

**MEETING:** LCOG Executive Committee

**DATE:** Thursday, November 20, 2003

**TIME:** 5:30 p.m.

**LOCATION:** LCOG Main Office  
Wells Fargo Office Building  
Fourth Floor Small Conference Room  
99 East Broadway, Suite 400  
Eugene, Oregon

**CONTACT:** George Kloeppe, 682-4395

## **AGENDA**

### **1. December 11 Board of Directors Agenda and Longer-Term Schedule**

As has been discussed, there are advantages to a more intensive role by the Executive Committee in establishing the short- and long-range agendas for the Board of Directors. Under our present meeting schedule, there has been little opportunity for the Committee to do more than simply review the upcoming week's Board agenda. This month, because the next meeting of the Board is three weeks beyond the meeting of the Committee, we have a chance to obtain the Executive Committee's input. Attached is a skeleton schedule that looks both retrospectively and prospectively at Board meeting topics. The Committee's direction with respect to the timing and content of agendas is invited. Staff will be prepared to provide a tentative picture of the December meeting, but there will be ample room for modification, as the Committee may see fit.

Referring back to our strategy for following up on the July Goal Setting Session, it is appropriate to critically assess the work that the Board did in October regarding economic development. We had agreed to take a significant time allocation at the December meeting to consider education (with a similar format to that used in October for economic development). Is that still the Committee's wish? Should more time be given to the economic development actions touched upon last month?

## 2. **Information Items**

- Annual Appreciation Dinner, January 15
- Retrospective, October Board of Directors Meeting in Oakridge

## 3. **FY 2004-05 Member Dues Schedule**

The attached memo proposes the maintenance of the member dues approach that has been used for a number of years. The rates shown have been adjusted based only upon the published CPI data. As soon as the population, student enrollment and utility service account information is available, it will be combined with the proposed rates to form a Dues Schedule for the fiscal year that will begin in July. As in the past, our intent is to seek adoption and publication of the Schedule as early as possible so that the agreed upon dues amounts can be incorporated within the proposed budgets of member agencies. It is expected that Board action on the dues rates will be taken on December 11. A Committee recommendation regarding this action would be appropriate.

## 3. **FY 2004-05 Budget Assumptions and Process**

At the December meeting, the Board will be asked to endorse Assumptions for the agency's FY 2004-05 budget and also to approve the Process to be used for the development of the coming year's budget. Attached are staff recommendations in both areas. The Committee is urged to review and discuss these proposals and, if acceptable, to recommend them to the Board. A key element of our budget process is the Budget Committee. Each year, one of the "citizen" positions needs to be filled (three-year term), and three Board members will need to be named to the Committee (one-year terms). While the Committee will not be appointed until after the first of the year, the Executive Committee's judgment is sought regarding the citizen appointment. Staff would recommend that one of the non-elected official members of the Budget Committee (the one to be appointed in 2004) be a chief administrator or financial manager for one of our members.

## 4. **West Coast (Corridor) Transportation System Coalition**

Consideration of this topic was postponed from the Committee's September meeting. To recap: A coalition of civic, economic development and

transportation interests along the highway and rail corridor running north-south along the west coast from Mexico to Canada has worked for the past year and a half to build support for additional federal recognition of, and investment in, the infrastructure that supports trade, travel and tourism. The freight volumes on the West Coast NAFTA corridor are extraordinarily high and growing. Similarly, the population base of the counties within the corridor has grown by 182 percent over the past fifty years—since construction of I-5. LCOG is being asked to join with other COGs and MPOs from San Diego to Bellingham in working toward a more robust multi-state system. While no financial commitment is presently anticipated from us, the potential for financing improvements under a TEA-21 reauthorization is real, and a proposed policy statement in support of cooperating with our neighbors could go before the Board this month or next. The Committee’s counsel and advice in this regard is sought.

**5. FY 2002-03 Financial Statements and Report of Auditor**

The agency’s Financial Statements for the fiscal year that ended June 30 have been prepared by our fiscal staff and subjected to an audit by the firm of Jones & Roth. At the December meeting, the Board will hear a report from the auditors and will be asked to accept the Financial Statements and authorize their submission to the State. Under this item, a summary report can be made regarding the Statements and LCOG’s financial stewardship during the past fiscal year. No action is required by the Committee.

**6. Biennial Performance Review of Executive Director, Compensation Adjustment**

At its September meeting, the Committee confirmed suggested biennial goals for the Executive and recommended their endorsement by the Board, which subsequently gave its approval. The Committee made no recommendation to the Board of Directors for changes in Kloeppel’s compensation or employment agreement. Rather, the Committee asked the chair to seek assistance from the agency’s HR Manager in the conduct a compensation survey pertinent to the Executive Director’s position. Attached is a memo from Jerry Miller reporting the results of that survey and offering a recommendation. The Committee may chose to offer a recommendation to the Board regarding the Executive Director’s compensation.

**7. Other Items**