3,725,904.38
Prepaid Expenses	38,937.83
Total Current Assets	7,789,745.20
Other Debits	
Fixed Assets	2,679,932.93
Total Other Debits	2,679,932.93
Total Assets and Other Debits	10,469,678.13
Liabilities, Fund Equity and Other Credits	
Current Liabilities	
Accounts Payable	458,109.09
Payroll Payable	182,201.82
Due To Other Funds	4,817,094.61
Total Current Liabilities	5,457,405.52
Non-Current Liabilities	
Deposits Held for Others	893,014.39
Compensated Absences Payable	376,454.65
Total Non-Current Liabilities	1,269,469.04
Fund Equities and Other Credits:	
Contributed Capital	162,735.24
Beginning Fund Balance	4,129,147.53
Net Increase (Decrease) In Fund Balance	(549,079.20)
Total Fund Equities and Other Credits:	3,742,803.57
Total Liabilities, Fund Equity and Other Credits	10,469,678.13

Rogue Valley Council of Governments  
Statement of Revenues and Expenditures  
From 7/1/2024 Through 2/28/2025

	<u>Year To Date Actual</u>	<u>Annual Budget</u>	<u>Budget Variance</u>
Revenues Less Expenditures			
Revenues			
Member Dues	90,129.00	90,128.00	1.00
Other Local Government	411,687.71	822,503.61	(410,815.90)
Federal and State Grants and Contracts	3,686,493.23	8,318,107.02	(4,631,613.79)
Donations	365,101.11	268,313.00	96,788.11
Charges for Services	845,398.98	899,502.85	(54,103.87)
Other Revenues	148,699.83	915,515.21	(766,815.38)
Indirect Charges	288,651.15	462,875.90	(174,224.75)
Departmental Administration Allocation	0.00	76,128.10	(76,128.10)
Interfund Revenues	47,438.67	997,058.68	(949,620.01)
Interfund Support Transfers	0.00	100,000.00	(100,000.00)
Beginning Fund Balance	0.00	94,933.00	(94,933.00)
Total Revenues	<u>5,883,599.68</u>	<u>13,045,065.37</u>	<u>(7,161,465.69)</u>
Expenditures			
Salaries and Wages	(1,786,270.55)	(2,840,247.07)	1,053,976.52
Employee Benefits	(1,227,737.68)	(2,117,559.44)	889,821.76
Materials and Supplies	(157,124.32)	(509,568.72)	352,444.40
Purchased Services	(2,140,851.07)	(4,830,180.53)	2,689,329.46
Other Expenses	(59,266.67)	(203,316.52)	144,049.85
Capital Outlay	0.00	(100,000.00)	100,000.00
Operating Contingency	0.00	(671,528.27)	671,528.27
Indirect Charges	(288,640.98)	(462,875.92)	174,234.94
Departmental Administration Allocation	(84,731.66)	(76,128.11)	(8,603.55)
Interfund Charges	(645,844.53)	(997,058.72)	351,214.19
Interfund Support Transfers	0.00	(100,000.00)	100,000.00
Depreciation	(42,211.42)	(125,803.00)	83,591.58
Ending Fund Balance	0.00	(10,800.00)	10,800.00
Total Expenditures	<u>(6,432,678.88)</u>	<u>(13,045,066.30)</u>	<u>6,612,387.42</u>
Total Revenues Less Expenditures	<u>(549,079.20)</u>	<u>(0.93)</u>	<u>(549,078.27)</u>

Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 4/23/2025

From 7/1/2023 Through 6/30/2025

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	25-4661	3/15/2025	0.00	0.00	50,000.00	0.00	0.00	50,000.00	Grant Agreement 184718 - Congregate Meal Improvements
Total Aging and People with Disabilities			0.00	0.00	50,000.00	0.00	0.00	50,000.00	
Aging and People with Disabilities (APD)	25-4571	11/30/2024	0.00	0.00	0.00	0.00	379.75	379.75	OMAP Title XIX October 2024
	25-4578	1/19/2025	0.00	0.00	0.00	0.00	404.25	404.25	OMAP Title XIX APD NOV 2024
	25-4645	1/30/2025	0.00	0.00	0.00	453.25	0.00	453.25	OMAP Title XIX APD December 2024
	25-4676	3/17/2025	0.00	0.00	(367.50)	0.00	0.00	(367.50)	OMAP TITLE XIX APD January 2025
	25-4698	4/23/2025	(134.75)	0.00	0.00	0.00	0.00	(134.75)	OMAP Title XIX APD February 2025
Total Aging and People with Disabilities (APD)			(134.75)	0.00	(367.50)	453.25	784.00	735.00	
City of Ashland	25-4689	4/23/2025	528.88	0.00	0.00	0.00	0.00	528.88	TAP Billing for February 2025
Total City of Ashland			528.88	0.00	0.00	0.00	0.00	528.88	
City of Phoenix	25-4559	1/31/2025	0.00	0.00	0.00	3,000.00	0.00	3,000.00	HDM Support Fiscal Year 2024-2025
	25-4691	4/23/2025	5,084.15	0.00	0.00	0.00	0.00	5,084.15	TAP Billing for February 2025
Total City of Phoenix			5,084.15	0.00	0.00	3,000.00	0.00	8,084.15	

