



# BOARD MEETING AGENDA

Date: Thursday, January 26, 2023

Time: 6:00 p.m.

Location: Virtual –

<https://us06web.zoom.us/j/89868625575?pwd=dE5lWFdJamd6eWRsOU5JTTZWRIkrQT09>

Meeting ID: 898 6862 5575

Passcode: 418897

One tap mobile: +12532158782,,89868625575#,,,,\*418897#

\* denotes packet attachment

---

## 6:00 Call to Order

### Call Regular Meeting to Order

1. Welcome & Introductions
2. Requests for Additions to the Agenda *[to be considered under Business Items]*

### Public Comment

3. Comments from the Public

### Presentations

4. FY22 Financial Statements, Isler CPA – Audit Report, **Accept**  
\*\* Copies will be emailed out before the meeting

### Business Items

5. Consent Agenda *[Board members may request an item be removed from the Consent Agenda to discuss separately under Item 6]*
  - a.\* September 22, 2022 Minutes – Approve
  - b.\* Executive Director’s FY24 Compensation - Approve
6. Items Removed from Consent Agenda
- 7\* Refinance of Park Place Building - Approve
- 8.\* FY24 Member Dues – Adopt
- 9.\* FY24 Budget Assumptions – Adopt
- 10.\* Ratification and Election of Executive Committee members
- 11.\* Mission Statement – Adopt
- 12.\* Letter of Recommendation – Approve

### Reports

13. a.\* Executive Committee Report  
b.\* Advisory Council Reports

### Wrap Up

14. Call for Future Agenda Items; Emerging Issues.

Public Comment is limited to 3 minutes. 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 5.a.**

**LANE COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS**

**Lane Council of Governments**

**LCOG, 859 Willamette Street, Suite 500, Eugene**

**The meeting was held via teleconference and at the Buford Conference Room.**

**September 22, 2022  
6:00 p.m.**

**VOTING MEMBERS**

**Present**

Bd. Member Sonja Carlson, Vice Chair (Eugene Water and Electric Board (EWEB))  
Bd. Member Mike Eyster (Lane Community College (LCC))  
Bd. Member Sherry Durst-Higgins (Lane ESD, School District 45J3)  
Mayor Ray Smith (City of Coburg)  
Councilor Leonard Stoehr (City of Springfield)  
Councilor Randy Groves (City of Eugene)

Councilor Rob Ward (City of Florence, Port of Siuslaw)  
Bd. Member Laural O'Rourke (School District 4J)  
Bd. Member Jonathan Light (School District 19)  
Bd. Member Steve Recca (Fern Ridge Library Board)

**Absent**

Representative Lane County  
Representative Cottage Grove  
Representative Creswell  
Representative City of Dunes City  
Representative City of Junction City  
Representative City of Lowell  
Representative City of Oakridge  
Representative City of Veneta  
Representative City of Westfir  
Representative Siuslaw Valley Fire District  
Representative Siuslaw Public Library District

Representative Heceta Water PUD  
Representative Emerald People's Utility District  
Representative Rainbow Water and Fire District  
Representative School District 40  
Representative School District 52  
Representative School District 68  
Representative Willamalane  
Representative River Road Parks & Rec. District  
Representative Lane Library District  
Representative W. Lane Ambulance District  
Representative Junction City RFPD

**OTHERS**

Pete Knox, Lane Transit District (LTD), Non-voting member  
Brenda Wilson, LCOG Executive Director  
Stephanie Sheelar, Senior & Disabilities Services Division Director  
Michael Wisth, Government Services Division Director  
Beth Bridges, Minutes Recorder

**CALL MEETING TO ORDER**

**1. Welcome & Introductions**

Vice Chair Sonja Carlson called the meeting of the Lane Council of Governments (LCOG) Board of Directors meeting to order at 6:08 p.m. Those present introduced themselves.

## **2. Requests for Additions to the Agenda**

No requests were made.

## **3. Public Comment**

No one wished to provide public comment to the Board.

## **PRESENTATION**

### **4. Overview of LCOG**

LCOG Executive Director Brenda Wilson introduced Michael Wisth, Government Services Division Director, and Stephanie Sheelar, Senior and Disabilities Services Division Director. Ms. Wilson said LCOG was established about eighty years ago and was the first Council of Governments in the United States. She discussed the purpose and scope of LCOG and noted their services adapted to the needs of their members and the region.

Mr. Wisth gave a Powerpoint presentation entitled *Government Services*. He managed staff providing a suite of services developed to meet LCOG's members' needs. Mr. Wisth detailed work done in Urban and Regional Planning, Transportation Planning, Telecommunications/Broadband, Geographical Information Systems (GIS), Economic Development, Metro Television, and Local Government Personnel Services. For each area, he gave examples of their services. For Urban and Regional Planning, he referenced the Blue River Development Plan and Metropolitan Wastewater Management Commission Capital Improvement Plan. Under Transportation Planning, Mr. Wisth highlighted their support of the Metropolitan Policy Commission (MPC), Lane Area Commission on Transportation (LaneACT) and management of transportation options programs and LinkLane (the transit authority that links Eugene, Florence, and Yachats). He described their work in Telecommunications, including the regional fiber consortium, internet exchange facility, rural broadband expansion planning, and cybersecurity assistance. Mr. Wisth explained GIS staff provided spatial analysis, custom maps, analytical models, and managed the Regional Land Information Database (RLID). He discussed Economic Development efforts, including the business loan program and noted Metro Television employees facilitated broadcasts of public meetings and video production. Mr. Wisth said Local Government Personnel Services staff assisted local governments with labor relations and human resource services.

Ms. Sheelar's Powerpoint presentation was entitled *Senior and Disability Services (S&DS): Our Community Impact*. She described the ways S&DS teams supported seniors and people with disabilities to access programs to assist them, combat food insecurity, and receive in-home support. S&DS staff also provided advocacy and outreach to those populations. Ms. Sheelar explained the Eligibility team helped people file for traditional and non-traditional Medicaid programs, transportation services, and the Supplemental Nutrition Assistance Program (SNAP). She described ways they provided community intake, including in homes, at senior centers in smaller communities, and working with Lane County's Developmental Disabilities (DD) staff. Ms. Sheelar highlighted the newly opened office in Cottage Grove and an Innovation grant awarded in July to work with HIV Alliance to improve access to S&DS services. Turning to the Case Management team, she emphasized the newly formed Complex Case

Management team, which specialized in high-risk consumers with high levels of barriers to get services (including housing), and the Hospital Transition Case Manager. Ms. Sheelar said the number of cases reported to Adult Protective Services was increasing and she detailed their work at a Junction City Assisted Living facility. She also described how they worked with emergency response teams, e.g., fire evacuations. Concluding with a discussion on the Senior Meals program, Ms. Sheelar explained the congregate sites had been closed because of the pandemic but Meals on Wheels deliveries had increased by more than 25%. She explained the Senior Meals program was dependent on donations and volunteers.

Ms. Wilson added LCOG's Central Services also provided finance services and managed the pool of minutes recorders.

Ms. O'Rourke was pleased to hear about improved access to S&DS services. When she asked what percentage of S&DS consumers were staff able to contact for the fire evacuation, Ms. Wilson explained they used to GIS system to overlay consumers' addresses with the footprint of the fire and location of power shut offs. Through an intensive phone calling effort, they were able to contact almost everyone. Ms. Sheelar added they relayed the names/addresses of those they couldn't reach to first responders.

