

LANE COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS
Lane Council of Governments
LCOG, 859 Willamette Street, Suite 500, Eugene

November 29, 2018
6:00 p.m.

VOTING MEMBERS

Present

Bd. Member Sherry Duerst-Higgins, Chair
(Lane ESD)
Bd. Member John Simpson (EWEB)
Bd. Member Greg James (Willamalane)
Bd. Member Alan Baas (School District 45J3)
Bd. Member Mary Walston (School District 4J)
Bd. Member Matt Keating (LCC)
Bd. Member Steve Brock (Fern Ridge Library

District)
Bd. Member Adam Laisure (School District 52)
Bd. Member Brandon Jordon (EPUD)
Mayor Jeff Gowing (City of Cottage Grove)
Councilor Richard Zettervall (City of Creswell)
Councilor Chris Pryor (City of Eugene)
Mayor Don Bennett (City of Lowell)
Councilor Tom Cotter (City of Veneta)

Absent

Representative Lane County
Representative City of Coburg
Representative City of Dunes City
Representative City of Florence
Representative City of Junction City
Representative City of Oakridge
Representative City of Springfield
Representative City of Westfir
Representative Siuslaw Valley Fire District
Representative Port of Siuslaw

Representative School District 19
Representative School District 40
Representative School District 68
Representative River Road Parks & Rec. District
Representative Lane Library District
Representative Siuslaw Library District
Representative Western Lane Ambulance
District
Representative Heceta Water PUD
Representative EPUD
Representative Junction City RFPD

NON-VOTING MEMBERS

Present

Bd. Member Carl Yeh (Lane Transit District (LTD))

OTHERS

Brenda Wilson, LCOG Executive Director
Howard Schussler, LCOG Government Services Division Director
Keina Wolfe, LCOG Finance Unit Manager
David Joyal, LCOG Senior Financial Analyst
Paul Thompson, LCOG Planning Manager
Emily Farrell, LCOG Senior and Disability Services (S&DS) Director
Brooke Emery, S&DS Deputy Director
Paul Nielson, Isler CPA
Tom Schwetz, LTD Director of Planning and Development
Lacey Risdal (School District 40)
Dwayne and Becky Lember

CALL MEETING TO ORDER

1. Welcome & Introductions

Sherry Duerst-Higgins called the meeting of the Lane Council of Governments (LCOG) Board of Directors to order at 6:03 p.m.

LCOG Executive Director Brenda Wilson introduced newly hired S&DS Director Emily Farrell and newly promoted S&DS Deputy Director Brooke Emery. Each described her background and aspirations.

2. Requests for Additions to the Agenda

No additions to the agenda were requested.

3. Public Comment

No one wished to provide public comment to the Board.

PRESENTATIONS

4a. FY18 Financial Statements – Audit Report

Paul Nielson, Partner, Isler CPA, gave a Powerpoint presentation. Copies of the presentation were included in the agenda packet. Mr. Nielson reviewed the auditor's responsibilities. He discussed the reasons they were issuing an unmodified opinion (i.e., no findings or issues). Mr. Nielson presented a five-year history of revenues, expenditures, and transfers for the General Fund, Telecommunications Fund, and S&DS. He detailed the Park Place Building Fund's change in net assets, debt, and equity (the difference between what was owned and owed) and outlined changes in indirect rates and indirect costs.

When John Simpson asked why the decline in the Park Place Building debt appeared flat, Ms. Wilson explained LCOG had refinanced the debt in 2016. The debt was still decreasing, but at a lower rate.

Responding to Brandon Jordon's question as to how often LCOG changed audit firms, Ms. Wilson said LCOG issues a Request for Proposals (RFP) for audit services every five years.

Jeff Gowling moved, seconded by Adam Laisure, to accept the FY18 Financial Statements and Audit. The motion carried unanimously.

Greg James, Chair of the LCOG Audit Committee, thanked Mr. Nielson and commended LCOG staff on their work on the Comprehensive Annual Financial Report (CAFR).

