

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

April 23, 2020
6:00 p.m.

VOTING MEMBERS

Present

Bd. Member Mary Walston, Chair (School District 4J)
Bd. Member Heather Buch, Vice-Chair (Lane County)
Bd. Member Greg James (Willamalane)
Bd. Member Sherry Durst-Higgins (Lane ESD)
Bd. Member Sonya Carlson (EWEB)
Councilor Richard Zettervall (City of Creswell)
Councilor Chris Pryor (City of Eugene)
Mayor Jeff Gowing (City of Cottage Grove)
Mayor Mark Crenshaw (City of Junction City)
Bd. Member Todd Mann (School District 19)
Bd. Member Vickie Kennedy (Heceta Water PUD)

Mayor Ray Smith (City of Coburg)
Mayor Don Bennett (City of Lowell)
Councilor Tom Cotter (City of Veneta)
Bd. Member Alan Laisure (School District 52)
Bd. Member Alan Baas (School District 45J)
Bd. Member Lisa Fagala (Lane Community College)
Bd. Member Susy Lacer (Siuslaw Library District)
Bd. Member Patti Chappel (Emerald People's Utility District)

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 City of Springfield
Representative Rainbow Water and Fire District

OTHERS

Don Nordin, Lane Transit District (Non-voting member)
Brenda Wilson, LCOG Executive Director
Keina Wolf, LCOG Fiscal Unit Manager
David Joyal, LCOG Senior Financial Analyst
Beth Bridges, Minutes Recorder

Handouts: FY20 Revised Budget, Third Quarter Financial Reports, Executive Committee Report, Advisory Council Reports.

CALL MEETING TO ORDER

1. Welcome & Introductions

Chair Mary Walston called the meeting of the Lane Council of Governments (LCOG) Board to order at 6:01 p.m. LCOG Executive Director Brenda Wilson named the voting and non-voting members participating in the meeting via teleconference (Ms. Walston and Mr. Crenshaw attended in person).

2. Requests for Additions to the Agenda

No requests were made.

3. Public Comment

No one wished to provide public comment to the Board.

ACTION ITEM

4. a. FY20 Revised Budget, Brenda Wilson (6:05 pm)

Brenda Wilson gave a Powerpoint presentation entitled *FY20 Revised Budget*. She explained the Budget Committee had unanimously recommended adoption of the Fiscal Year 20 (FY20) Revised Budget at their April 8, 2020 meeting as had the Executive Committee on April 14, 2020. Overall, the proposed revised budget was an increase of 15.8% (\$7,710,116) over the adopted FY20 Budget. The primary reason was an increased allocation from the state for Senior and Disabled Services (S&DS). Another factor was an increase in Beginning Reserves.

Turning to resources, Ms. Wilson reviewed the increases by revenue type. For Federal and State revenues, the increase represented the \$5+ million for S&DS services less the decrease in Government Services because not all contracts expected when the proposed budget was developed materialized. For Local Revenue, the increase in Government Services was a reclassification of federal to local dollars. There was decrease in S&DS because grant funds for escort services that used to go through the division now were directly allocated to Lane Transit District (LTD). There was also a decrease in the Enterprise Fund because fewer loans had been processed. For Beginning Reserves, the audited actual numbers were larger than anticipated.

Focusing on requirements, Ms. Wilson emphasized the changes mirrored the changes in revenues. She reviewed Personal Services, Materials and Supplies, and Capital Outlays. The biggest increases were new hires in S&DS (and associated expenses) and the added expense in the telephone system due to Lane County staying on LCOG's system longer than anticipated. Ms. Wilson also described changes to the senior meals program implemented in response to the Covid-19 situation, contractual services (e.g., telecom system consultant and home alert systems), and the Debt service increase in the business loan program. When reviewing Ending Reserves, Ms. Wilson explained the large S&DS reserve reflected the second year of the state's biennial allocation.

Ms. Wilson reviewed the FY17 through FY20 comparative analyses for overall budget and staff. In conclusion, she discussed the Proposed Revised Budget considerations. In addition to those mentioned above, Ms. Wilson recommended the \$221,000 increase in Indirect Services revenue due to the additional personnel be budgeted for Covid-19 emergency operations costs and \$260,000 be placed in the Park Place Capital Contingency Fund be used to replace the HVAC system.

Mr. James, a member of the Budget Committee, said the FY20 Revised Budget was prudent and addressed the key issues of concern. He observed the additional S&DS staff were much needed.

When Ms. Chappel asked how often LCOG processed pass thru checks, Ms. Wilson explained it was uncommon but needed to be accounted for when it did occur.