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City of Rogue River	25-4656	3/1/2024	0.00	0.00	0.00	0.00	2,317.64	2,317.64	Rogue Rive IT & Finance OCT-DEC
Total City of Rogue River			0.00	0.00	0.00	0.00	2,317.64	2,317.64	
City of Shady Cove	25-4575	1/9/2025	0.00	0.00	0.00	0.00	5,889.06	5,889.06	Shady Cove Billing OCT & NOV 2024
Total City of Shady Cove			0.00	0.00	0.00	0.00	5,889.06	5,889.06	
City of Talent	25-4591	2/1/2025	0.00	0.00	0.00	798.23	0.00	798.23	HR Director Services NOVEMBER 2024
	25-4617	2/8/2025	0.00	0.00	0.00	990.00	0.00	990.00	Rogue Valley Council of Governments Dues 2024-2025
	25-4633	2/13/2025	0.00	0.00	0.00	1,524.86	0.00	1,524.86	HR Services DECEMBER 2024
	25-4648	2/26/2025	0.00	0.00	18,936.11	0.00	0.00	18,936.11	Community Services NOV & DEC 2024
	25-4682	4/3/2025	0.00	8,943.86	0.00	0.00	0.00	8,943.86	Land Use Planning 2nd Qtr
	25-4690	4/23/2025	14,890.83	0.00	0.00	0.00	0.00	14,890.83	TAP Billing for February 2025
Total City of Talent			14,890.83	8,943.86	18,936.11	3,313.09	0.00	46,083.89	
Department of Land Conservation and Development (DLCD)	25-4677	3/30/2025	0.00	3,493.60	0.00	0.00	0.00	3,493.60	DLCD CFA

Rogue Valley Council of Governments

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Total Department of Land Conservation and Development (DLCD)			0.00	3,493.60	0.00	0.00	0.00	3,493.60	
Jackson County Development Services	25-4646	2/22/2025	0.00	0.00	692.52	0.00	0.00	692.52	JACO Grant Writing NOVEMBER & DECEMBER 2024
Total Jackson County Development Services			0.00	0.00	692.52	0.00	0.00	692.52	
Multnomah Co Aging, Disab, & Veteran	25-4689	4/10/2025	0.00	19,564.44	0.00	0.00	0.00	19,564.44	VDC Program FEBRUARY 2025
	25-4704	5/9/2025	21,925.12	0.00	0.00	0.00	0.00	21,925.12	Multnomah VDC March 2025
Total Multnomah Co Aging, Disab, & Veteran			21,925.12	19,564.44	0.00	0.00	0.00	41,489.56	
Northridge Senior Living, LLC	25-4525	11/29/2024	0.00	0.00	0.00	0.00	2,316.00	2,316.00	1st Quarter Rent Invoices - JULY, AUGUST, SEPTEMBER 2024
	25-4595	2/1/2025	0.00	0.00	0.00	4,050.00	0.00	4,050.00	Monthly Rent NOVEMBER, DECEMBER 2024 & JANUARY 2025

Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 4/23/2025

From 7/1/2023 Through 6/30/2025

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
Total Northridge Senior Living, LLC			0.00	0.00	0.00	4,050.00	2,316.00	6,366.00	
ODOT - RVACT	25-4697	3/28/2025	0.00	74.62	0.00	0.00	0.00	74.62	ODOT RVACT Feb 2025
Total ODOT - RVACT			0.00	74.62	0.00	0.00	0.00	74.62	
Oregon Department of Human Services	25-4674	3/27/2025	0.00	27,086.33	0.00	0.00	0.00	27,086.33	ADRC - NWD Quarterly Invoice District 8 Contract #181295
Total Oregon Department of Human Services			0.00	27,086.33	0.00	0.00	0.00	27,086.33	
Oregon Dept of Agriculture	23-3508	8/31/2022	0.00	0.00	0.00	0.00	2,000.00	2,000.00	TMDL Dues FY 2022 - 2023
	24-4062	12/8/2023	0.00	0.00	0.00	0.00	2,000.00	2,000.00	FY 23-24 TMDL Dues
	25-4699	4/23/2025	9,673.50	0.00	0.00	0.00	0.00	9,673.50	ODA RAIN First 50% request
Total Oregon Dept of Agriculture			9,673.50	0.00	0.00	0.00	4,000.00	13,673.50	
Oregon Wellness Network (OWN)	25-4705	5/14/2025	5,348.28	0.00	0.00	0.00	0.00	5,348.28	O4AD/OWN Contract No 2024-RVCOG-01 - Jan - Mar 2025
Total Oregon Wellness Network (OWN)			5,348.28	0.00	0.00	0.00	0.00	5,348.28	
Rogue Valley Sewer Services	24-4352	7/30/2024	0.00	0.00	0.00	0.00	2,334.00	2,334.00	Storm Water Assessment 2024

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Total Rogue Valley Sewer Services			0.00	0.00	0.00	0.00	2,334.00	2,334.00	
Team Senior Referral Services, Inc.	25-4658	3/26/2025	0.00	1,206.40	0.00	0.00	0.00	1,206.40	Rent Invoice Jan/Feb
Total Team Senior Referral Services, Inc.			0.00	1,206.40	0.00	0.00	0.00	1,206.40	
Report Total			57,316.01	60,369.25	69,261.13	10,816.34	17,640.70	215,403.43	