Responding to Ms. Carlson's question about the number of volunteers pre- and post-pandemic, Ms. Sheelar explained the meals program used to have 400+ volunteers and now had under 200. They were doing outreach at local events and trying to "right size" volunteer activities to a person's level of interest (e.g., deliver meals to a few neighbors versus an entire route).

## **BUSINESS ITEMS**

### **5. Consent Agenda**

#### **a. Minutes of June 23, 2022**

#### **b. Defederalization of Economic Development Administration Revolving Loan Funds (EDA RLF)**

No Board member asked to pull either item from the Consent Agenda.

Mr. Recca moved, and Mr. Eyster seconded, to approve the Consent Agenda. The Vice-Chair asked if anyone was opposed to the motion. Seeing no opposition, she declared the motion passed unanimously.

### **6. Mission Statement**

Ms. Wilson said Mr. Eyster had noted LCOG's mission statement, adopted in the early 1980s, was dated as it referenced "citizens" instead of "residents". She noted citizenship was not a requirement for some S&DS services. Ms. Wilson said the Executive Committee had agreed and also thought it was time for a review of the agency's mission statement to better reflect all of LCOG. She noted S&DS had its own mission statement. The Executive Committee hoped up to four Board members would volunteer to do so. Ms. Carlson, Ms. O'Rourke, and Mr. Recca volunteered.

Mr. Eyster moved, and Councilor Groves seconded, to appoint Ms. Carlson, Ms. O'Rourke, and Mr. Recca to the Mission Review Committee. The Vice-Chair asked if anyone was opposed to the motion. Seeing no opposition, she declared the motion passed unanimously.

## **7. Annual Dinner**

Ms. Wilson described prior LCOG annual recognition dinners (none had been held last year due to the pandemic). In the past, the event had been held in February at LCC and dinner had been catered by the culinary program students. She referenced the agenda item memo in the packet, which listed the award categories. Ms. Wilson was seeking feedback on where to hold the event, if the award categories should be kept, and how best to get nominations. When Ms. Carlson asked how many people attended pre-pandemic and what was the budget for the event, Ms. Wilson explained the budget was around \$10,000. Some was covered by the registration fees of the 125 to 175 attendees and the rest came from member dues. Invitations were sent to member agencies' elected officials, community partners (e.g., Chambers of Commerce), families of award winners, and state and federal officials.

For locations, Mr. Eyster and Councilor Groves recommended the Wildish Theatre. Councilor Stoehr suggested the Keefer Center and Councilor Ward opined the Florence Events Center was a good venue.

Ms. Carlson recommended polling past attendees to gauge their interest and explore the possibility of holding the event on the Coast.

Ms. O'Rourke and Mayor Smith advocated for a more formal event.

Mr. Eyster thought there might be an opportunity to get sponsorships for the event.

When Ms. Wilson asked about the award categories, Ms. Carlson requested information about which awards were the most difficult to get nominations. Ms. Wilson said the Intergovernmental Team award had been problematic in the past. Opinions varied on whether or not to cut the award.

Mayor Smith thought it would be good to recognize more than one recipient in an area should the nominations warrant it. He thought perhaps a committee would be helpful to gather more nominations.

Ms. O'Rourke encouraged celebrating everyone who had had a long public service career, not just those in leadership positions.

Ms. Carlson suggested the Executive Committee take up the topic at their next meeting.

## **REPORTS**

### **8. Executive Committee Report**

Ms. Wilson referred to the report in the agenda packet. She highlighted the Property Management RFP for the Park Place building, the request to the EDA to change the use of some of the Revolving Loan Funds and the RFP for the regional broadband strategy. When Mr. Eyster asked when there would be an announcement of the broadband strategy consultant selected, Ms. Wilson said they could now issue a press release announcing Seattle firm CobbFendley & Associates had been chosen.

### **9. Advisory Councils Report**

Ms. Wilson noted there were no S&DS advisory council meetings during the summer. There were no questions for Ms. Wilson regarding the Advisory Council Report in the agenda packet.

## **WRAP UP**

### **10. Roundtable, call for future agenda items, emerging issues**

Councilor Ward announced the Port of Siuslaw now had a kayak dock to launch kayaks. It was located next to the main boat ramp.

Councilor Groves said the Eugene City Council continued to work on controversial issues, including a ban on all personal fireworks within the city limits. He shared he had been appointed to a Department of Environmental Quality (DEQ) fuel tank farm seismic stability committee.

Ms. O'Rourke, chair of the Mental Health Committee at the 4J School District, noted she had recently attended a mental health conference. She was pleased the 4J Equity Committee had been expanded. Ms. O'Rourke added the School Board was working on their goals and the start of the school year.

Mayor Smith relayed Coburg representatives had met with ODOT and consultants on potential grants for their I-5 interchange bridge. He described the write-in process for filling three city council and the mayor position, required because no one filed for the positions. Mayor Smith said an update to the Coburg City Charter was also on the ballot.

Mr. Eyster explained the LCC Board had held a retreat, and adopted three areas of focus recommended by LCC President Dr. Stephanie Bulger. Classes at LCC were scheduled to begin on September 27, 2022.

Mr. Recca said the Fern Ridge Library had been awarded an EPUD green grant and planned to install solar panels. He added they had a new phone application for searching the library catalogue.

Councilor Stoehr said the Springfield City Council anticipated receiving the initial plans for the Glenwood riverfront development. He also referred to the Springfield Drifters, a new baseball team playing at the Hamlin Sports Complex.

Mr. Knox recognized LTD staff efforts to support the world athletics games and help with the fire evacuation and people's subsequent return. He said their new general manager was beginning in November and three new board members would be appointed by the start of 2023.

Mr. Light observed children were back in school at the Springfield School District 19 and he hoped for a more "normal" year. He referenced an upcoming School Board retreat, an important event for strategic planning.

Ms. Carlson referred to a number of large projects at EWEB, including the Leaburg Dam, the water storage tanks at 40<sup>th</sup> and Patterson, the College Hill tanks decommissioning; and revising their Integrated Energy Resource Plan.

Vice Chair Carlson thanked everyone for all their work to help the community and adjourned the meeting at 8: p.m.

**AMENDMENT TO THE LANE COUNCIL OF GOVERNMENTS, LANE COUNTY, OREGON  
EMPLOYMENT AGREEMENT WITH THE EXECUTIVE DIRECTOR**

**Agreement Title: Employment Agreement with the Executive Director**

**Amendment No.: Two (2)**

**This Amendment modifies the Agreement named above between the BOARD OF DIRECTORS OF LANE COUNCIL OF GOVERNMENTS, LANE COUNTY, OREGON (hereinafter referred to as the COG or the Board) and BRENDALEE S. WILSON (hereinafter referred to as the Executive Director).**

**RECITALS**

A. Article VII. I., of the LCOG Charter provides that the LCOG Board may appoint, review, or remove the Executive Director.

B. Pursuant to Article VII. I., the parties believe that it is to their mutual benefit to extend the terms of the original Agreement which expired June 30, 2021, and was amended to expire on June 30, 2023, to now expire on June 30, 2025, upon the same terms and conditions. A copy of the original Agreement is attached as Exhibit "A" and by this reference incorporated herein.

**AGREEMENT**

1. The Original Agreement attached as Exhibit "A" is hereby extended on the same terms and conditions with the changes as set out below.

2. **Duration.** This Amended Agreement shall take effect on July 1, 2023, set forth above, and terminate on June 30, 2025.

