



# BOARD MEETING AGENDA

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**Date: Thursday, February 28, 2019**

**Time: 6:00 p.m.**

**Location: LCOG, 859 Willamette St., STE 500, Eugene, OR 97401**

\*denotes packet attachment

## **6:00 Call to Order**

1. Welcome & Introductions
2. Requests for Additions to the Agenda

## **Public Comment\***

3. Comments from the Public

## **Presentation**

4. Senior and Disability Services Annual (FY18) Information Report
5. a.\* Annual Report of the MPO  
b. Safe Lane Coalition Presentation

## **Action Items**

6. Consent Agenda [*Board members may request an item be removed from the Consent Agenda to discuss separately under Item 7*]
  - a.\* November 29, 2018 Minutes, Approve
  - b.\* Lane Economic Committee, Appoint
  - c.\* Budget Committee, Appoint
  - d.\* Audit Committee Members, Appoint
  - e. Replacement Executive Committee Member (see EC Report), Ratify
7. Items removed from the Consent Agenda

## **Information Items**

- 8.\* Real Estate Update

## **Reports**

9. a.\* Executive Committee Report  
b.\* Advisory Council Reports
10. Roundtable

\* Public Comment is limited to 3 minutes. Comments will be taken on agenda items only.

The Board has the right to ask disruptive attendees to leave the meeting. The Board may choose not to respond to comments and lack of response does not indicate support or disagreement. Location is wheelchair accessible.

American Sign Language interpretation is available with 48 hours notice.

859 Willamette Street, Suite 500, Eugene, OR 97401 Phone (541) 682-4283. TTY (541) 682-4567. Fax (541) 682-4099



## **Agenda Item Number 5a.**

### **Annual Report from the Metropolitan Policy Committee (MPC) on its Performance of Metropolitan Planning Organization (MPO) Policy Board Duties**

**Date:** February 28, 2019

**Presenter:** Paul Thompson, MPO Program Manager

**Action Recommended:** None. Information Only

**Background:**

In October 2002, the LCOG Board, through Resolution 2002-08, delegated responsibilities associated with the Metropolitan Planning Organization (MPO) process to the Metropolitan Policy Committee (MPC). As part of that resolution, the Board included a provision that:

*“ . . . the Metropolitan Policy Committee shall provide a report to the Board of Directors at least annually on performance of its Metropolitan Planning Organization duties, including the results of any federal certification review; . . . ”*

LCOG staff Ellen Currier will provide the LCOG Board with a review of MPO activities from January through December 2018. Her presentation will include the topics summarized in the attached memo, as well as highlighting upcoming work of the MPO in 2019.

For additional information please contact Paul Thompson at [pthompson@lcog.org](mailto:pthompson@lcog.org) or by phone at 541-682-4405.

**Attachment:** 1. MPO Annual Report to the LCOG Board



# ANNUAL REPORT TO THE LCOG BOARD OF DIRECTORS February 2019



## Introduction

In the Eugene-Springfield-Coburg metropolitan area, planning our highway, rail, transit, bicycle, and pedestrian transportation system is a coordinated effort between a number of local, regional, state, and federal agencies, including the Cities of Eugene, Springfield, and Coburg, Lane County, Lane Transit District, and the Oregon Department of Transportation (ODOT). The Central Lane Metropolitan Planning Organization (MPO) – the Lane Council of Governments – works with these agencies to provide **continuing, cooperative, and comprehensive** regional transportation planning within the greater metropolitan area.



While the origins of MPOs can be traced back to the Federal-Aid Highway Act of 1962, currently, under federal law established in the 1973 Highway Act and the Urban Mass Transit Act, organizations in urbanized areas are designated as MPOs by their Governors to perform significant planning and programming of federally funded highway and transit projects. The policy leadership, committees, professional staff, and consultants, combined with the administrative capability to support MPO planning processes, constitute the core elements of an MPO's activities. Metropolitan Planning Organizations were created to ensure local elected officials are involved in the planning and implementation of federal transportation dollars in urbanized areas with populations greater than 50,000. There are over 400 MPOs around the country, seven other MPOs fully in the state of Oregon, and three MPOs which have a portion of their geography in Oregon, but are mainly based in Washington State. Many of these operate as part of a regional council or council of governments.

