

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

April 25, 2019
6:00 p.m.

VOTING MEMBERS

Present

Bd. Member Sherry Durst-Higgins, Chair (Lane ESD)
Bd. Member Mary Walston, Vice-Chair (School District 4J)
Bd. Member Greg James (Willamalane)
Bd. Member Sonya Carlson (EWEB)
Bd. Member Heather Buch (Lane County)
Bd. Member Susy Lacer (Siuslaw Library District - *via teleconference*)
Bd. Member Vickie Kennedy (Heceta Water PUD)

Councilor Richard Zettervall (City of Creswell)
Councilor Chris Pryor (City of Eugene)
Mayor Jeff Gowing (City of Cottage Grove)
Mayor Don Bennett (City of Lowell)
Mayor Mark Crenshaw (City of Junction City - *via teleconference*)
Councilor Tom Cotter (City of Veneta)
Councilor Leonard Stoehr (City of Springfield)
Councilor Ray Smith (City of Coburg)
Representative School District 45J3, Alan Baas

Absent

Representative City of Dunes City
Representative City of Oakridge
Representative City of Westfir
Representative Siuslaw Valley Fire District
Representative Port of Siuslaw
Representative Fern Ridge Library District
Representative School District 40
Representative River Road Parks & Rec. District
Representative Lane Library District

Representative Western Lane Ambulance District
Representative School District 68
Representative Junction City RFPD
Representative Junction School District 19
Representative Lane Community College
Representative Rainbow Water and Fire District
Representative Emerald People's Utility District
Representative School District 52

NON-VOTING MEMBERS

Present

Bd. Member Don Nordin (Lane Transit District (LTD))

OTHERS

Brenda Wilson, LCOG Executive Director
Keina Wolf, LCOG Fiscal Unit Manager
David Joyal, LCOG Senior Financial Analyst
Kathy Savelich, Minutes Recorder

HANDOUTS:

2020 Census Complete Count Committee – Training Manual

The 2020 Census at a Glance
Counting For Dollars 2020
Why We Ask
Road to the 2020 Census
The 2020 Census and Confidentiality
U.S. Census at a Glance
Feb 2019 Minute

FY19 Revised Budget
FY19 Revised Budget – Draft
Food Service Contracts
Quarterly Financials
Executive Committee Report
Advisory Council Report,

CALL MEETING TO ORDER

1. Welcome & Introductions

Sherry Durst-Higgins called the meeting of the Lane Council of Governments (LCOG) Board to order at 6:00 p.m. Those present introduced themselves.

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.

PRESENTATION

4 A. U. S. Census Bureau – Michelle Maher

Dr. Michelle Maher was introduced and presented information regarding the upcoming April 1, 2020 census. Dr. Maher shared the importance of community wide participation in the census and requested that the members of the Board use their networking connections to publicize the decennial census. There are approximately \$883B to be divided among all the states based on the decennial census. In Oregon we got \$13.4B in 2016 based on the last decennial census numbers. Lane County has about 20% of households that did not return their census, and at the University of Oregon that number rose to about 37%.

The Road to 2020 Decennial Census

Our Goal:

- “Count everyone once, only once, and in the right place.”

Why do we do a Census?

- The U.S. Constitution requires that a census be taken every ten years

Funding Examples:

- Transportation Planning
- Medicaid
- Student Loans/Pell Grants
- Crime Victim Assistance
- Section 8 Housing
- School Lunch Program
- Head Start
- Children’s Health Program

Counting For Dollars 2020

- The Role of the Decennial Census in the Geographic Distribution of Federal Funds

- Allocation of Funds from 55 Large Federal Spending Programs
- Total Program Obligations: \$13,452,034,877

Census Data is also used to:

- Determine Oregon’s legislative districts, school districts, voting precincts
- As a basis for: state, local, and tribal government planning and decisions
- Business and nonprofit decisions (where to locate, size of market)

Right now Oregon is very close to gaining another seat in the House. Picking up those lost census responses would make the difference for the state.

Private and Confidential

- Only aggregate data reported
- Personal information protected for 72 years by USC Title 13 (stronger than Patriot Act)
- Life-time oath taken by all census employees with severe penalties for disclosure: 5 years imprisonment and/or \$250,000

The 2020 Census and Confidentiality

The law is clear – no personal information can be shared.

- Respond to the 2020 Census to shape the future
- Your census responses are safe and secure
- By law, your responses cannot be used against you

What Do We Ask?

- Name
- Address
- Phone Number
- Count of Each Person At That Address
- Gender
- Date of Birth
- Race & Ethnicity
- Relationship
- Citizenship*(Still being reviewed regarding having this on the forms.)