3. **Consideration.** Section 3 Compensation is deleted and is amended as follows:

A. Beginning July 1, 2023, and going through June 30, 2024, the Executive Director will receive an annual base salary of \$159,000. Upon a Satisfactory Annual Evaluation for Fiscal Year 23, beginning July 1, 2023, and going through June 30, 2024, the Executive Director will receive a 3.5% step increase on top of the base salary.

B. Beginning July 1, 2023, and going through June 30, 2024, the Executive Director will receive the same COLA as other Government Services Managers.

C. The Executive Director will receive an annual lump-sum payment, payable on the first pay date after July 1, 2023, in the amount of \$10,000. This merit pay will be predicated upon the successful completion of a satisfactory annual performance evaluation of the Executive Director, as determined by the Board.

D. Compensation for FY25 will be negotiated in the spring of FY24.

**LANE COUNCIL OF GOVERNMENTS  
LANE COUNTY, OREGON**

\_\_\_\_\_  
**Heather Buch, Chair**

\_\_\_\_\_  
**Brendalee S. Wilson, Executive Director**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Date Signed**

## EXHIBIT A

### LANE COUNCIL OF GOVERNMENTS, LANE COUNTY, OREGON EMPLOYMENT AGREEMENT WITH THE EXECUTIVE DIRECTOR

It is hereby agreed by and between the BOARD OF DIRECTORS OF LANE COUNCIL OF GOVERNMENTS, LANE COUNTY, OREGON (hereinafter referred to as the COG or the Board) and BRENDALEE S. WILSON (hereinafter referred to as the Executive Director) that the Board employ BRENDALEE S. WILSON as Executive Director on the terms and conditions hereafter set forth.

1. **Employment and Term:** The Board agrees to employ the Executive Director and the Executive Director accepts employment upon the terms and conditions of this Agreement. The Executive Director is and shall remain an at-will employee who may be terminated at any time with or without cause, subject to the terms of this Agreement. Nothing in the policies of the COG are designed or intended to give the Executive Director any rights as to expectation of employment except as set out in this Agreement. The Executive Director shall remain subject to all COG rules, regulations, policies, and procedures applicable to exempt staff, except as expressly exempted or amended within this Agreement. The term of this Agreement shall begin on the date signed and shall terminate two years thereafter. This Agreement shall be automatically extended for a period of two years unless one party notifies the other in writing at least ninety (90) days prior to the expiration of any term or renewal term of its desire not to extend this Agreement or to change the terms of the Agreement. This provision does not restrict other rights of termination as contained elsewhere in this Agreement.

2. **Duties:** The Executive Director shall have charge of the administration of the Lane Council of Governments, and shall act in accordance with the policies as set forth by the Board of Directors.

3. **Compensation:** For the term of this contract, the parties agree to the following:

A. Beginning July 1, 2019 and going through June 30, 2020, the Executive Director will receive an annual salary of \$131,687.10. On July 1, 2020, the Executive Director will receive a 1.5% COLA.

B. The Executive Director will receive an annual lump-sum payment, payable on June 21, 2019 and July 1, 2020, in the amount of \$15,000. This merit pay will be predicated upon the successful completion of a satisfactory annual performance evaluation of the Executive Director, as determined by the Board.

4. **Insurance and Other Benefits:** The Board agrees to pay the Executive Director for her services rendered pursuant to this Agreement the following benefits:

A. Transportation allowance of \$500 per month. Such amount will be taxable as earned compensation by the Executive Director.



- B. A Technology/Communication Allowance of \$200 per month. This amount covers the expenses associated with maintaining a cellular phone with data capability and Internet access away from the COG offices. In consideration for this allowance, the Executive Director will be available and accessible by the Executive Committee and Senior COG staff at all times. Such amount will be taxable as earned compensation by the Executive Director.
  - C. Beginning July 1, 2019, a Deferred Compensation Benefit of \$1,500 per year. Such amount will be added to the stated salary for payroll purposes.
  - D. An Oregon Public Employees Retirement System Employee Contribution Percentage equal to the percentage currently provided, or equal to the percentage as amended in the future, to other exempt employees.
  - E. Insurance Coverage equal to the coverage and premium levels currently provided, or equal to such coverage and premium levels as amended in the future, to other exempt employees. Insurance coverage currently includes medical, dental, vision, life, and disability insurance, and an employee assistance program.
  - F. Vacation and Sick Leave Benefits equal to the benefits currently provided, or equal to such benefits as amended in the future, to other exempt employees.
  - G. Paid Holiday Leave equal to the holiday leave currently provided, or equal to such holiday leave as amended in the future, to other exempt employees.
  - H. In addition to the benefits specifically cited in this section, the Executive Director will be eligible to receive other benefits regularly provided to the class of exempt employees.
5. **Business Expenses:** The Board agrees to budget and pay for professional dues and subscriptions the Executive Director and the Board jointly agree are necessary for the performance of her work and for the good of the COG. The Board agrees to budget for and pay for reasonable travel expenses of the Executive Director for professional and official travel, meetings, and occasions which are required to pursue the necessary official functions of the Executive Director. The Executive Director will consult with the Executive Committee prior to scheduling any out-of-state conference travel. The Board will pay for the reasonable membership fees and/or dues to enable the Executive Director to become an active member in local civic clubs and organizations.
6. **Performance Review/Goals and Objectives:** On or before June 1 of each year, the parties shall meet to complete the Executive Director's annual Performance Review and to establish goals and objectives for the COG and Executive Director for the coming fiscal year. Goals and objectives to which the Executive Director will be held accountable shall be in writing and will be included in the criteria by which the Executive Director is evaluated.

In the event that the Board determines that the performance of the Executive Director is unsatisfactory in any respect, it shall describe, in writing, the unsatisfactory performance, including: (a) facts and/or evidence to support the unsatisfactory rating; and (b) recommendations for improvement. The Board shall provide a reasonable opportunity for the Executive Director to correct the unsatisfactory performance. The Board need not give

the Executive Director an opportunity to correct her performance if the reason for her unsatisfactory rating is because of gross insubordination, gross neglect of duty or gross unfitness, inadequate physical or mental capacity, conviction of a felony, or conviction of a crime involving personal gain, moral turpitude, fraud or dishonesty.

7. **Outside Employment:** The Executive Director may engage in work activities outside of her employment as long as the work does not interfere with her duties as Executive Director and as long as she discloses such work, as well as any possible conflicts, so that the Board may assess and prevent potential conflicts of interest from arising. The outside work must not conflict with the Executive Director's work for LCOG.
  
8. **Termination:** This employment Agreement may be terminated under the following conditions:
  - A. By mutual agreement of the parties. No severance shall be paid to the Executive Director for termination under this provision.
  
  - B. By the Board, if the Executive Director exhausts her accumulated sick leave and long-term disability benefits and is thereafter unable to perform her duties. However, in no event shall the Board be required to continue sick leave for more than 90 days in a continuous period, or in excess of 75 days in one contract year. No severance shall be paid to the Executive Director for termination under this provision.
  
  - C. By the Board for cause, which is defined as gross neglect of duty or gross unfitness detrimental to the operation of the COG, mental or physical incapacity, conviction of a felony, dishonesty, insubordination or discourteous treatment of the public; neglect of duty or excessive absence; or violation of the terms of this Agreement or COG policies. Termination for cause may take place only after the Board provides a 14-day pre-termination notice containing specific allegations and advising the Executive Director of a date and time to meet with the Board. At such meeting, the Board will consider the allegations of misconduct, provide the Executive Director an opportunity to comment, and may consider any possible discipline, up to and including termination. If such a meeting does not resolve the issue, the Board may then terminate the Executive Director. Termination of employment for cause is immediate. No severance shall be paid to the Executive Director for termination under this provision.
  