The primary activities of the Central Lane MPO consist of developing, maintaining and implementing core transportation planning and programming (funding) products adopted and amended by the Metropolitan Policy Committee (MPC), including the Regional Transportation Plan (RTP), the Metropolitan Transportation Improvement Program (MTIP), Air Quality Conformity Determinations (AQCDs), a Public Participation Plan (PPP), a Title VI Plan, a Transportation Safety and Security Plan, an Intelligent Transportation System (ITS) Plan, a Congestion Management Process, and the MPO's and region's overall Unified Planning Work

Program (UPWP). Timely development, adoption, maintenance, and implementation of these products ensures that federal and state funds continue to flow to projects vital to the region's economic development and quality of life, and that regional transportation projects are developed, planned, and prioritized in a coordinated and efficient manner.

As a larger MPO (over 200,000 population), the Central Lane MPO is designated as a federal Transportation Management Area (TMA), a designation that brings with it more responsibilities, and more local control over the use of federal discretionary transportation funds.

## **MPO and the LCOG Board of Directors**

In 2002, the LCOG Board delegated the MPO policy making responsibilities to the Metropolitan Policy Committee (MPC). For over a decade prior to that, the MPC had performed some of these tasks on behalf of the LCOG Board. As part of its resolution, the LCOG Board included a provision that the Metropolitan Policy Committee provide an annual report to the LCOG Board of Directors describing their performance of the Metropolitan Planning Organization duties.

# Annual Report Highlights

## ***Safe Lane Coalition***

The MPO followed the 2017 adoption of its first-ever regional Transportation Safety and Security Plan with the establishment of the Safe Lane Transportation Coalition. The coalition hired a full time transportation safety coordinator (at LCOG) to focus on the regional coordination of safety efforts, provide opportunities for education and outreach, and to bring more resources into the region to address transportation safety. The coalition works with partner agencies to promote a culture of safety around Lane County. Recent projects include a partnership with Safe Routes to School raising awareness about distracted driving laws, outreach and programming support for a newly created Teen Driving program, a partnership with Lane county public health to help community members ‘get a ride’ when they plan to drink at local bars and restaurants, safety pledge and video outreach with Better Eugene Springfield Transportation, and promotional materials for special holiday traffic enforcement. Future projects include growing the safety champion volunteer program, speed reduction initiatives, and expanding the Get a Ride campaign to marijuana dispensaries. The coalition is actively seeking new members and project ideas from all over Lane County.

## ***Support for State Transportation Performance Measures***

The MPC adopted resolutions in support of Oregon Department of Transportation performance measures for Safety, Pavement and Bridge Condition, System Performance, and Congestion Mitigation and Air Quality.

## ***Strategic Assessment***

The MPC approved the MPO embarking on a Strategic Assessment exercise to test future scenarios around transportation investments, policies, and strategies involving autonomous vehicles, bicycle and pedestrian modes, transportation options, and more.

## ***Unified Planning Work Program (UPWP)***

After review and input by the U.S. and Oregon Departments of Transportation, the MPC adopted updates to the MPO’s annual work program. The current work program is available here: <http://www.thempo.org/359/Our-Work-Plan>.

## ***2019 Oregon Legislative Priorities***

The MPC indicated support for the Oregon MPO Consortium (OMPOC) transportation-related priorities for the 2019 session of the Oregon legislature. The three priorities are:

- **Speed Limits.** Speed is a major factor in the safety of our roadways for all users. Currently, Oregon speed limits are set based on the guidance that speed limits in speed zones within cities should be within 10 mph of the 85th percentile observed speed. The 85th percentile guidance first came into use more than 70 years ago, when roadway design was primarily concerned with improving mobility. Today, safety and other community impacts are of

primary importance. The Oregon MPO Consortium (OMPOC) recognizes a need to review this guidance, and calls for a statewide coordinated work program to establish new guidance for a uniform process for the State and local jurisdictions to set speed limits on roadways under their jurisdiction.

- **Safe Routes to School.** Currently a 40% cash match for funds is required. Cash match can be reduced to 20% when the project is within a city of 5,000 people or fewer, or is near a Title 1 school, or is within a “Priority Safety Corridor.” OMPOC supports legislation to reduce the cash match requirement to 20%, and 10% when the project is within a city of 5,000 people or fewer, or is near a Title 1 school, or is within a “Priority Safety Corridor.”
- **ConnectOregon.** OMPOC supports additional ongoing ConnectOregon programmatic funding.

***Metropolitan Transportation Improvement Program (MTIP) and Transportation Funding***

Throughout 2018, via the MTIP, the MPO obligated approximately \$55 million of federal, state, and local funds to support a wide variety of projects including road preservation, transportation safety planning, bicycle and pedestrian facilities, transit planning and facilities, and more. Included in that amount is approximately \$7 million of local discretion federal funding from the MPO. A detailed report on this funding is available here: <http://thempo.org/704/Annual-Obligation-Reports>.