4b. Lane Transit District

Tom Schwetz, LTD Director of Planning and Development, described the improved partnerships among LTD, Lane County, and the Cities of Eugene and Springfield. He gave a Powerpoint presentation entitled *Lane Transit District, Update on Current Projects and Strategic Direction*. Mr. Schwetz discussed three current projects: Moving Ahead (an analysis resulting in prioritized transit, walking, and biking projects in five transportation corridors in Eugene); Mainstreet-McVey Transit Project (a planning process to determine high capacity transit options that dovetail with the outcomes of the Oregon Department of Transportation (ODOT) Main Street Safety Project); and Transit Tomorrow (an internal operations assessment to determine the best way to balance ridership, coverage, service, and fares and future opportunities for grants from Oregon's Statewide Transportation Improvement Fund (STIF)). He

outlined several strategic initiatives, including the Mobility on Demand pilot program, fare collection technology, vehicle procurement planning, and a regional mobility management study. Mr. Schwetz concluded his remarks by relaying why LTD had chosen to contract with LCOG to facilitate a regional process for STIF proposals.

Responding to Mr. James' question if LTD had to purchase American-made vehicles because of federal grants, Mr. Schwetz said vehicles needed to be assembled in America. Some components were manufactured in other countries.

When Mr. Laisure asked about an EmX line on Highway 99, Mr. Schwetz responded the corridor was one of the five being studied in the Moving Ahead project. He noted EmX lines were expensive to build and there was a lot of uncertainty regarding future federal funding of transit projects.

Alan Baas referred to the fact the Mobility on Demand pilot program in Cottage Grove was limited to the city limits. He observed there were clusters of people residing just outside the city limits in need of those services. Mr. Schwetz concurred with the need and emphasized the current program was only a pilot.

Mr. Laisure left the meeting at 6:52 p.m.

Mr. Simpson congratulated LTD staff on their bus driver recruitment efforts and success of the West 11th EmX line (both construction and operation).

Matt Keating invited Mr. Schwetz to give his presentation to the LCC Board. He encouraged LTD to rethink their existing policy regarding transporting pets on the bus, noting people who relied on transit services and had larger animals had difficulty getting them to veterinarians.

When Ms. Duerst-Higgins asked about service to Florence, LCOG Planning Manager Paul Thompson described the Eugene-Florence transit feasibility study currently underway. He hoped to secure funding for a two-year pilot project.

Ms. Duerst-Higgins called for a recess at 7:00 p.m. She reconvened the meeting at 7:05 p.m.

BUSINESS ITEMS

5. Consent Agenda (September 27, 2018 Minutes)

Chris Pryor moved, seconded by Mr. Keating, to accept the Consent Agenda. The motion carried unanimously.

6. Items removed from the Consent Agenda

No items were removed from the Consent Agenda.

7. FY20 Member Dues

Ms. Wilson referred to the spreadsheet entitled *FY20 Proposed LCOG Member Dues* and the Agenda Item Number 7 memo in the packet. She said base rates had been held constant since FY15. For FY20, she recommended (and the Executive Committee had approved) a slight increase to help fund the Oregon Statewide Imagery Program.

Mr. Pryor supported the proposed increase, saying the high-resolution aerial imagery system was a good

investment. Mr. James concurred. He requested LCOG staff provide updates to the Board on the project.

Mr. James moved, seconded by Mr. Simpson, to approve the FY20 Member Dues as presented. The motion carried unanimously.

8. FY20 Budget Assumptions and Process

Ms. Wilson reviewed the *Lane Council of Governments, FY20 Budget Assumptions* included in the agenda packet. Under Employee Compensation, she noted salary surveys had indicated LCOG's salaries were comparable. PERS had adopted new rates, which will go into for FY20, an increase to LCOG of about \$88,000. Addressing the Contingency Accounts, Ms. Wilson emphasized the need to transfer funds to the Capital Contingency Account to cover maintenance costs for the Park Place Building, including its elevators.

When Mr. James and Mr. Keating noted the transfer amount listed did not result in a balance of \$287,000, Ms. Wilson corrected the transfer amount to \$50,000.

Ms. Wilson discussed revenue assumptions. LCOG will need to adopt the FY20 S&DS Budget before the State of Oregon set its budget. Therefore, she is recommending budgeting at the same level as FY19. As in prior biennium cycles, she expects the supplemental budget to reflect the actual state allocation.

Responding to Mr. James' question on the State's allocation formula for Medicaid and Supplemental Nutrition Assistance Program (SNAP), Ms. Wilson said the rate was currently 97%.