Why We Ask

The census asks questions that provide a snapshot of the nation, affecting your voice in the government, how much funding your community receives, and how your community plans for the future.

- Determine the number of seats our state gets in Congress
- Guide for Federal Funding Disbursement each year
- Create jobs, provide housing, prepare for emergencies, and build schools, roads and hospitals

What’s New for 2020?

Easier To Respond

- Internet
- Toll-Free Number
- Paper

Technology

- Field workers will use mobile devices

When will we start?

Eugene Office will be opening sometime in July/August, and the decennial process will begin.

What we will send in the mail:

- March 12-20: Invitation to respond online (some will receive paper questionnaires)
- March 16-24: A reminder letter

If you haven't responded yet:

- March 28-April 3: Reminder postcard
- April 8-26: A reminder letter and paper questionnaire
- April 20-27: Final reminder postcard

Hard –to-count Populations

- Children younger than 5
- Seniors
- Young People
- People who live in Poverty
- Renters
- Low internet access
- Migrant workers
- Foreign-born/Immigrants
- Homeless

Complete Count Committee

Please read through especially pages 3-7 to see what you or other groups might do to help. Dr. Maher then opened for questions.

Mayor Mark Crenshaw shared comments and his excitement for the possibility of gain another seat in the House.

Councilman Chris Pryor asked for clarification of how the university students are counted? Dr. Maher stated that the students should be filling out the census forms based on where they are actually living on April 1, 2020.

Greg James commented on the homeless population and how mobile they are and asked how these persons will be reached. Dr. Maher said for the last census that census workers paired up with police officers to reach out in places the homeless might be at 11:00 p.m. For the upcoming census this is still under discussion. Councilman Pryor mentioned the One Night Homeless Count that occurs in January and how it should be of great use in reaching the homeless for the census.

4 B. GS Presentation on Technology – Howard Schussler

Mr. Howard Schussler, LCOG Director of Government Services, stated that there were exciting things happening in LCOG's Technology Department. Mr. Schussler started with the Telecom project that LCOG was somewhat forced into undertaking and how it seemed to be an impossible task, and at a great cost. By going through this process we ended up increasing the agency's capabilities and created new relationships. Outside agencies and organizations may enter into agreement with LCOG and have access through LCOG's network and purchasing capabilities for equipment, software, etc. This has given LCOG the ability to service all members as well as expanding services well outside Lane County and new staff have been added to help handle the increased work load.

LCOG is in the process of adding a second WIX on the second floor of the building. LCOG is working to get Broadband out to the rural areas. Zayo, a large fiber company, has shown possible interest in running fiber all the way to Coos Bay starting with LCOG's WIX.

Brenda Wilson shared that if this happens, LCOG's WIX will be one of only 50 exchanges in the world. Mr. Schussler went on to share that there will be a series of Broadband planning/strategic plans. There has been great

interest from companies such as T-Mobile.

Mr. Schussler went on to mention that there is now a Rural Transit District, with transportation between Eugene, Florence, Coos Bay, and Yachats.

ACTION ITEMS.

5. Proposed FY19 Revised Budget – Brenda Wilson

Ms. Wilson presented the Revised FY19 Revised Budget, asking Mr. Prior for comments. This budget proposal had already gone before the Budget Committee who recommended unanimously that the Board adopt it, as did the Executive Committee.

There is a proposed increase in the budget of 4.3%, from \$43,587,791 to \$45,466,314, an increase of \$1,878,523. This is mainly due to increased revenue coming into the agency from Federal and State revenues. It is expected that Government Services Revenue will decrease and Senior & Disabled Services (S&DS) will increase by year's end. There was a slight increase in member dues, a net decrease in local revenues, mostly due to reduced Telecom revenue which will likely go up probably in FY20 & FY21. There was an increase in S&DS due to fund raising, an increase in enterprise funds through the Minutes Recording and lease programs. The Park Place Building is at full occupancy now.

Transfers in are increased by \$688,000, primarily to move funds from the Telecom Operations Fund to the Telecom Project Fund, and from the Enterprise Fund to the General Fund due to excess revenue from Minutes Recording.

David Joyal, Financial Analyst for LCOG, has worked to make certain S&DS receives the highest allocations available and the most money possible from the state.

Beginning Revenues were increased and adopted in amount of \$1.2M. The General Fund showed a net increase of \$124,000 because special district members have a choice of levels for their membership, at \$500 or \$1,000. LCOG estimates at the lower level not knowing which level the members will elect. There is also an increase from the Minutes Recording Program.