  - D. By the Board, without cause and without a pre-termination or post-termination hearing and with a minimum of 60 days written notice to the Executive Director. The Board may, at its sole discretion, place the Executive Director on paid administrative leave during part or all of the 60-day period. In the event of such termination, the Board shall pay to the Executive Director, as severance pay, an amount equal to the then total monthly salary for a period of six months, less all amounts required to be withheld or deducted. The Executive Director acknowledges that these Agreement provisions cannot be changed or modified by any statement or policy of the Board or individual Board members which may indicate that she is not an at-will employee. Acceptance of severance pay by the Executive Director shall constitute a waiver and release of all claims by the Executive Director or any persons legally entitled to assert claims as a result of the termination against the COG, its directors, employees, volunteers, agents,

or representatives, whether known or unknown to the Executive Director at the time such severance pay is accepted. Prior to acceptance of any severance payment, the Executive Director and the Board shall agree upon and sign a severance agreement.

9. **Bonding:** The Board shall bear the full cost of any fidelity or other bonds required of the Executive Director in order to execute her work.
10. **Modification:** This Agreement supersedes all prior agreements and understandings between the parties and may not be changed or terminated orally, and no change, termination, or attempted waiver of any of the provisions hereof shall be binding unless in writing and signed by the party against whom the same is sought to be enforced.
11. **Governing Law:** This Agreement shall be governed by the laws of the State of Oregon.
12. **Waiver:** The waiver of either party of a breach of any provision of this Agreement shall not operate as or be construed as a waiver of any subsequent breach thereof.
13. **Savings Clause:** If, during the term of this Agreement, it is found that a specific clause of the Agreement is illegal under federal or state law, the remainder of the Agreement not affected by such a ruling shall remain in force.
14. **Representation:** At all times the COG has been represented by attorney Christy K. Monson of the Local Government Law Group, Speer Hoyt, LLC. The Executive Director acknowledges that she has had the opportunity and the right to consult with independent legal counsel of her choice in regard to this Agreement.

IN WITNESS WHEREOF, Lane Council of Governments, acting by and through its Board of Directors, by action on June 27, 2019, has caused two counterparts of this Agreement to be signed in the name of the Board by its CHAIRPERSON and BRENDALEE S. WILSON.

LANE COUNCIL OF GOVERNMENTS  
LANE COUNTY, OREGON

\_\_\_\_\_  
Sherry Duerst- Higgins, Board Chairperson

\_\_\_\_\_  
Brendalee S. Wilson, Executive Director

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed



**Agenda Item Number  
5.b.  
FY24 Executive Director Compensation**

**Date:** January 26, 2023

**Presenter:** Brenda Wilson

**Action Recommended:** Approve

**Background:**

My annual evaluation was completed in spring of this year. My current two-year contract was set to expire at the end of a two-year term on June 30, 2023, so no contract was presented for renewal this year.

At the June 14, 2022, Executive Committee meeting, the Executive Committee voted unanimously to accept the evaluation and directed that the current contract be amended now through June 30, 2025, with the discussion of compensation to be brought back to the Executive Committee before the end of the year. The Committee also requested compensation comparables for other agencies.

At the December 11, 2022 Executive Committee meeting, I presented a spreadsheet of comparative compensation figures for other COGs and other similar organizations in the metro area which showed my compensation as the second lowest without the bonus that had been built into my contract; with the bonus taken into consideration, my salary is very closely aligned with OCWCOG, even though LCOG's budget is more and the number of employees is greater. I explained the bonus allows for more flexibility should there be budget issues.

Committee members raised some concerns about not including increases in the base salary which made it harder to catch compensation up to where it should be. The Committee agreed to moving the current bonus into the base salary and making the base salary in line with OCWCOG Director's salary of \$159,000 as well as increasing the cell phone allowance and transportation allowance to be in alignment with

OCWCOG. Members also felt that a 3.5% merit step increase, which is what other LCOG employees receive, be built into the contract with a \$10,000 bonus to be provided upon a satisfactory evaluation.

**Suggested Action: Approve the Contract Amendment.**

Attachments: Contract Amendment



**Agenda Item Number  
7.  
Refinance Park Place Building**

**Date:** January 26, 2023

**Presenter:** Brenda Wilson

**Action Recommended:** Approve

**Background:**

LCOG owns the Park Place Building on Willamette Street. LCOG occupies the fourth and fifth floors of the building as well as several other spaces in the building. All other spaces are rented to tenants. Expenses for the building are paid out of proceeds from rent collected from tenants and occupancy costs from LCOG. Currently, rental income is approximately \$1 million and expenses are approximately \$800,000.

The Capital Contingency Account, started in 2014 with funds leftover from the sale of the Schaefers and Springfield Buildings, the refinancing of the Park Place Building in 2016, and carryover each year, is now at \$1 million. The only funds approved to be removed from this Contingency Account since its establishment has been to pay for the replacement of the elevators at a cost of approximately \$550,000 and approximately \$372,000 for HVAC upgrades.

In 2016, LCOG refinanced the loan on the Park Place Building. The amount refinanced was \$4.825 million at 4.25% interest until June 30, 2023, with a variable interest rate starting July 1, 2023, and a balloon payment on July 1, 2026 of the remaining amount. A provision in the Note restricted a refinance until July 1, 2022. Looking at current interest rate trends, we estimate the variable interest to be 7.75% or higher.

While we explored other lenders, we decided to work with our current lender, Key Bank, on refinancing. We have an established relationship with this bank and believe the refinance would have a shorter timeline. With interest rates changing so quickly, we

viewed this as an essential point. Key Bank is offering a refinance of the remaining mortgage of \$4,232,000 at a fixed rate of 7.24% for the term of the loan and refinance after 5 years with no penalty.

**Suggested Motion: Approve refinancing the Park Place Building per the terms discussed.**



## **Agenda Item Number 8. FY24 Member Dues**

**Date:** January 26, 2023

**Presenter:** Brenda Wilson

**Action Recommended:** Adopt

### **Background:**

Member Dues are an essential part of sustaining the LCOG Budget and are used fund items where no other funds are available. Member Dues also help keep our Indirect and Overhead costs down which benefits all members and allows us to use more of our Senior and Disability state and federal funding to provide services to all of Lane County. Member Dues also helps keep costs down in our Business Loan Program and Transportation Planning Program – which allows more funds to be used in the region.

At the end of each calendar year, the LCOG Board is asked to adopt new member rates for the next fiscal year. For all but Special Districts, the dues amount is calculated on population, enrollment numbers, or customer numbers. Then, as soon as certified population and school enrollment figures are in hand, those figures are used to generate the dues amounts.

Currently, the LCOG Member Dues structure has a \$500 minimum and provides:

- Representation on the LCOG Board of Directors.
- Subscription to the Regional Land Inventory Database, valued at \$800 to \$1,200.
- 12 hours of LCOG professional staff time each fiscal year valued at approximately \$1,200. Note that this staff time does not include direct service contracts that LCOG has with our members.

The Dues structure includes 2 levels of membership with a minimum \$500 base amount for Level 1 and a \$1,000 minimum base amount for Level 2 for Special



Districts and small cities. For level 2, members receive the items listed above; for Level 1, members received all but the 12 hours of staff time.

