



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

Date: January 27, 2022

Presenter: Brenda Wilson

Action Recommended: None. Information Only

October 12, 2021 MEETING NOTES:

Members present remotely were: Chair Mary Walston, Vice-Chair Heather Buch, Sonya Carlson, Sherry Duerst-Higgins, Kathy Holston, Randy Groves, Greg James, Susy Lacer. Also present were LCOG Executive Director Brenda Wilson.

Policy / Action Items

1. Nominations for Chair and Vice-Chair. Brenda explained that historically, the sitting Vice Chair was nominated and elected as the incoming Chair. Sonya Carlson nominated and Randy Groves seconded Heather Buch (Lane County) as Chair. The nomination was supported unanimously. Heather Buch nominated and Randy Groves seconded Sonya Carlson (EWEB) as Vice-Chair. The nomination was supported unanimously.
2. Date for December Board Meeting Agenda. December 16 was chosen and while some had conflicts, they would try and make it.
3. Brenda provided background on federal funding under the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA). ODOT has worked to allow the funding to be used for revenue losses due to the Pandemic to make the funding more flexible.

She gave a brief history of the LCOG Board's delegation of some authority to the Metropolitan Policy Committee (MPC), reminding the Committee that the LCOG Board was the policy committee for the Central Lane metropolitan Planning Organization (MPO) and the MPC is an advisory committee to the LCOG Board. Brenda also noted that other decisions, like the expansion of the MPO boundary, would be brought forward for action and the LCOG Board, not the MPC, should take action.

Brenda explained the Federal Highway Administration has refused to release the MPO's funding because they wanted documentation that the MPO Policy Board had made the decision to use the funds to backfill revenue losses instead of using the funds for projects and appeared to be confused as to which body should make that decision. FHWA believes the MPC is the MPO Policy Board, but as Brenda explained, they are an advisory committee to the LCOG Board, which is the MPO Policy Board. The LCOG Board, as the MPO policy board, could pull back all the delegated authority from the MPC if it wanted. Brenda outlined a couple of options for moving forward.

Brenda stated one option would be for the MPC to decide what to do with the funding. She believed transportation staff would want to use the funding for transportation projects. She stated she would argue that when the federal Infrastructure Bill passes, they expect at least \$4 million to come to the MPO from that bill (on top of other funding) for projects and that funding will need to be spent in a short period of time and they may have issues doing so. If that funding is not used, it will be lost. She noted that each of the jurisdictions represented on the MPC also received federal funds in both COVID relief bills; LCOG did not receive any funds.

Brenda stated another option would be for the LCOG Board to decide what to do with the funding. She would recommend the funding come to the MPO organization as the organization had suffered revenue losses and had expenses due to the Pandemic. She stated LCOG had expended approximately \$200,000 in staff time dealing with the Pandemic; approximately \$50,000 in PPE and other related expenses, loss of revenue in the Link Lane program, losses from tenants not being able to pay their rent or going out of business, to mention a few. She also noted that LCOG was a member organization and members had losses as well and the funding could be used to offset some of the losses members had, like reduction in dues or setting up grant programs. Brenda stated she would recommend the funding be used to develop a regional Broadband Strategy which was needed in order to prepare the region for anticipated federal funding for Broadband.

Sonya Carlson asked if the expansion of the MPO Boundary would require staff work and could this funding cover that work? Brenda responded that it would require transportation staff and GIS staff work. She asked if there was any funding provided for that? Brenda said yes, the MPO could use its planning funding, but that means there is less available for the jurisdictions because the funding is split among the jurisdictions. Sonya stated she was supported to keep the decision with the LCOG Board and she agreed there needed to be clarification – in a resolution - around authority especially for the MPO Boundary decision. She noted she was in favor of a Broadband Strategy but noted she was not in favor of reducing member dues, but understood others may. She was more in favor of keeping the funds with LCOG and finding ways to assist the members.

Greg stated he remembers the delegation of authority and stated there had been “push and pull” around the delegation over the years. He clarified the veto power of the MPC. He stated he agreed with Sonya’s statements. He stated he wanted to hear from Commissioner Buch and Counselor Groves since they represented the MPO jurisdictions.

Randy Groves stated he agreed that Broadband in our region was an issue and supported a Broadband Strategy, but needed to check in with city staff on this issue to make sure he wasn’t missing anything and was representing his city. He did clarify that he was supportive of working with the other jurisdictions, but needed to check in with city staff.

Heather Buch noted there will always be a laundry list of transportation projects to fund and they will take years to build and \$2 million is a small amount. She isn’t discounting that transportation need to be funded, but that will always be the case. She was concerned about Lane County’s rural areas and lack of connectivity and supported using the funding on a Broadband Strategy so we can be prepared for when funds are available for Broadband.

Kathy Holston stated she agree with Commissioner Buch that while transportation funding was always needed, it would always be needed and \$2 million was a small amount in transportation, but a large amount that could be used to backfill losses and to fund Broadband efforts. She emphasized how important funding grant writing resources is needed, especially in rural areas.

Brenda stated she would bring it back to the November Executive Committee meeting for further discussion. Brenda noted she mentioned this funding issue in

the SEL meeting the week before so the Execs of the MPO jurisdictions knew this funding was coming to the MPO.