## Metropolitan Policy Committee

<b>Current (2019) MPC Members</b>		
<b>Agency</b>	<b>Name, Title</b>	<b>Committee Responsibilities</b>
City of Coburg	Patti Gianone, City Councilor	
City of Eugene	Lucy Vinis, Mayor Claire Syrett, City Councilor	2019 MPC Chair
City of Springfield	Christine Lundberg, Mayor  Joe Pishioneri, City Councilor	2019 MPC Vice Chair; Representative to the Oregon MPO Consortium (OMPOC)
Lane County	Peter Sorenson, Commissioner Joe Berney, Commissioner	
Lane Transit District	Kate Reid, LTD Board Member Carl Yeh, LTD Board Member	Representative to OMPOC
ODOT	Frannie Brindle, Area 5 Manager	
<b>MPC Ex officio Members</b>		
City of Coburg	Anne Heath, City Administrator	
City of Eugene	Jon Ruiz, City Manager	
City of Springfield	Gino Grimaldi, City Manager	
Lane County	Steve Mokrohisky, County Administrator	
Lane Transit District	A.J. Jackson, General Manager	
ODOT	Agency Director or Designee	
<b>Other Committee Assignments</b>		
MPO Representative to the Lane ACT		LCOG Executive Director or designee
Transportation Planning Committee (TPC is the Staff Advisory Committee to MPC)		2019 Chair: Bill Johnston, ODOT

## Detailed Report

The Metropolitan Policy Committee meets monthly, however in calendar year 2018 MPC did not meet in January, March, June, July, October, and December. This report summarizes MPC's major month-to-month accomplishments as the MPO Policy Board from February through November 2018.

*Did not meet January, 2018*

### **Metropolitan Policy Committee (MPC)**

#### ***February 1, 2018***

- MPC elected Commissioner Leiken as Chair and Mayor Vinis as Vice-Chair for 2018; and elected Mayor Lundberg and LTD Board member Kate Reid as the MPC's OMPOC (state-wide MPO committee) representatives for 2018.
- Adopted a Resolution to support the State's Safety Performance Targets.
- Update on Point2Point program.
- Update on Safe Routes to School (SRTS) Capital Grant Program created by Legislature in HB 2017. The program will provide \$10 million statewide annually for SRTS capital projects, increasing to \$15 million annually in 2023.
- Update on Legislative concepts in the February session.
- Presentation from ODOT staff on ODOT's recently settled lawsuit with the Association of Oregon Centers for Independent Living related to the installation and modification of curb ramps and pedestrian signals and its impact on ODOT's local transportation partners.

*Did not meet March, 2018*

### **Metropolitan Policy Committee (MPC)**

#### ***April 5, 2018 (no March meeting)***

- Conducted public hearings on the FY19 Unified Planning Work Program (UPWP) Addendum & Funding; Amendments to Metropolitan Transportation Improvement Program (MTIP); City of Eugene Request to Reprogram STBG-U Funds; *and* Point2Point Safe Routes to School (SRTS) Program FFY19 Funding.
- Discussed Strategic Assessment exercise to utilize updated ODOT scenario planning models and would allow us to test outcomes related to varying scenarios around autonomous vehicles, bicycle, pedestrian and transportation options policies, and investments in the system.
- Discussed Oregon Transportation Commission (OTC) Vacancy and submitted names to Governor's office for consideration.
- The Metropolitan Cable Commission also met to hear an update on the Public, Educational, Government (PEG) Grant Program.
- Reported the hiring of a county-wide safety coordinator to run the Safe Lane Coalition.



### **Metropolitan Policy Committee (MPC)**

***May 3, 2018***

- Heard a public comment from Tim Goodman, representing Comcast, on the positive work of local staff during the franchise renewal process.
- Approved Resolutions to: approve funding for the fiscal year 2019 work program; to program federal funds for the Coburg Loop Path project, adjusting funding from one segment of the planned path to another segment; to reprogram funds for the Coburg Rd: Ferry St. Bridge project, moving some funding from the City's Seismic Bridge project to specifically target work on the Ferry Street bridge; to program funds for the Safe Routes to School program, providing funding in the Eugene, Springfield, and Bethel school districts for Federal Fiscal Year 2019.
- Discussed transportation-related legislative priorities for the 2019 Oregon legislative session.
- Heard an announcement that Martin Callery of North Bend was nominated (since confirmed) to a position on the Oregon Transportation Commission (OTC).