Note that for all but Special Districts, the dues amount is calculated on population, enrollment numbers, or customer numbers and we will not have these updated numbers until after the beginning of the year. I have inserted the projected population numbers from Portland State for the County and the cities; for all others I have updated the Dues Schedule to include a 10% decrease in the “population” numbers for schools and a 1% increase in customer account numbers for utilities. Once we have the actual numbers, we will update the numbers and calculate the actual Dues amounts.

**Fiscal Year 2024:**

For Fiscal Year 2024, I recommend keeping the same structure and base rates as FY23 for all members. The total dues amount is estimated to be about \$238,200 – an increase of about \$1,968 over last FY due to changes in population. These numbers will be adjusted accordingly once we have final numbers.

**Suggested Action: Adopt the FY24 Member Dues Rates as discussed.**

Attachments: FY24 Dues Schedule

**ATTACH A - FY24  
 LCOG MEMBER DUES  
 JULY 2023 - JUNE 2024**

| JURISDICTION             | FY23 MEMBER DUES RATES |       |                |                | PROPOSED FY24 MEMBER DUES RATES |       |                |                |      |
|--------------------------|------------------------|-------|----------------|----------------|---------------------------------|-------|----------------|----------------|------|
|                          | BASE                   | RATE  | Dues - Level 1 | Dues - Level 2 | BASE                            | RATE  | Dues - Level 1 | Dues - Level 2 |      |
| <b>Lane County</b>       | 382,647                | 0.239 |                | \$ 91,453      | 383,958                         | 0.239 |                | \$ 91,766      |      |
| <b>Cities</b>            |                        |       |                |                |                                 |       |                |                |      |
| Eugene                   | 175,626                | 0.414 |                | \$ 72,709      | 178,259                         | 0.420 |                | \$ 74,869      |      |
| Springfield              | 62,352                 | 0.420 |                | \$ 26,188      | 62,189                          | 0.420 |                | \$ 26,119      |      |
| Cottage Grove            | 10,792                 | 0.420 |                | \$ 4,533       | 10,729                          | 0.420 |                | \$ 4,506       |      |
| Florence                 | 9,600                  | 0.420 |                | \$ 4,032       | 9,561                           | 0.420 |                | \$ 4,016       |      |
| Junction City            | 7,032                  | 0.420 |                | \$ 2,953       | 7,009                           | 0.420 |                | \$ 2,944       |      |
| Creswell                 | 5,684                  | 0.420 |                | \$ 2,387       | 5,662                           | 0.420 |                | \$ 2,378       |      |
| Veneta                   | 5,271                  | 0.420 |                | \$ 2,214       | 5,207                           | 0.420 |                | \$ 2,187       |      |
| Oakridge                 | 3,238                  | 0.420 |                | \$ 1,360       | 3,224                           | 0.420 |                | \$ 1,354       |      |
| Dunes City               | 1,454                  | 0.420 | \$ 510         | \$ 1,020       | 1,450                           | 0.420 | \$ 510         | \$ 1,020       |      |
| Coburg                   | 1,322                  | 0.420 | \$ 510         | \$ 1,020       | 1,316                           | 0.420 | \$ 510         | \$ 1,020       |      |
| Lowell                   | 1,211                  | 0.420 | \$ 510         | \$ 1,020       | 1,233                           | 0.420 | \$ 510         | \$ 1,020       |      |
| Westfir                  | 260                    | 0.420 | \$ 510         | \$ 1,020       | 267                             | 0.420 | \$ 510         | \$ 1,020       |      |
| <b>School Districts</b>  |                        |       |                |                |                                 |       |                |                |      |
| LCC                      | 13,075                 | 0.115 |                | \$ 1,504       | 11,767                          | 0.115 |                | \$ 1,353       | -10% |
| Eugene 4J                | 17,195                 | 0.115 |                | \$ 1,977       | 15,475                          | 0.115 |                | \$ 1,780       | -10% |
| Springfield              | 10,837                 | 0.115 |                | \$ 1,246       | 9,753                           | 0.115 |                | \$ 1,122       | -10% |
| Bethel                   | 5,623                  | 0.115 | \$ 510         | \$ 1,020       | 5,060                           | 0.115 | \$ 510         | \$ 1,020       | -10% |
| South Lane               | 2,844                  | 0.115 | \$ 510         | \$ 1,020       | 2,844                           | 0.115 | \$ 510         | \$ 1,020       |      |
| Creswell                 | 1,290                  | 0.115 | \$ 510         | \$ 1,020       | 1,290                           | 0.115 | \$ 510         | \$ 1,020       |      |
| McKenzie                 | 197                    | 0.115 | \$ 510         | \$ 1,020       | 197                             | 0.115 | \$ 510         | \$ 1,020       |      |
| <b>Utilities</b>         |                        |       |                |                |                                 |       |                |                |      |
| EWEB                     | 94,869                 | 0.115 |                | \$ 10,910      | 95,817                          | 0.115 |                | \$ 11,019      | 1%   |
| EPUD                     | 18,053                 | 0.115 |                | \$ 2,076       | 18,234                          | 0.115 |                | \$ 2,097       | 1%   |
| Heceta                   |                        |       | \$ 510         | \$ 1,020       |                                 |       | \$ 510         | \$ 1,020       |      |
| Rainbow Water            |                        |       | \$ 510         | \$ 1,020       |                                 |       | \$ 510         | \$ 1,020       |      |
| <b>Special Districts</b> |                        |       |                |                |                                 |       |                |                |      |
| Port of Siuslaw          |                        |       | \$ 510         | \$ 1,020       |                                 |       | \$ 510         | \$ 1,020       |      |
| Lane ESD                 |                        |       | \$ 510         | \$ 1,020       |                                 |       | \$ 510         | \$ 1,020       |      |
| Western Lane Amb         |                        |       | \$ 510         | \$ 1,020       |                                 |       | \$ 510         | \$ 1,020       |      |
| Willamalane              |                        |       | \$ 510         | \$ 1,020       |                                 |       | \$ 510         | \$ 1,020       |      |
| River Road Park Dist     |                        |       | \$ 510         | \$ 1,020       |                                 |       | \$ 510         | \$ 1,020       |      |
| Fern Ridge Library Dist  |                        |       | \$ 510         | \$ 1,020       |                                 |       | \$ 510         | \$ 1,020       |      |
| Siulaw Valley F&R        |                        |       | \$ 510         | \$ 1,020       |                                 |       | \$ 510         | \$ 1,020       |      |
| Lane Library Dist        |                        |       | \$ 510         | \$ 1,020       |                                 |       | \$ 510         | \$ 1,020       |      |
| Siuslaw Library Dist     |                        |       | \$ 510         | \$ 1,020       |                                 |       | \$ 510         | \$ 1,020       |      |
| Junction City RFPD       |                        |       | \$ 510         | \$ 1,020       |                                 |       | \$ 510         | \$ 1,020       |      |
| Rainbow Water Dist       |                        |       | \$ 510         | \$ 1,020       |                                 |       | \$ 510         | \$ 1,020       |      |

**TOTAL**

**236,252**

**238,220**



**Agenda Item Number  
9.  
FY24 Budget Assumptions**

**Date:** January 26, 2023

**Presenter:** Brenda Wilson

**Action Recommended:** Adopt

**Background:**

Under this item, the Board is asked to review the proposed Assumptions that, when approved by the Board, will guide the development of the agency's budget for FY24. The Assumptions have been prepared by management based on information currently known.

