

Agenda Item Number 4.

Report of the Executive Committee

Presenter: George Kloeppe

Action Recommended: None. Information Only

Meeting Notes:

Meeting of October 8, 2009

The LCOG Executive Committee was called to order at 5:30 on Thursday, October 8, by Board Chair Greg James in the LCOG Park Place Office in Eugene.

Members present were:

Willamalane P&R District Director Greg James
Lane ESD Director Sherry Duerst-Higgins
Coburg Mayor Judy Volta
Oakridge Mayor Don Hampton (by phone)
Eugene Councilor Chris Pryor
Springfield School District Director Al King
Florence Mayor Phil Brubaker (by phone)

Staff members attending included Bob Swank, Byron Vanderpool, Patti Little, Ann Mortenson and George Kloeppe. The Committee considered:

December Board of Directors Agenda

A preliminary listing of topics for the December Board agenda was distributed and discussed. Kloeppe noted that the December meeting was always a little heavier with items, but he observed that nearly half of the meeting should be available for an exploration of the Planning Session topics. The Committee requested that staff provide written background memos for “information” items, and that oral reports be minimized. Otherwise, the identified content of the December agenda was considered appropriate by the Committee.

Board of Directors' Planning

The Committee reviewed and discussed two summaries of the highest rated “outcomes” from the Board’s Planning Session on September 24. As with the initial problem statements, the desired outcomes were grouped into five broad areas: Public safety, communication & governance, infrastructure, human services, and economic development. It was suggested that the Board be asked to identify two objectives or outcomes that should be pursued; and further, that Board members would personally commit to work on. It was acknowledged that this sort of planning naturally yields both short- and long-term objectives, and that the Board should be encouraged to respond with that in mind. Recognizing that the Committee would have another meeting prior to the December meeting of the Board, the staff was asked to draft action statements around the priority visions for communication & governance and human services. Those statements would be refined at the Committee’s November meeting and presented to the Board of Directors for consideration on December 10. Board members would be encouraged to commit to working on task teams (including non Board members) to craft a strategy in each area.

FY 2010-11 Budget Assumptions and Process

Associate Director Bob Swank reviewed a memo recommending “assumptions” that would be endorsed by the Committee and the Board and, ultimately, used in the formulation of the agency budget for the next fiscal year. Pointing to the negative CPI for the previous year and the known labor agreements in comparable organizations, a zero cost-of-living adjustment was proposed. Swank noted that a 10 percent increase in insurance premiums was anticipated and that such an increase would drive compensation up by approximately 1.25 percent. He further noted that LCOG’s employer PERS rate (9.98 percent) was not expected to change until July 2011. In all, 12 “assumptions” were presented for the Committee’s consideration. By motion (Al King and Chris Pryor) the recommended assumptions were endorsed, along with the process and schedule for the development of the FY 2010-11 budget.

Board Meeting Format and Content

Kloeppel asked the Committee to provide counsel to Chair Elect Pryor as to the content and format of Board meetings. It was noted that, with only five meetings during the calendar year, the principal purpose of Board meetings was more information-sharing than deliberation and decision making. In addition to a review

of the agenda format, Kloepfel asked if informational presentations about the program-specific work of the agency would be constructive. The Committee discussed the level of familiarity Board members—and particularly new members—had with the agency’s services and traditions. It was suggested that the eight members of the Executive Committee “buddy up” with new members. It was also noted that it was important for the Executive Director and other members of the management team to directly contact new Board members. It was suggested that a Board Handbook might be used, among other things, listing services by type and emphasizing the benefits of membership. It was suggested that the Chair consider a “check in time” at the top of the agenda in the context of self-introductions in lieu of roll call.

Disability Services Advisory Council Appointments

Patti Little, Senior and Disabled Services Division, presented the recommendation of the DSAC for appointments and reappointments to take effect October 1. She referred to a memorandum that summarized the recruitment and selection steps that had been taken. Recommended was the re-appointment of three members to two-year terms, the appointment of three new members for two-year terms, and the appointment of three “Community Representatives” to one-year terms. By motion (Sherry Duerst-Higgins and Judy Volta) the recommended appointments were confirmed. Kloepfel noted that, as in the past, the Executive Committee’s confirmation of such appointments would result in a final action under the Board’s Consent Agenda at its next meeting.