4. Plan for Annual Appreciation Dinner – The Committee agreed they wanted an event, that is should be virtual, that highlighted all of the great things going on in every agency in the county while recognizing all of the great work going on. Brenda recommended that the Outstanding Career Award should be presented since they only get one time to do that, but maybe not the other awards since so many great things have been going on.

Sherry and Kathy liked the idea of emphasizing all the great things going on in all jurisdictions. Kathy agreed that the awards that can only be done once should still be given. Sonya agreed and was concerned with how onerous getting nominations would be given how everyone was stretched so thin right now. Heather agreed and commented on the Outstanding Career Award. Randy agrees and likes the idea of doing something to feel like returning to normal, but a streamlined event. He gave an example of some of the events he had attended. Mary agreed and felt it was important to do something and liked the idea of highlighting all the great work that has occurred.

5. Government Service Recruitment – Brenda provided an update on the recruitment and stated they were looking for the right person and not necessary as the best candidate out of the pool. If they did not find the right fit from this recruitment, they would go out again.

December 14, 2022 MEETING NOTES:

Members present were: Chair Mary Walston (in person), remotely: Vice-Chair Heather Buch, Sonya Carlson, Sherry Duerst-Higgins, Randy Groves, Kathy Holston, Greg James, Susy Lacer. Also present were LCOG Executive Director Brenda Wilson.

Policy / Action Items

1. FY23 LCOG Dues Rates – Brenda referred to the memo in the packet. Committee members had questions about the base rate and how that was determined. Brenda explained there was not set way to determine the base rates, but they were being adjusted over the last couple of years to remove a discount the County had requested several years ago and have the County's dues more in line with the base rate for cities. Greg James mentioned the Member Dues Committee that had been convened in 2014 and that they had structured the member Dues rates. Sonya Carlson asked what the dues were

used for. Brenda suggested the Committee take no action and allow her to bring back the item in January with more information.

2. Lane Workforce Partnership, Letter of Support – Brenda referred to the memo and the draft letter. Randy Groves motioned; Sonya Carlson seconded sending the letter. The Committee unanimously approved.
3. Draft January Board Meeting Agenda - Brenda referred to the draft agenda. The Committee supported the agenda.
4. Randy Groves asked about the CRSSAA Fund issue. Brenda stated MPO jurisdictional staff were discussing and would take the discussion to the MPC.

January 11, 2022 MEETING NOTES:

Members present were: Chair Mary Walston (in person), remotely: Vice-Chair Heather Buch, Sonya Carlson, Sherry Duerst-Higgins, Randy Groves, Greg James, Susy Lacer. Also present were LCOG Executive Director Brenda Wilson, Finance Manager Keina Wolf, Financial Analyst David Joyal, and Isler LLP auditor Gatlin Hawkins.

Policy / Action Items

1. Appointment of 5 Executive Committee Members – Brenda noted that Incoming Chair Heather Buch and Vice-Chair Sonya Carlson had chosen five member agencies to serve on the 2020 Executive Committee: city of Eugene, Willamalane Park and Recreation District, Springfield School District, EPUD, and a coastal representative as required by the Charter. Brenda stated the representatives from the city of Eugene and Willamalane had accepted but she had not heard back from the Springfield School District and that current Exec Member Lacer was declining due to other commitments. Brenda stated she would reach out to the Port representative. The representatives from Lane ESD, Eugene 4j, and Veneta said they would all serve if needed. Susy Lacer said she would consider if no one else from the coast would serve. Brenda will check in with other members and bring this to the January Board meeting.

2. FY23 LCOG Dues Rates – Brenda referred to the Memo and attachments. She noted that population, school enrollment, and utility customer counts were not yet available and would be updated once the numbers were available. She recommended increasing the current base rates to keep up with costs and eliminate a discount that was put into place several years ago but keep the same formula. Sherry Duerst-Higgins asked if members were reminded if they had Member Dues Hours and Brenda said they were in the letter that went out with the Dues invoice and noted that the

Member Dues Hours could only be used for non-project work that required a couple of hours, or special circumstances, like the Connect Lane Bike project. Brenda stated they would think of ways to remind administrators of the hours they could use. Greg James motioned, Sherry Duerst-Higgins seconded, and the Executive Committee unanimously approved to recommend the Board adopt these Dues rates.

3. FY23 Budget Assumptions - Brenda referred to the Memo and attachments. Brenda noted that some of the increases were not yet known and the budget would be built on the actual numbers once we knew those numbers. Greg James asked about the increase in property insurance, Brenda responded that while it was going up, the increase was approximately \$2,200 and LCOG purchases their insurance as a package and while it has a large deductible, this lowers the premiums.

Sonya Carlson motioned, Heather Buch seconded, and the Executive Committee unanimously approved to recommend the Board adopt these Budget Assumptions and Processes.

4. FY21 Audit Update – Sonya Carlson, Chair of the LCOG Audit Committee introduced the auditor, Gatlin Hawkins, who stated the audit went well and there were no surprises.

Gatlin explained there was a classification issue⁴ with the addition of Capital Assets which had been received and recorded as Contract Services in the WIXII project. This was not a Financial Statement issue and was due, in part, to timing. Brenda noted it would be corrected and noted to be sure when vendors were contracted to work on a project for LCOG and were going to buy equipment, that the invoices be split out so that equipment could be properly categorized.

5. Draft January Board Meeting Agenda – Brenda added LEC Membership to the draft agenda. The Committee unanimously approved.