*Did not meet June or July, 2018*

### **Metropolitan Policy Committee (MPC)**

***August 2, 2018***

- Heard a public comments supporting funding of the 30<sup>th</sup> Avenue project and in support of the LTD Transit Tomorrow project; the Draft Title VI and Environmental Justice Plan Update; the Performance Based Planning and Programming Draft Addendum to the FFY18-21 Metropolitan Transportation Improvement Program (MTIP); the FFY19-21 Surface Transportation Block Grant (STBG), Transportation Alternatives (TA) and Congestion Mitigation & Air Quality (CMAQ) Funding Proposals; and an Amendment to the Metropolitan Transportation Improvement Program (MTIP) to adjust the funding source for the LTD Green Lane/River Road traffic signal project.
- Discussed transportation-related legislative priorities for the 2019 Oregon legislative session.

### **Metropolitan Policy Committee (MPC)**

***September 6, 2018***

- Approved Resolutions for the items that were the subject of public hearings in August.
- Discussed input on the 2018 ACT Survey.
- Heard a presentation on the Safe Routes to School Program.

*Did not meet October, 2018*

**Metropolitan Policy Committee (MPC)**

***November 1, 2018***

- Heard a staff presentation and engaged in discussion on the Lane Transit District (LTD) Transit Tomorrow initiative.
- Heard a staff presentation and adopted Resolution 2018-10 to support State Performance Targets for Pavement and Bridge Condition, System Performance, and Congestion Mitigation and Air Quality (CMAQ).
- Heard a staff presentation and engaged in discussion regarding the MPO's transportation-related legislative priorities for the 2019 Oregon legislative session.

*Did not meet December, 2018*

**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 11<sup>th</sup> 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)*





**Agenda Item Number  
6 b.  
Lane Economic Committee Members**

**Date:** February 28, 2019

**Presenter:** Brenda Wilson

**Action Recommended:** Appoint Members

**Background:**

The Lane Economic Committee (LEC) operates under Bylaws approved by the LCOG Board. Under those Bylaws, appointments or re-appointments of LEC members are to be approved by the LCOG Board of Directors. The LEC solicited applications in December, 2018. The LEC met on January 28, 2019, and makes the following recommendations for appointment:

Karen Hyatt	Education – University of Oregon	Term expired 12/31/18. Appoint to a new three year term.
Paul Berger	Business – Saavsus, Inc. Child & Family help	Term expired 12/31/18. Appoint to a new three year term.
Greg Ervin	Government – City of Cottage Grove	Appoint to a new three year term to replace Bob Ehler whose term expired 12/31/18.
Anne Fifield	Government – City of Eugene	Term expired 12/31/18. Appoint to a new three year term.
Mike Eyster	Lane Community College	Appoint to a new three year term to replace Susie Johnston whose term expired 12/21/18.
Courtney Griesel	Government – City of Springfield	Term expired 12/31/18. Appoint to a new three year term.
Sarah Means	Government – Lane County	Term expired 12/31/18. Appoint to a new three year term.

The LEC also received two applications for appointment of alternates:

1. Rick Wiemholt, Wiemholt & Co. LLC. Serves on the Oakridge Economic Development Advisory Committee.
2. Len Blackstone from Cottage Grove will be offered a position as the alternate to Greg Ervin.

In addition, the Bylaws provide that “[t]hree other members shall represent general purpose governments, which shall include at least one elected official from both the City of Eugene and the City of Springfield. Members representing government can be nominated by their respective jurisdictions, **except that the unspecified municipal elected official will be selected by the LCOG Board.**”

This “unspecified municipal elected official” was represented last year by Bob Ehler, City of Cottage Grove. It is suggested that, Greg Ervin, City of Cottage Grove, be appointed to this position.

The attached table shows the full member list of the LEC and assumes favorable action on these recommended nominations for appointments and re-appointment.

At the February 12 Executive Committee meeting, the Executive Committee unanimously voted to recommend the above listed individuals be appointed by the LCOG Board.

**Suggested Action:**

Appoint the above listed individuals to the LEC.