**Suggested Action: Adopt the FY24 Budget Assumptions.**

Attachments:      FY24 Budget Assumptions

**LANE COUNCIL OF GOVERNMENTS  
FY24 BUDGET ASSUMPTIONS**

**OVERALL GUIDING PRINCIPLES FOR THE FY24 BUDGET**

- LCOG will continue to take all actions to ensure the safety of its staff and the public we serve against any threats from the continuing COVID-19 Pandemic.
- LCOG will continue to stabilize the General Fund.
- LCOG will continue to build reserves that are consistent with reserve policies adopted by the Board.
- LCOG will continue to stabilize Indirect rates, while making sure the rates accurately reflect actual internal costs and are in line with *OMB Circular A87*.
- To the maximum extent possible, all direct programs and contracts will be self-supporting. LCOG General Fund dollars will only be used to support programs and contracts when required as match or to provide temporary support to a program or to support a strategic initiative that has received prior approval from the Executive Director.
- LCOG will continue to balance its budget and will continue to ensure a stable budget, consistent with Board adopted policies.

**FY23 BUDGET ASSUMPTIONS**

**1. Member Dues:**

LCOG has a two-tier Member Dues structure: Level One has a minimum \$500 Member Dues amount; Level Two a \$1,000 Member Dues amount and provides the member with 12 hours of staff time. Dues are calculated on a base rate. The annual dues amount is calculated using population, enrollment, and service customers, as applicable. Special Districts are either \$510 or \$1,020, depending on Level chosen. The total dues amount is estimated to be about \$238,220 – an increase of about \$1,968 over last year due to population changes but will be adjusted accordingly once we have final numbers.

I recommend we keep the FY24 rate structure the same because the new dues structure is serving LCOG’s members well and there is so much uncertainty right now. The Exec Committee will take this action up under another agenda item before approval at the December Board meeting.

**2. Employee Compensation:**

The current Employees Association (EA) Collective Bargaining Agreement (CBA) expires on December 31, 2023. The current SEIU CBA expires on June 30, 2026.

**LANE COUNCIL OF GOVERNMENTS  
FY24 BUDGET ASSUMPTIONS**

Both CBAs currently provide for a COLA on July 1, 2022, based on the five-year average CPI-W.

For the CPI-W West, Size Class B/C Average of the five prior years, with 58 of the 60 months reported, the 5-year average is 4.11%. While we are still waiting on December 2022, using October 2022 (8.1%), the 5-year average looks like it will be 4.11%. Accordingly, while we do not know the COLA for FY23, we will build the budget on a 4.11% COLA.

LCOG is in the process of completing a Salary Survey for some EA employees, per the current Collective Bargaining Agreement. Salaries will be adjusted per the results of the survey. Any increase will be used to build the FY24 budget.

In FY24, merit increases are expected to increase total compensation for LCOG employees. Employees who are performing satisfactorily are eligible for 3.5% annual merit increases; employees who are at the top step of their salary range currently receive an annual top step bonus of \$500 if they are performing satisfactorily. We will build the budget assuming satisfactory performance by all employees.

The Executive Director's compensation is set by the LCOG Board under a contract. The current contract has been extended to June 30, 2025, and compensation is being recommended to the Board by the Executive Committee. The FY24 budget will be built based on the contract provisions in the contract.

**3. PERS:**

PERS issues rates every two years and the 2023-25 rates, which apply to FY24, are as follows:

- Tier 1 / Tier 2: 26.71% or an increase of 1.31% over 2021-23.
- OPSRP: 22.50% or an increase of 1.72% over 2021-23.

Because of increases in salary, the contribution amount required by LCOG to be remitted to PERS will increase and we will budget for that amount once we know what our total salary expense will be for FY24.

**1. Health Insurance:**

LCOG has two health plans for employees to choose from: the Regence plan is a high-deductible plan and requires an employer-paid contribution into a Health Reimbursement Account (HRA). The Kaiser plan, which is a co-pay plan, does not include an HRA.

Our health Insurance premiums are expected to increase by approximately 5% for Regence and Kaiser on January 1, 2023. The cost of health care for the second half of FY24 is currently unknown. For this reason, we will estimate the costs for the

**LANE COUNCIL OF GOVERNMENTS  
FY24 BUDGET ASSUMPTIONS**

second half of FY24 at an increase of 5%. Should health insurance costs increase beyond what is assumed, LCOG will present the increase as part of its Revised FY24 Budget for Board approval in the spring of 2023. Both EA and SEIU Employees pay 5.0% cost-share for health insurance premiums. Our dental insurance premiums are also expected to increase by 5%.

**2. Other Insurance:**

General Liability Insurance: For FY24, we expect premiums to increase by 17.7%. These increases are based on employment practices and auto liability claims. The higher deductible plan we switched to three years ago saves us on the premium, but these are steep increases. We will budget for a 18% increase which is about \$13,000.

Property Liability Insurance: For FY24, we expect premiums to increase by 18.1%. We will budget for a 18.1% increase which is about \$3,000.

Workers' Compensation Insurance: We will not know our FY24 rates until spring of 2023, but our carrier expects a 4% increase. We will budget for a 4% increase which is about \$3,000.

Life and Long-Term Disability rates are expected to remain the same as in FY23.

**3. Contingency Accounts:**

Operations Contingency Account: Board policy requires the Operations Contingency Account to be funded at a level reflecting one quarterly mortgage payment and two month's salary.\* For FY23 these amounts were \$234,314 and \$79,146, respectively, totaling \$313,460. While we will not know the total amount for FY24 until we build the Proposed Budget, I intend on discussing the Reserve Policies with the Board during the Budget process.

\*The two month's salary is of non-federal, non-state, and non-grant supported personnel.

Capital Contingency Account: While there is no funding level requirement for this Account, all excess revenues from the Park Place Building have been placed in this Account. I recommend that practice continue. Currently, there is \$627,310 in the Capital Contingency Account.

**4. Equipment and Training:**

LCOG will provide effective workspace, equipment and training to enable employees to be productive and effective, especially since we expect the majority of our employees to continue to work remotely.

**LANE COUNCIL OF GOVERNMENTS  
FY24 BUDGET ASSUMPTIONS**

**5. Government Services:**

We will continue to stabilize our billing rates, making sure our rates cover our costs and keep us competitive and affordable. We will also continue to ensure our billing invoices are transparent and standardized.

**6. Senior and Disability Services:**

Following long term emergencies and system changes at the State level, LCOG will continue to find efficiencies in Senior and Disability Services (S&DS) to address the large workload while continuing to provide services at levels required and expected.

S&DS has two primary sources of funding. First, as a Type B Transfer agency, S&DS has a contract with Oregon's Department of Human Services to provide Medicaid and Food Stamp services to seniors and people with disabilities in Lane County. Second, as an Area Agency on Aging, S&DS receives funding through the Older Americans Act (OAA).

In the 2022–23 biennium, funding for Senior and Disability Services was increased over the previous biennium with additional funding due to the ongoing Pandemic. We will not know what our funding allocation will be until fall of 2023, but we expect (hope) that this funding increase trend continues as our caseload continues to rise.

Given the uncertainty, we will budget FY24 at the same level as FY23. Should the allocation change significantly, we will adjust accordingly in the Revised Budget.

**7. Enterprise Services:**

We will continue to strategize how to grow the Business Loan Program into a more sustainable program and we will continue to stabilize our Minutes Recorder Program billing rates, making sure our rates cover our costs and keep us affordable. While the Local Government Personal Services Program is not currently an Enterprise Fund, as we continue to market and grow the Program into a sustainable and valuable service, the plan is to move it to the Enterprise Fund in the future so it can be run as a business.