Appreciation Dinner

Kloepfel reminded the Committee of the January 28 LCOG Appreciation Dinner at Lane Community College. He distributed solicitations for award nominations.

Area Commission on Transportation

Government Services Director Byron Vanderpool provided an oral status report on Lane County’s work toward the legislatively mandated formation of a Lane Area Commission on Transportation (ACT). He noted that the Board of Commissioners had decided to utilize a consultant to assist in the formulation of a draft charter for the new ACT. LCOG had been invited to respond to an RFP for consultant services, and Vanderpool reported that his division would submit a proposal.

Improvements to Park Place Building for Federal Agency Tenant

Associate Director Bob Swank reported that the Office of the Federal Public Defender had agreed to occupy 5,100 square feet on the second floor of LCOG's Park Place Building. Required improvements, set forth in the lease proposal, were detailed and will include oversight by GSA. The schedule requires that preliminary design documents be developed between September 28 and November 2. The GSA review and correction runs from November 3 to November 23. The detailed construction plans start on November 23 and are to be complete, including city permit review, GSA review and price estimates, by January 13. GSA then conducts a review, then issues a notification to proceed on January 22 with substantial completion by March 29. Swank noted that LCOG's architect and property manager are requesting that LCOG use the CM/GC construction method and employ the contractor as soon as possible for participation in the design and pricing estimates. Swank asked the Committee members views regarding the best way to complete the project on schedule while complying with LCOG's public contracting regulations. Without formal action, the Committee expressed support for the use of the CM/GC approach.

November Committee Meeting

Because of scheduling conflicts, the Committee decided to hold its November meeting on Wednesday, November 18, at 5:30 p.m.

Special Meeting of October 29, 2009

A special meeting of the LCOG Executive Committee was called to order at 5:00 p.m. on Thursday, October 29, by Board Chair Greg James in the LCOG Park Place Office in Eugene. Members present were:

Willamalane P&R District Director Greg James
Lane ESD Director Sherry Duerst-Higgins
Oakridge Mayor Don Hampton
Eugene Councilor Chris Pryor
Springfield School District Director Al King

Staff members attending included Bob Swank, Byron Vanderpool, Kay Metzger, and George Kloeppe. The Committee considered:

Findings for Exemption from Standard Competitive Process for a Public Improvement Contract

Associate Director Bob Swank reviewed the previously published draft Findings to substantiate an exemption from the competitive process. He noted that, to accommodate an aggressive construction schedule (demanded by a tenant) and to save resources, a Construction Management/General Contractor (CM/GC) process was recommended. He reminded the Committee that, acting as LCOG's Contract Review Board, the Committee was required to conduct a public hearing to seek comments on the draft Findings. After the hearing, the Committee would be asked to adopt the Findings, which would, pursuant to ORS 279C.335(2) and Section 7 of LCOG's Public Contracting Regulations, authorize an exemption. The draft Findings included a background statement observing that, 18 months previous, a solicitation and bidding process had resulted in an award of a CM/GC contract to Lee Construction for renovation work in the Park Place Building. Swank indicated that the fourteen items listed in the Findings demonstrated the need for, and wisdom of, a continuation of that contractual relationship for the immediate project on the second floor of the Park Place Building.

Public Hearing

Greg James opened a public hearing seeking comments on the Findings presented. There being no person wishing to provide testimony, Greg James closed the hearing.

Findings Justifying the Exemption from Competitive Bidding Requirement

Greg James invited comment or questions from other members of the Committee. He clarified that they were being asked to take two actions: First, to authorize the exemption from standard requirements and to utilize a CM/GC contract for the tenant improvements in the Park Place Building; and second, to authorize the utilization of Lee Construction for that work. It was moved by Councilor Pryor, seconded by Sherry Duerst-Higgins, that the draft Findings be adopted. The motion carried unanimously.

Executive Committee Resolution 2009-1

Greg James called the Committee's attention to Resolution 2009-1, authorizing LCOG's Executive Director to enter into a CM/GC contract with Lee Construction. It was moved by Mayor Hampton, seconded by Al King, that

Executive Committee Resolution 2009-1 be adopted. Greg James suggested for the future that staff consider coming back with a full CM/GC bid process that could remain open for a specified period (five years) and that would allow necessary tenant improvements to be made in agency-owned real estate without further Board or Executive Committee action. A voted was called and the motion passed unanimously.