<b>MEMBER</b>	<b>EMPLOYER</b>	<b>REPRESENTING</b>	<b>Term Began</b>	<b>Term Ends</b>	<b>Alternate</b>
TBD*	Lane County	Government-Lane County	N/A	12/21	1) <b>Sarah Means</b> 2) Austin Ramirez
TBD *	City of Springfield	Government – City of Springfield	N/A	12/21	<b>Courtney Griesel</b>
TBD *	City of Eugene	Government – City of Eugene	N/A	12/21	<b>Anne Fifield</b>
<b>Greg Ervin</b>	City of Cottage Grove	Government – Small Cities*	2018	12/21	<b>Len Blackstone</b>
<b>Karen Hyatt</b>	University of Oregon	Education	2017	12/21	
<b>Mike Eyster</b>	Lane Community College	Education	2018	2021	
<b>Paul Berger</b>	Saavsus	Business	2014	12/21	Larry Brice
Michael Galvin	Lowell School Board	Education	2014	12/19	Jared Cobb
Ellen Teninty	Cogito Partners	Business	2005	12/19	Julie Fischer <b>Rick Wiemholt</b>
Mark Bodie	Wells Fargo Bank	Business / Finance	2016	12/19	Mike Murphy Gary Collins
Robert Scoggin	Homestead Furniture	Business	2001	12/19	John Milandin
Barry Miller	Soft Hands 2 Care	Business	2012	12/20	Jake Clifton
Kelli Weese	City of Florence	Government	2009	12/20	Jesse Dolan
Jessica McCormick	Lane Workforce Partnership	Business / Labor	2018	12/20	Kristina Payne
Ric Ingham	City of Veneta	Government	2014	12/20	
Kari Westlund	Travel Lane County	Ex-Officio	2017	N/A	Andy Vobora

\* These positions are appointed by their respective elected bodies.

\*\* This position is appointed by the LCOG Board.

Changes are indicated in **Bold**



**Agenda Item Number  
6 c.  
Budget Committee Members**

**Date:** February 28, 2019

**Presenter:** Brenda Wilson

**Action Recommended:** Appoint Members

**Background:**

LCOG's Bylaws call for a six-person Budget Committee comprised of three Board members and three citizen members. Per the LCOG Bylaws, in February of each year, the Executive Committee must select three members of the Board to serve on the Budget Committee and recommend those members to the Board for appointment.

We currently have two citizen members: Joy Olgyay and Robin Zygaitis. We need one more citizen member. We published a notice for a new member in November of last year. We received one application, which is attached, from Jessica Mumme, who has served on the LCOG Budget Committee for the past three years. Her term expired at the end of the last budget session and she is asking to be re-appointed.

At the February 12 Executive Committee meeting, the Executive Committee unanimously voted to recommend Sherry Duerst-Higgins, Chris Pryor, and Heather Buch; and that Jessica Mumme be appointed by the LCOG Board to serve on the Budget Committee.

**Suggested Action:**

Appoint Members to the Budget Committee; and re-appoint Jessica Mumme to the Budget Committee.



**Agenda Item Number  
6 d.  
Audit Committee Members**

**Date: February 28, 2019**

**Presenter: Brenda Wilson**

**Action Recommended: Appoint Members**

**Background:**

Per the LCOG Bylaws, in February of each year, the Executive Committee must select three members of the Board to serve on the Audit Committee and recommend those members to the Board for appointment. The LCOG Audit Committee has three fundamental goals. First, it must satisfy itself that management is maintaining a comprehensive framework of internal control; second, it must ensure that management's financial reporting practices are assessed objectively; and third, it must determine, to its own satisfaction, that the financial statements are properly audited and that any problems disclosed in the course of the audit are satisfactorily resolved.

The Audit Committee will begin its work for FY19 in April with the pre-audit meeting with the auditor. The Committee will then meet with the auditor at the conclusion of the audit. It may decide to have additional meetings. Meetings are usually scheduled prior to LCOG Executive Committee meetings.

The Committee should have three to five members. Last year, Sherry Duerst-Higgins, Greg James, and Mary Walston served on the Audit Committee.

At the February 12 Executive Committee meeting, the Executive Committee unanimously voted to recommend Sherry Duerst-Higgins, Greg James, and Mary Walston be appointed by the LCOG Board to serve on the Audit Committee.

**Suggested Action:**

Appoint Sherry Duerst-Higgins, Greg James, and Mary Walston to the Audit Committee.



**Agenda Item Number  
8.  
Real Estate Update**

**Date:** February 28, 2019

**Presenter:** Brenda Wilson

**Action Recommended:** None. Information Only

**Background:**

LCOG owns the Park Place Building (PPB) and leases out space. Currently, there are no vacant spaces in the Park Place Building. The expected rental income for FY19 totals about \$633,000, up from about \$560,000 in FY18. This does not include Occupancy Costs paid by LCOG in the amount of \$287,400.