**Agenda Item Number  
10.  
2023 Executive Committee Members**

**Date:** January 26, 2023

**Presenter:** Brenda Wilson

**Action Recommended:** Ratify and Elect

**Background:**

The LCOG Bylaws call for the incoming Chair to appoint up to five Board Members to the Executive Committee to be ratified by the Board. The Board is also responsible for electing two additional members. The LCOG Charter requires a coastal representative.

**Suggested Actions:**

- 1. Ratify the LCOG Board members chosen by the Chair as Executive Committee members for 2023.**
- 2. Elect two additional Board Members to serve on the Executive Committee.**



## **Agenda Item Number 11. Mission Statement**

**Date:** January 26, 2023

**Presenter:** Brenda Wilson

**Action Recommended:** Adopt

### **Background:**

Lane Community College Board Member Mike Eyster contacted me this summer and asked about LCOG’s Mission Statement, noting the use of the term “citizens” and whether we would consider changing the word to better reflect how LCOG provides services in the region – inclusive and equitable.

At the September 13 Executive Committee meeting, this change was discussed. The committee expressed interest in revising the entire Mission Statement and to look at the Senior and Disability Services (S&DS) Mission Statement as well since S&DS uses their Statement more frequently.

Our current LCOG-wide Mission Statement:

*LCOG’s mission is to coordinate and provide high quality public services in Lane County. Lane Council of Governments is dedicated to serving the public interest and enhancing the quality of life for citizens of Lane County.*

Our current S&DS Mission Statement:

*To advocate for seniors and people with disabilities and provide them quality services and information that promotes dignity, independence, and choice.*

A committee was formed with Vice-Chair Sonya Carlson, and Board Members Laural O'Rourke and Steve Recca serving on the committee. The committee met with consultant Howard Schussler on November 22 for the purpose of revising the LCOG Mission Statement. The discussion was designed to build a foundation for the work by developing a shared mental image of the core functions of LCOG with some understanding of services and products. With this foundation, a new Mission Statement was formulated through group dialogue. The committee came up with the following:

*LCOG: Coordinate, Connect & Enhance: Providing a wide range of services to the public and public agencies consistently and without bias.*

There was some discussion and appeared to be some consensus on the need to develop mission statements, over time, for each Division to complement the revised LCOG Mission Statement.

**Suggested Motion: Adopt the new Mission Statement.**



## **Agenda Item Number 12.**

### **Lane County Land Management Community Wildfire Risk Reduction Grant Letter of Support**

**Date:** January 26, 2023

**Presenter:** Brenda Wilson

**Action Recommended:** Approve

#### **Background:**

The Lane County Land Management Division (LMD) is applying for the Oregon Office of the State Fire Marshal (OSFM) Community Wildfire Risk Reduction Grant funding, to create and implement a wildfire mitigation/ fuels reduction program for low-income, elderly, and vulnerable homeowners in Rural Lane County. They are seeking letters of support from interested forest management, fire, and social service agencies to highlight multi-agency coordination for this initiative.

The Firewise Program has provided financial and technical assistance for wildfire mitigation to hundreds of Lane County properties over the life of the program, but the reimbursement model of the program makes it difficult for lower income homeowners to access because of the need for participants to pay for work up-front. For cash-strapped homeowners, especially seniors, this can be a barrier to participation in the existing Lane County Firewise Incentive Program.

LMD's proposed solution is to use this grant to make similar kinds of wildfire hazard mitigation work accessible to lower income homeowners by a providing a basic level of fuels-management work (treating vegetation to create or enhance the defensible space zone) on those properties, at no direct cost to the participant.

**Suggested Motion: Approve sending a Letter of Support.**



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

**Date:** January 26, 2023

**Presenter:** Brenda Wilson

**Action Recommended:** None. Information Only

**October 11, 2022, MEETING NOTES:**

Members present remotely were: Board Chair Heather Buch, Vice-Chair, Sonya Carlson, Patti Chappel, Randy Groves, Sherry Duerst-Higgins, Greg James, Loral O'Rourke, and Rob Ward; LCOG Executive Director Brenda Wilson.

**Policy / Action Items**

1. **Executive Director's Contract – Finalize Contract terms:** At the June 14, 2022, Executive Committee meeting, the Executive Committee voted unanimously to accept the evaluation and directed that the current contract be amended now through June 30, 2025, with the discussion of compensation to be brought back to the Executive Committee in the fall of 2022. The Committee unanimously agreed to this strategy.
2. **Park Place Building Property Management Company** – In June 2022, due to several issues with our current property manager that had arisen over the past 2 years reflecting performance below what was expected from our Property Manager, we provided sixty (60) days' notice to terminate our agreement with PacReal with an effective date of October 31, 2022, per a provision in the service agreement.

An RFP was issued on September 6, 2022 with final proposals due by September 23, 2022. We received three proposals. Executive Committee members Sonya Carlson and Greg James volunteered to serve on the selection committee along

with Government Service Director Michael Wisth, Finance Director Keina Wolf, and myself.

Proposals were reviewed and scored by each committee member per Selection Criteria in the RFP. The committee ranked each item of the Proposal based on the maximum possible points listed below:

- A. (Up to 30 points) “Available Staff’s Experience”
- B. (Up to 30 points) “Project Scope Workplan”
- C.(Up to 30 points) “Fees, Billing, Accounting and Financial Reporting”
- D. (Up to 10 points) “Other Evaluation Categories”

After discussion, the committee agreed to interview the top scoring company last week for clarification on some of their responses. After the interview, the committee agreed to issue a Notice of Intent to Award a Contract to Campbell Commercial Real Estate. The Committee unanimously agreed to award the contract to Campbell Commercial Real estate.

## **December 13, 2022, MEETING NOTES:**

Members present remotely were: Vice-Chair, Sonya Carlson, Greg James, Randy Groves, Sherry Duerst-Higgins, and Jonathan Light; LCOG Executive Director Brenda Wilson, LCOG Fiscal Manager Keina Wolf, Senior Financial Analyst David Joyal, and Isler Partner and Auditor Gavin Hawkins.

### **Information Items**

1. **FY22 Financial Statements – Presentation by Auditor:** Isler Partner and Auditor Gavin Hawkins gave an overview of the audit. He went over the division of responsibilities between the audit firm and LCOG. He also explained a new GASB requirement for how leases were represented.

He stated they had no difficulties or differences with LCOG staff. At the conclusion of the audit, they will obtain from LCOG written representation that we have provided all information they audit firm requested and not withheld any information. When reviewing internal controls, they found no significant differences or weaknesses and found no material misstatements of the financial data.

2. **Executive Director’s Contract** – Brenda presented a spreadsheet of comparative compensation figures for other COGs and other similar organizations in the metro area. She presented some historical information on her compensation. She

explained her compensation is the second lowest without the bonus; with the bonus taken into consideration, her salary is very closely aligned with OCWCOG, even though LCOG's budget is more and the number of employees is greater. She explained the bonus allows for more flexibility should there be budget issues.

Brenda requested she receive the same COLA as staff as she felt it would not be fair for her to receive a higher COLA than staff. She also explained that her compensation is looked at by other COGs when determining the compensation for their Executive Directors, so requested her cell phone allowance and transportation allowance be raised to be comparable to OCWCOG.