There was a decrease in Personal Services; Government Services also decreased by a net of \$224,000. This is because there are full time employees who are not tied to contracts in Government Services but are anticipated to be by the end of the fiscal year. Their FTE is parked in a fund with no dollars. As contracts come in to assign for those employees they are moved out of that fund.

S&DS was increased because of an unexpected grant that was received specifically to serve veterans.

Materials and Services had an increase of \$509,000, with the net of \$91,000 for the General Fund being LCOG's share. LCOG is going through a restructuring of the GIS Program and had hired a consultant for the network architect work associated with replacing the Telecom system.

There was an increase to S&DS in the amount of \$77,000 to provide additional frozen meals during the snow storms.

Capital Outlay was increased by \$347,000 for the Telecom System replacement which was delayed and so fell

into a different fiscal year than was originally planned.

Fewer loans in the Enterprise Loan Program.

S&DS had a decrease in needed services such as respite care.

Debt Services was increased due to USDA losing our FY18 payment check and the subsequent delay into the next fiscal year.

The Ending Fund Balance was expected to be a net increase of \$452,000.

Ms. Wilson turned the floor over to Councilman Pryor at this point, who stated the Budget Committee found the proposed budget to be reasonable, balanced, and prudent with its only recommendation being some changes in the format of the document. The Budget Committee unanimously recommended the Proposed Budget as did the Executive Committee when it was presented to them.

Chair Sherry Duerst-Higgins opened the meeting to questions.

Mayor Crenshaw complimented Ms. Wilson on a job well done. He then asked how she has been able to put together and maintain the S&DS. He recalled that it was previously under the ax by the federal government and how she has put together other funding beyond the federal funding.

Ms. Wilson explained how the process of receiving our funding works through bargaining with the state, which ultimately receives funds from the federal government. She discussed the reports and records that are created to document the work done and time spent. A better job is being done of connecting with community partners, watching for grants, and fighting for what the program deserves.

Sonya Carlson asked about an emergency fund and assumes that would be the ending balance. Ms. Wilson explained that most ending fund balances are designated and that Senior Meals Fund Raising generally has the largest ending balance which is used to sustain the program from year to year. Ending Funds balances are contract dollars that haven't been spent yet. Ms. Wilson continued by explaining the Board's Contingency Policy, referring to page 8 in the Proposed Budget.

Ms. Carlson asked if there are funds to support emergency efforts. Ms. Wilson used the example of the recent snow storms and that S&DS is not a "First Responder" and explained how the services are offered as a day to day provision and in an emergency S&DS comes along side with the county to meet the needs of their customers.

Ms. Carlson asked about the member fees and Ms. Wilson explained that this is only for special districts and shared the level choices for her. Ms. Carlson also asked about the reduction in Telecom Revenues. It was explained that the phone system was becoming obsolete and needed replacing. The county chose to no longer use LCOG's phone services. Many other organizations/agencies are in need of replacing their outdated phone systems and are in the market for our services which will increase the revenue for the Telecom Fund.

With no further questions, Chair Duerst-Higgins closed the Public Hearing and asked for a motion to approve the Proposed Budget.

Mr. James moved to approve the Proposed FY19 Revised Budget as presented. Councilman Pryor seconded the

motion and the Board voted unanimously to approve.

6. Consent Agenda

- A. Approve February 28, 2019 Minutes,
- B. Approve Food Service Contracts for Senior Meals

Councilman. Pryor moved to accept the Consent Agenda as presented, seconded by Mr. James. The motion carried unanimously.

7. Items removed from the Consent Agenda

No items were removed from the Consent Agenda.

INFORMATION ITEMS

8. Quarterly Financials: March 31, 2019:

All Funds in:

- Resources were at 79% of the budgeted amount
- Requirements at 70% of the budgeted amount

General Fund:

- Resources at 94% of the budgeted amount
- Requirements 76% of the budgeted amount

Government Services:

- Resources at 62% of the budgeted amount
- Requirements at 59% of the budgeted amount

Senior & Disability Services:

- Resources at 82% of the budgeted amount
- Requirements at 69% of the budgeted amount

Enterprise Fund:

- Resources at 96% of the budgeted amount
- Requirements at 73% of the budgeted amount

REPORTS

9. A. Executive Committee Report – Brenda Wilson

Ms. Wilson reported that her contract as Executive Director renewed April 1, 2019 for two years.

The Executive Committee has approved an annual review for Ms. Wilson that will go out to the Board and members in May. It is a form developed to evaluate employees and she will be the first one the form will be used for. The Executive Committee has renegotiated to the terms of her contract with one provision being a Leadership Program out of state she will be attending.