PPB expenses for FY18 totaled about \$660,000, which included routine maintenance. With rental income, including Occupancy costs, for FY19 totaling about \$920,000, the PPB should have carryover revenue in excess of \$200,000 for FY19. It is estimated that excess revenue available for preservation and maintenance costs should be at least \$200,000 per Fiscal Year for at least the next five years. Rental income is continuing to increase due to the Broadband service available in the building as well as increased economic development activity downtown, so this amount could increase.

Because the PPB is a significant source of revenue for LCOG, LCOG must keep the tenant spaces full and leased; and with the MMWIX housed in the building, preserve and maintain the property. With that in mind, last year LCOG began to look at a long-term strategy to preserve the Park Place Building.

In FY17-18, the lobby and the outside of the building were updated, leaks on the third-floor balcony and windows were repaired. The door key card system was also updated. These were quick and short-term maintenance and preservation actions; the building, however, needs a long-term strategy. This began with an evaluation of the building and analysis of long-term needs. After going through an RFP process, EMG was chosen to conduct the building assessment.

EMG issued a report with findings and recommendations noting the current general physical condition of the PPB. While the property has been well maintained since it was first occupied by LCOG and is in good overall condition, the report identifies significant maintenance issues, existing deficiencies, and building systems or components that have realized or exceeded their typical expected useful lives.

The following bullet points highlight the most significant short term and modernization recommendations:

1. Patio, Terrace, and Balcony - Application of elastomeric coating to balconies.
2. Building Elevators and Conveying Systems - Modernization of traction elevators.
3. Building Heating, Ventilating, and Air Conditioning (HVAC) - Replacement of condensing units.
4. Exterior Windows and Doors - Replacement of storefront glazing.
5. Interior Finishes - New carpeting.

We are currently seeking bids for the replacement of the elevators. Once we have the costs for this project, a recommended strategy will be developed and will be brought back to the Executive Committee for review and direction.





**Agenda Item Number  
9 a.  
Report of the Executive Committee**

**Date:** February 28, 2019

**Presenter:** Brenda Wilson

**Action Recommended:** None. Information Only

**January 8, 2019 MEETING NOTES:**

The LCOG Executive Committee was called to order by Board Vice-Chair Mary Walston. Members present were: Tom Cotter, Greg James, Chris Pryor. Vickie Kenney, Matt Keating, and Richard Zettervall attended via phone. Absent: Sherry Duerst-Higgins. No County representative has been appointed yet. Also in attendance: Howard Schussler, LCOG Government Services Division Director, and Paul Thompson, LCOG Transportation and MPO Program Manager.

**POLICY / ACTION ITEMS:**

1. Rural Intercity Transit Routes - Approve Submission of Application.

Over the past nine months, LCOG staff has been conducting a feasibility study of a public transportation option connecting Eugene and Florence. This work originated out of public interest from Lane County residents, including testimony at the Lane Area Commission on Transportation, and was funded with an ODOT grant.

Through this study, LCOG staff has forged partnerships with Coos County Area Transit (CCAT) and Lincoln County Transit. CCAT is pursuing funding for a Florence-to-Coos Bay route. Lincoln County Transit remains supportive of the Yachats-to-Florence route which LTD is currently operating as a one year pilot project. Neither Lincoln County Transit nor LTD have the capacity to manage the Yachats-to-Florence route once the

pilot funding expires on June 30, 2019. LTD also wants to focus on their service district area.

As a PTSP that encompasses all of Lane County, LCOG would like to pursue funding to implement a two year pilot of the Florence-to-Eugene route and funding to continue the Florence-to-Yachats route by applying to the Statewide Transportation Improvement Fund (STIF) Intercommunity Discretionary Grant program for these two projects. The application deadline for the State Intercommunity Discretionary Grant is February 1, 2019. This agenda item requested Executive Committee approval for entering into this role as an applicant for the grant funding, and potential manager of the funds and transit services.

Greg James asked if the grant would provide all of the funding or whether LCOG would need to use other agency funds for the projects. Paul responded that the grant will cover all costs, including administrative, and no LCOG funds would be used.

Greg also asked if LCOG would contract with 3<sup>rd</sup> parties to provide the service and Paul responded yes. Paul also noted that we may also consider leasing the vehicles for the providers, but would make that determination later. LCOG would manage all contracts for the services.

Greg asked if funds would be available in the future and what our aspirations were. Paul noted that the new dedicated Transit funding would provide ongoing funding, but that federal funds were also available and LCOG could apply for those funds as well.

Tom Cotter asked if we had an idea about ridership. Paul stated while he did not have exact numbers, we do know that the Florence to Yachats route has sufficient ridership to justify ongoing service on that route. Tom asked if there is a possibility the Eugene to Florence service would stop in Veneta. Paul stated it was being looked at as a direct route, but stops in Veneta and Mapleton were a possibility and would be determined later.