Mr. Pryor moved, seconded by Richard Zetervall, to approve the FY20 Budget Assumptions and Process as presented. Mr. Keating offered a friendly amendment to include the aforementioned correction. Mr. Pryor and Mr. Zetervall agreed to the friendly amendment. The motion carried unanimously.

9. Election/ratification of Executive Committee members

Ms. Duerst-Higgins reviewed her appointments to the Executive Committee (representatives of the City of Creswell, the City of Eugene, the City of Veneta, Willamalane Park and Recreation District, and Heceta Water District). She said the Board needed to elect two additional members.

Mr. Simpson moved, seconded by Mr. Keating, to ratify the Chair's appointments to the Executive Committee. The motion carried unanimously.

Ms. Walston moved, seconded by Mr. Pryor, to elect Mr. Keating (representative of LCC) to the Executive Committee. The motion carried unanimously.

When Ms. Duerst-Higgins asked if anyone else wished to serve on the Executive Committee, Mr. Baas offered to do so.

Mr. Pryor moved, seconded by Mr. Keating, to elect Mr. Bass (representative of School District 45J3) to the Executive Committee. The motion carried unanimously.

10. Senior Meals Advisory Committee

Ms. Wilson explained the Committee provided input on the Senior Meals Program (Café 60 dining sites and the Meals on Wheels home delivery service). She said the programs were well received and helped seniors remain in their homes. Ms. Wilson highlighted new members, Joanne Fletcher and Wenda Miller.

Mr. James moved, seconded by Mr. Simpson, to approve the list of continuing and new members of the Senior Meals Advisory Committee as presented. The motion carried unanimously.

Mr. James acknowledged the dedication demonstrated by outgoing advisory committee members.

REPORTS

11. Ms. Wilson provided the following reports to the LCOG Board of Directors. Copies were distributed in the agenda packet.

a. Executive Committee Report

Ms. Wilson referenced the summary of the October 23, 2018 and November 13, 2018 Executive Committee meetings in the agenda packet. Topics discussed had been brought forward to the Board.

b. Advisory Council Reports

When discussing the Metropolitan Policy Committee (MPC), Ms. Wilson referenced their work on legislative priorities. She said the Lane Economic Committee (LEC) had discussed Cascadia disaster planning, with a focus on resiliency, and the community Advisory Councils for S&DS had sponsored a legislative town hall on November 10, 2018.

c. Report from the Executive Director

Ms. Wilson highlighted the Telecom Replacement Project was nearing completion. All of LCOG was currently on the new system and they were porting over other members. She asked Ms. Duerst-Higgins to read the following statement: “The Legacy phone system will no longer be supported by the manufacturer/vendor after December 31, 2018 and some component parts of the system, including the voice mail system, are at end of life and not supported currently; therefore, ongoing system function will be dependent on vendor support capability. Accordingly, the manufacturer/vendor may not be able to continue to provide support beyond December 31, 2018, and if they can, the cost will likely be significant and cost prohibitive.” Ms. Wilson also referred to the Mayor’s Roundtable discussion of Lane County’s Poverty and Homelessness Board’s resolution calling for three hundred additional campsites.

WRAP UP

11. Call for Future Agenda Items

Ms. Duerst-Higgins said she wanted to discuss the status of LTD as a voting member in the future. She asked Board members for other suggestions for future presentations or discussions.

In response:

- Mr. Keating suggested a presentation on Lane County’s adult beverage industries and an update on climate change from Bill Jordon. Mr. Simpson endorsed the climate change presentation.
- Mr. James advocated inviting Lane County’s elected state representatives and senators to an upcoming meeting for a dialogue on issues and priorities.
- Mr. Gowing and Mr. Brock recommended inviting Dan Buckwald to give a presentation on Camp Alma, a Veterans Legacy program.

12. Emerging Issues

Mr. Simpson said EWEB had implemented a power outage map on its website. They had sent four crews to assist in restoring power to the Paradise fire area in California. He noted this was his last LCOG Board meeting and thanked his colleagues. They, in turn, recognized his contributions with a round of applause.

Ms. Duerst-Higgins announced the next meeting of the LCOG Board of Directors was scheduled for February 28, 2019. She wished everyone a happy holiday season.

Ms. Duerst-Higgins adjourned the regular Board meeting at 7:12 p.m. and reconvened the Executive Committee in Executive Session, pursuant to ORS 192.660 (2) (f): To consider information or records that are exempt by law from public inspection.

(Recorded by Beth Bridges)