9. B. Advisory Committee Report – Brenda Wilson

Ms. Wilson shared that Executive Committee has approved LCOG to be the rural transportation provider for Lane County. LTD wants to focus on their current service area. There is a need outside their service area and LCOG has applied for state funds to take over the Florence to Yachats route which is slated to end June 1. There is a great need for this and a large interest in creating a Florence to Coos Bay route. There was a feasibility study done regarding a Eugene to Florence route. The results were positive, and LCOG has applied for funds for this. The requests for funds were not greater than are available so it is expected to be approved. The tribes have offered

a bus to help facilitate these routes. This service will be contracted out and news about the funds should be announced in August, 2019.

LTD, City of Eugene, EWEB, Lane County, LCC, & some businesses are putting together a pilot for one year, an on-call electric shuttle service in the downtown core. They have asked LCOG to manage the program which should be running in late July or early August. This a public/private venture.

Staff applied to participate in a Walkability Institute, a federally funded training program to provide equitable opportunities for community members to walk more in their communities. It is a five-year program at the federal level. Every year only ten teams are chosen to go to the institute and the Central Lane MPO was chosen this year.

WRAP UP

10. Chair Duerst-Higgins asked everyone to share about their jurisdiction budgets.

Richard Zettervall said the Creswell staff have been very overworked; they are in need of funds for additional staffing. He feels they were very fortunate in all the help given by citizens, and the public works department. It was wonderful to hear that S&DS were able to help. He invited all to come to Creswell for the Fourth of July Celebration.

Tom Cotter shared that Veneta's budget is coming along well and they have a talented budget person, and able to go in and approve the budget without spending a lot of time. He also said they have had forward thinking city council members and city manager that have paved the way. The city will open up their new Kiddie Pool this summer and are looking forward to a good summer.

Chris Pryor stated that in Eugene they have just begun the budget, and that the city manager is presenting a draft budget that is balanced. There are three large areas that are lacking: the efforts around Climate Action, the implementation of the Technical Advisory Collaborations Report on Homelessness, and community safety.

Heather Buch from Lane County expressed a recurring theme of money needed to address homelessness, poverty, and housing, and the upcoming County Courthouse vote. They expect to have their budget in about a month

Jeff Gowing stated their first budget meeting is upcoming; and they expect their budget to be tighter due to the clean-up after the recent storms. Otherwise it is looking good.

Ray Smith felt that Coburg is in good shape for their upcoming budget. Their long running deficit is behind them. They have a lot of building happening. They are implementing Inspire To Retire.

Springfield's Leonard Stoehr said they have yet to hold their first budget meeting and does not yet know the numbers of the overall budget. They are looking at several large projects: a conference center and an indoor track.

Alan Baas from the School District 45J3 said their budget meetings are coming up soon and they are in the usual place of waiting to see what the state is actually going to give them, otherwise just the usual.

Vickie Kennedy of Heceta Water PUD said their budget meetings aren't schedule until after Memorial Day so she doesn't have much to share. She encouraged all to investigate information regarding the County courthouse and

encouraged everyone to not just vote based on the money.

Zach Bessett, representing Springfield Schools District 19 feels they are in a good place.

Sonya from EWEB reminded that they are on a very different budget schedule. They are in a good place right now, and haven't raised rates in three of the last four years.

LTD's Don Nordin says they are going through a lot right now. He shared that they one electric bus in use now and are expecting more. Their budget has been completed and passed.

Don Bennett, representing the City of Lowell, says they will hold their budget meeting the following week. They recently bought three properties to support the Rolling Rock Park, and also bought a building for their library. They believe their numbers are looking good for the budget.

Greg James that the Willamalane Park & Recreation District had their first budget work session the previous night. Their funding is stable since they are a special district. With a lot of part-time employees and the minimum wage bump in July in mind they have feathered that in to all the lower wages. They look solid for the upcoming year's budget.

Mary Walston updated the group on School District 4J; s budget stating they believe they will be fine and that they are still hopeful that Salem will approve the funding they and Springfield, and Bethel are all needing. They have set aside \$1.2M to deal with behavior issues. They are also taking on the Nutrition Services in-house and she believes it will be worth the cost of \$75,000.

Mayor Crenshaw shared his appreciation of the ability to use the electronic medium for attending these meetings.

Suzy Price had disconnected.

With no further business, Ms. Durst-Higgins adjourned the meeting at 7:40 p.m.

(Minutes Recorded by Kathy Savelich)