Chris Pryor stated he thought this was a good idea and wanted to clarify that LCOG would be the administrator and not the service provider. Paul confirmed that.

Chris also asked about liability and risk. Paul noted that we would address those issues but LCOG would not be providing service and we could even look at branding the routes or service so that was clearer.

Richard Zettervall asked if the \$1.3 million would provide 3 round trips per day for the Eugene to Florence route. Paul stated 2 round trips per day were anticipated but we would want to be as flexible as possible to provide the best service.

Vickie Kennedy asked if the Florence to Yachats route was doing well and Paul stated there was enough ridership after 3 months to justify continuing the service.

Matt Keating asked what public outreach had been conducted. Paul noted that we received over 1,500 responses to our public outreach in 1 month.

Matt asked if there would be additional opportunities for the public, specifically LCC students, to provide input. Paul stated that if the grants were received, we would do public outreach for input.

Mary Walston stated the questions she had been asked and answered.

Greg stated he felt the concept was well conceived and LCOG was the right agency to coordinate this county-wide service. He noted that Paul answered all of the questions thoroughly and completely and that it would be short-sighted not to apply for the funds for this purpose.

Tom asked if there should be a limit on the amount of funds to be expended. It was noted that this action item was for approval to apply for the funds and any expenditure limits or contracts would be brought back to the Executive Committee at the appropriate time.

The Executive Committee approved; 8:0.

## **February 12, 2019 MEETING NOTES:**

The LCOG Executive Committee was called to order by Board Chair Sherry Duerst-Higgins. Members present were: Vice-Chair Mary Walston, Tom Cotter, Greg James, Chris Pryor, and Richard Zettervall. Vickie Kenney attended via phone. Absent: Matt Keating. Also in attendance: Heather Buch, Lane County Commissioner; Howard Schussler, LCOG Government Services Division Director.

### **Information Items**

1. Park Place Building Strategy.

Brenda reviewed the memo and the EMG report. It was reported that once the proposals for replacement of the elevators comes back, a recommendation would be presented to the Executive Committee for review and action.

## **Policy / Action Items**

### **2. Nominations for Annual Awards.**

Brenda reviewed the packet and the Committee discussed the nominations. The following were chosen:

Economic Enhancement: Courtney Griesal  
Elected Official: Pat Farr  
Public Employee: Erin Reynolds  
Citizen: Dan Buckwald  
Intergovernmental Team: Lane County and City of Eugene Camp 99 Team  
Public Career: Gino Grimaldi  
Special Recognition: Sandy Larson

The Committee decided that all of the awardees should be notified beforehand.

### **3. CWEDD Board Members.**

Brenda reviewed the memo and noted who had served on the CWEDD over the past year. The following Executive Committee members volunteered to serve as LCOG's CWEDD Board representatives: Sherry Duerst-Higgins, Mary Walston, Greg James, Chris Pryor, Tom Cotter, and Richard Zettervall. The Executive Committee approved; 7:0.

### **4. Lane Economic Committee.**

Brenda reviewed the memo and the recommendations from the Lane Economic Committee. The Executive Committee adopted the recommendations; 7:0.

### **5. Audit Committee Members.**

Brenda noted that every February, the Executive Committee chooses three members of the Audit Committee. Sherry Duerst-Higgins, Mary Walston, and Greg James volunteered. The Executive Committee approved these three Board members to be appointed by the Board to the Audit Committee; 7:0.

6. Budget Committee Members.

Brenda referred Executive Committee members to the memo in the packet, noting that the Bylaws required six Budget Committee members – three Board members and three citizen members. Currently, the Budget Committee had two citizen members. LCOG had noticed for a new member and received one application – Jessica Mumme who served on the Budget Committee for the past three years, but whose term had ended.

Sherry Duerst-Higgins, Chris Pryor, and Heather Buch volunteered. The Executive Committee approved these three Board members and Jessica Mumme to be appointed by the Board to the Budget Committee; 7:0.

7. Resignation of Executive Committee member and replacement.

At the December Board meeting, South Lane representative Alan Baas was voted in as an Executive Committee member. He has resigned, so the Executive Committee asked Lane County representative Heather Buch to join the Executive Committee. The Executive Committee approved to recommend Commissioner Buch be ratified as an Executive Committee member; 7:0.

**Standing Items**

The Executive Committee reviewed the Draft Board Agenda for February. The only change was to add ratification of the new Executive Committee member.