Chris Pryor moved to adopt the Revised FY20 Budget. Greg James seconded. The motion passed unanimously (20:0:0).

INFORMATION ITEM

5. Quarterly Financials

Ms. Wilson reviewed the financial reports included in the agenda packet. She summarized there were some timing issues on payments and capital outlays but in general the actual expenditures were as anticipated. Ms. Wilson noted all member dues had been received.

6. REPORTS

a. Executive Committee Report

Prior to discussing the Executive Committee Report in the packet, Ms. Wilson read a “Thank You” card sent to the Board from Celeste Peterson (Regional Award of Merit for Economic Enhancement recipient).

Turning to the report, Ms. Wilson highlighted: the resolution adopted to transition the services provided by the Local Government Personnel Institute (LGPI) from the League of Oregon Cities (LOC)/Association of Oregon Counties (AOC) to LCOG as of July 1, 2020; the Executive Director’s Evaluation; and the Emergency Declaration Resolution adopted.

b. Advisory Council Reports

Ms. Wilson referred to the Central Lane MPO talking points on Statewide Transportation Planning—Scenario Planning for Greenhouse Gas Emissions Reductions included in the report.

WRAP UP

7. Covid-19 Response

- Todd Mann: It’s been challenging for Springfield Schools to adapt to the new environment. Some changes include stationing buses with Wi-Fi in neighborhoods so students can access distance learning programs; distributing school lunches; and providing emergency child care. All employees were still on the payroll. They have reduced expenses associated with facilities.
- Tom Cotter: Veneta’s first Council meeting in a while was scheduled for Monday. The town has been a lot quieter without the traffic going to and from the coast.
- Greg James: Willamalane has closed almost all its facilities and activities. They furloughed over 300 employees and anticipated a \$1.5 million loss in FY20. They were positioning themselves to help people return to their normal lives post-quarantine.
- Lisa Fagala: At LCC, remote learning was going smoothly. They had been holding digital townhalls on their proposed bond measure. If it passed, LCC planned to offer health care training programs at the recently approved federally qualified health clinic in Cottage Grove.
- Chris Pryor: Commended the efforts of the Lane County/Eugene/Springfield incident command center. They had achieved one of the lowest infection rates in Oregon’s counties and were now working on a safe, appropriate recovery plan.
- Alan Laisure: Bethel School District also implemented distance learning. They had been working to

- stay connected with students and families and offered additional food programs.
- Susy Lacer: The Siuslaw Public Library closed at Friday, March 13, 2020. Staff was providing some services remotely, including story time and technical support.
 - Heather Buch: At Lane County, the focus had shifted to the recovery plan. She hoped the Governor's new guidelines due out next week provided more specificity. It was unclear if decisions were to be made at the county level or regionally.
 - Alan Baas: Their new superintendent was working out well. District staff was helping the community, e.g., bus drivers were delivering food. He had also attended Zoom meetings about the Cottage Grove federally qualified health center.
 - Sonya Carlson: At EWEB, customer service was provided via telephone only. They were working on a crisis relief plan, including flexible payment arrangements and suspended shutoffs. They had stopped the installation of smart meters for the time being.
 - Sherry Durst-Higgins: Much of Lane ESD was working remotely to support the member districts.
 - Don Bennett and Vicky Kennedy did not provide a report.
 - Jeff Gowing: Cottage Grove closed city hall, library, and the golf course. They had received a grant to help local non-profits. The community was working to support local businesses.
 - Ray Smith: Coburg had held three Council meetings/work sessions via technology. They were working on an important land use issue. The state had not changed the time line requirements. Coburg had waived late fees and stopped utility shutoffs. City staff and elected officials were working on recovery plan with community partners.
 - Richard Zettervall: Creswell was doing okay. Council met once a month, as required by the charter, using UberConference. He said it was nice to see citizens come forward and pulling together as well as following the Governor's directions.
 - Patti Chappel: EPUD was following strict operational protocols. Customer service staff was working from home. They had suspended disconnects. EPUD had also received their best audit ever.
 - Don Nordin: LTD had suspended many routes and operated those remaining Monday through Saturday using the Sunday service schedule. They had implemented many protocols to keep drivers and customers safe. He was concerned the federal funding was insufficient to backfill the local payroll taxes that will not be generated.
 - Mark Crenshaw: Junction City was investigating activating a thirty-year old dormant economic development fund.
 - Mary Walston: 4J had implemented distance learning. She was concerned about the loss of school time and how schools needed to change to maintain social distancing measures. Last Friday, 4J and Lane ESD sponsored a food and material donation drive and planned to do so again. They were using Zoom for Board meetings and Interim Superintendent interviews.

Chair Walston adjourned the meeting at 7:27 p.m.