Adjournment

It was noted that the next meeting of the Committee would be on Wednesday, November 18 (special date). There being no further business to come before the Committee, Greg James adjourned the meeting.

Meeting of November 18, 2009

The LCOG Executive Committee was called to order at 5:30 on Wednesday, November 18, by Board Chair Greg James in the LCOG Park Place Office in Eugene. Members present were:

Willamalane P&R District Director Greg James
Lane ESD Director Sherry Duerst-Higgins
Coburg Mayor Judy Volta
Oakridge Mayor Don Hampton
Eugene Councilor Chris Pryor
Springfield School District Director Al King
Florence Mayor Phil Brubaker

Absent: Faye Stewart, Lane County

Staff members attending included Bob Swank, Byron Vanderpool, Jamon Kent, Milo Mecham, Ann Mortenson and George Kloepfel. The Committee considered:

December Board of Directors Agenda

A draft of the agenda for the Board of Directors' December 10 meeting was distributed and discussed. Kloepfel acknowledged that the time likely to be consumed by two of the items (MPC Report and Financial Statements) was difficult to predict. But, he assured Committee members that their request that half the meeting be made available for the Board's discussion of "Key Regional Issues" could be met.

Board of Directors Planning: Key Issues

A proposed AIS for the Board's consideration had been distributed to the Committee members with the agenda. The Committee discussed the summary, which proposed approaches to two identified key issues: Communication & Governance, and Human Services. Two modifications to the AIS were suggested. The Committee discussed a previously identified component of the "communication" issue: a collaborative approach and message to the State Legislature. The Committee gave its approval to the Planning Session item before the Board on December 10.

FY 2010-11 Dues Rates

Kloeppel had recommended the maintenance of the current year's dues rates at the Committee's October meeting. Presented again under this item, with a proposed AIS for the Board's consideration.

Mayor Volta moved and Councilor Pryor seconded, that the FY2010-11 dues rates be forwarded to the Board with recommendation for ratification. Motion carried.

The proposed rates will be included on the Board's Consent Agenda on December 10.

DHS Possible Funding Reductions

In Kay Metzger's absence, George Kloeppel offered an abbreviated report on the State's possible funding cuts in the 2009-2011 biennial budget in the event of a vote in January to rescind the tax measures approved by the 2009 Legislature. The analysis of a potential reduction of 10 percent, ordered by the Governor, would take approximately \$114 million out of the budget for SPD (the DHS division with budgetary impact on LCOG). Such a reduction would, if imposed, have to be managed in approximately 12 months, rather than the full 24-month biennium. Kloeppel noted that impacts would include nursing home, ALF and residential care payment reductions, reductions in hours of service available to in-home clients, the elimination of Project Independence, etc.

Biofuels Project

Background material on a proposed project outside of Lane County had been provided to the Committee with the agenda. Milo Mecham described the work that has been underway for some time with Lane County toward the development of a biofuels facility—initially envisioned for Junction City. Mecham noted that the JC location was still a hope, but in the longer term. In the meantime, an opportunity was described in the City of Canby that required quick action. The Committee was asked to approve moving forward. Admonitions from the Committee, conveyed with, and as a condition of, approval, included: solicitation of endorsement from Canby, assurance that LCOG exposure to risk—financial and political—is minimized, and the specification of an exit plan and “take out mechanism,” by which the investment could be recovered. With these conditions, the Committee endorsed the initial steps toward the implementation of the Canby project.

Information Items

Appreciation Dinner: Kloepfel reminded the Committee members of the January 28 event and encouraged them to submit nominations for the awards program.

Area Commission on Transportation: Vanderpool outlined the process being followed by Lane County and its consultant, Rob Zako, in crafting a proposed charter for a Lane ACT, as required by statute.

First Quarter Financial Report: Swank presented the revenue and expense data for the first three months of the current fiscal year. Kloepfel noted that “personal services” (staff) expenditures were at 23 percent of budget at the end of the first quarter and that revenues exceeded expenditures by \$3.48 million.

Aging and Disability Resource Center: This information item was deferred because of Kay Metzger’s absence.

Audit Committee: It was recommended that the three-member Audit Committee (Mayors Brubaker & Volta, and Chair James) meet immediately prior to the December 10 meeting of the Board of Directors.