**Agenda Item Number  
9 b.  
Advisory Council Reports**

**Date: February 28, 2019**

**Presenter: Brenda Wilson**

**Action Recommended: None. Information Only**

**Metropolitan Policy Committee (MPC)  
See Annual Report**

**Lane Economic Committee (LEC)  
November 19, 2018**

- Heard a presentation on Elevate Lane County. Heidi Larwick, Director of Connected Lane County, gave a presentation about Elevate Lane County, which is program of Connected Lane County (CLC). CLC is intended to create seamless transitions for kids in K-12 so that they are prepared for whatever they choose after high school graduation. Elevate’s strategy for educators includes placing teachers in paid summer externships with companies. For example, a high school chemistry teacher spent 3 weeks doing Quality Analysis with “So Delicious” and 3 weeks with “Forest Technical Coatings.” On National Manufacturing Day in October, Elevate organized student tours of 8 different companies for 250 students. This focused on food & beverage, advanced manufacturing, and wood products.
- Dan Betschart, Program Manager of LCOG’s government lending program gave a summary overview of the various government loan programs available in Lane County – Federal, State and Local. Mr. Betschart described some projects that have been funded by government loans through LCOG. A “case study” of two projects provided a more detailed

description of how difference sources of funding can be put together to enable projects to be completed that otherwise might not get done. LCOG's loan program focuses on economic development and job creation/retention as its goals.

**Lane Economic Committee (LEC)**

***January 28, 2019***

- Heard a presentation on Economic Resilience in Oregon. Presenters: Jeff Gepper, Community and Economic Development Planner for Cascades West COG, and Josh Bruce, Director of the Oregon Partnership for Disaster Resilience Planning for the U of O. Jeff Gepper began by giving a presentation about Economic Resilience in Oregon. Mr. Gepper spoke about the Economic Resilience Assessment report which assesses the ability of our communities to recover from a shock in our region. The main resilience principles examined in the analysis were as follows: maintain diversity and redundancy in the economy (good in our region); foster complex adaptive systems thinking (not good in our region); broaden participation (there is a need to reach out to businesses for economic resilience training or to set up a business recovery center).

Mr. Bruce shared a document that is a training tool reflecting how we can help Economic Development Administration officials to understand what a business recovery center is, how to put it in place, and what to do when an event occurs. Mr. Bruce remarked that initial training in economic resilience will focus on economic development people. They can train at the regional level, and then those people who have been trained can bring it back to the localities.

**Senior & Disability Service Joint Council**

***January 18, 2019***

- LTD provided an overview and update on RideSource.
- S&DS Program Manager, Christy Williams, provided an overview of the S&DS Case Management Re-Balance project.

**Senior & Disability Service Joint Council**

***November 16, 2018***

- Steve Manela with Lane County provided an overview of the MLK Supportive Housing Project.
- S&DS Senior Meals Program Manager, Heather Demsky, provided an overview of the Meals on Wheels and Café 60 meals programs.

**Disability Services Advisory Council (DSAC)**

***January 18, 2019***

- The Oregon Council on Developmental Disabilities provided an overview of their council and activities.

**Disability Services Advisory Council (DSAC)**

***November 16, 2018***

- The Council debriefed the November 10, 2018 LCOG S&DS hosted legislative Town Hall held at the Hilyard Center. Representative Fahey, Representative Beyer, and Senator Prozanski had attended the Town Hall.
- The Council discussed further collaboration on Behavioral Health issues.

**Senior Services Advisory Council (SSAC)**

***January 18, 2019***

- S&DS Veterans Benefit Specialist, Sara Levine, provided the council an update on the Veteran Benefit Specialist program.
- Lane County Older Adult Behavioral Health Specialist, Kay McDonald, provided an update on the statewide Older Adult Behavioral Health Initiative.

**Senior Services Advisory Council (SSAC)**

***November 16, 2018***

- The Lane Senior Support Coalition (LSSC) provided an overview of the LSSC and help it provides the community.
- The Council debriefed the November 10, 2018 LCOG S&DS hosted legislative Town Hall held at the Hilyard Center. Representative Fahey, Representative Beyer, and Senator Prozanski had attended the Town Hall.

**Senior Meals Advisory Committee**

***January 16, 2019***

- The Committee reviewed Fiscal Year 2018 Senior Meals program data.
- The Committee reviewed a cost estimate to create a new Meals on Wheels route (\$48k).



- The Committee received a progress report on the Food Service Request for Proposal process. 1 proposal was submitted from Bateman Community Living, negotiations are in process.