Vice Chair Carlson asked about the current compensation and what COLA was used. Board member James agreed that increasing the cell phone allowance and transportation allowance to be in alignment with OCWCOG was appropriate. He also felt that a COLA that was the same amount as staff showed good leadership. Brenda noted that the transportation allowance covers her mileage so she does not submit for mileage reimbursement and it is easier for her to budget for that. Board member Light and Vice-Chair Carlson wondered if the amount was enough to cover the mileage. Board member Light asked about the criteria the bonus was attached to. Brenda provided a brief history of her compensation and explained that it would only be approved upon a satisfactory evaluation.

Board member Groves raised some concerns about not including increases in the base salary which made it harder to catch up. In addition, he noted that future COLAS are applied to the base salary and not including the bonus in the base salary reduces the amount of COLA. He also noted that he has seen in our region that there is a tendency to not compensate long-time dedicated and loyal employees and when a new person is recruited, they often walk into a compensation package that is higher than the previous person. He stated he believes you get good people into positions and take care of them and he felt we needed a longer term strategy for compensation to be fair.

Brenda also explained they were in the process of doing a Compensation study for some positions in Government Services and they would look at the Division Directors and the CIO and MPO Managers as well. That may help direct a long-term strategy on compensation. Board member Groves noted he thought that was a good idea since it wasn't a good idea to allow managers to get too far behind, especially when a large increase needed to be given to catch them up, the optics of that didn't look good because people wouldn't understand it was because a manager wasn't getting increases for a long period. Board member Light agreed as they had dealt with that at the Springfield School District.

Vice-Chair Carlson pointed out that even the comparator OCWCOG was smaller than LCOG and felt LCOG had a much larger stretch and reach with the services offered. She stated she felt they should increase the base salary to include the bonus and increase the cell phone and transportation allowances. Board member James agreed with the statements made and felt the base salary should include the current bonus amount and then apply an additional bonus of \$10,000. He noted that Brenda had not received a real increase and moving the bonus over to the base salary in light of no merit increases for the last ten years puts the compensation in line with OCWCOG even though LCOG is larger.

The Committee agreed to moving the current bonus into the base salary, increasing the cell phone allowance and transportation allowance to be in alignment with OCWCOG. Members also felt that a merit step increase be built into the contract. Board member Light wondered if a \$10,000 bonus was adequate given Brenda's track record. Vice-Chair Carlson stated she supported giving Brenda the flexibility to keep that but didn't want her to balance the books on her back. Brenda noted that other COGs would compare her salary to theirs and having the bonus separately helps their decisions as well. Board member Groves noted he appreciated Brenda's desire for flexibility, they needed to preserve the system and the Comp/Class and felt we were not doing this with all the one-off increases and while he doesn't want to take the flexibility away, delays and deferring impacts her the rest of her life and they need to make sure the Board is taking care of the Executive Director.

Vice-Chair Carlson asked about bonuses for staff. Brenda replied that for non-represented staff, she had given increases in vacation and deferred comp. Brenda went on to say she wanted to be sure they compensated staff appropriately because she needed to keep great staff.

3. **Annual Dinner Awards** – Brenda explained the Cottage Grove Armory had been rented for the LCOG Annual Dinner to happen on March 4, 2023, and for the event to be a fundraiser for Senior Meals. Brenda would present the award categories to the Executive Committee at the next meeting and ask for nominations from the Board and other LCOG groups.

**Policy / Action Items** – due to a mix-up with the calendar invite, we did not have a quorum so these items will go before the full Board for considerations. Mapleton had submitted a request for a letter of support for a grant application being submitted by Lane county on their behalf. Although there was not a quorum, the Committee gave Brenda permission to sign the letter on behalf of LCOG.





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

**Date:** January 26, 2023

**Presenter:** Brenda Wilson

**Action Recommended:** None. Information Only

**Metropolitan Policy Committee (MPC)**

*October 6, 2022*

- Unanimously approved approximately \$23 million of federal MPO flexible funding for projects through FY2027.
- Heard an update on the preparation of, and provided input on, an update to the MPO's Title VI and Environmental Justice Program Plan.
- Unanimously approved \$40,000 of federal MPO flexible funding for licensing and implementation of an electronic Transportation Improvement Program (TIP) package.
- Unanimously approved the MPO's support of six state (Oregon Department of Transportation) performance measures related to pavement and bridge conditions, transportation system performance, and congestion mitigation and air quality.
- Unanimously approved a letter of support for the City of Eugene for the FY22 Reconnecting Communities Pilot (RCP) Program Grant Application.

**Metropolitan Policy Committee (MPC)**

*November 3, 2022*

- Unanimously approved the update to the MPO's Title VI and Environmental Justice Program Plan.
- Heard an update on the meeting of the Oregon MPO Consortium (OMPOC). Discussed potential legislative and other priorities for OMPOC's work in 2023.
- Discussed potential transportation-related priorities for the 2023 session of the Oregon Legislature.

- Heard an update on the work to develop a regional broadband strategy.

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

*December 1, 2022*

- Heard a report on the Oregon Household Activity Survey, also known as the Oregon Travel Study ([www.oregontravelstudy.com](http://www.oregontravelstudy.com)).
- Heard a report from ODOT staff on ODOT transportation performance measures.
- Unanimously approved a letter of support for the City of Eugene’s applications for Building Resilient Infrastructure and Communities (BRIC) & Flood Mitigation Assistance (FMA) grants from the Federal Emergency Management Agency (FEMA).
- Heard a report from ODOT on the Congestion Mitigation and Air Quality (CMAQ) grant program.

### **Lane Economic Committee (LEC)**

*September 12, 2022*

- No meeting held

### **Lane Economic Committee (LEC)**

*October 11, 2022*

- Presenter Micah Elconin, Director of Eugene’s Table and President of Season to Taste, Inc. talked about the food and beverage sector. This organization is funded by membership and sponsorships. Working on projects with the two Universities to support the business food industry with courses catering towards startups and management training. Working on courses for professional development in the food and beverage industry. He talked about different events hosted by Eugene’s Table and how these events after the pandemic are growing. Gatherings like “Unpack” events where networking and how to support the food and beverage industry workforce discussions take place.
- Discussion took place regarding potential topics for next month’s speaker from Lane Community College new President, Dr. Stephanie Bulger.
  - The three directions she set up for her new position
    - Sustainability for college to be discussed
  - Discuss recent new buildings
  - Discuss how to support workforce
- Continued discussion on the Priority Area 2 (Sector Diversification Through Business Development).
  - Develop emergency recovery revolving loan funds and creative financing options before shocks so that businesses can immediately access financial

assistance post-shock

- Joint money given to Lending Community Works to assist businesses during COVID
- Federal money through PPP and EIDL grants/loans
- Oregon Business Grant program
- Ms. Easdale spoke about needing funds for business impacted by fires, such as paying for business expenses when businesses are having to evacuate and not able to be open. The State had rental assistances but was limited and related more towards COVID.

### **Lane Economic Committee (LEC)**

*November 14, 2022*

- Guess speaker Dr. Bulger, the new President of Lane Community College (LCC) was not able to attend – rescheduled for next month
- Updates given by Members, Chair and Staff
  - Cottage Grove recently received two large EDA grants.
    - \$6.5 million to rebuild Main Street – project would not start until 2024
    - \$1.25 million to develop 1.5 acres of Bohemia Park in a plaza
- Discussion regarding establishing a Nominating Committee for Chair and Vice-Chair
  - Ms. Perry, Ms. Cusimano, and Mr. Berger volunteered

### **Senior & Disability Services – Disability Services Advisory Council (DSAC)**

*November 18, 2022*

- Heard report that there were 167 people on Oregon Project Independence (OPI) 60+ and 34 people on OPI Pilot. ADRC completed 897 calls in September and 531 calls in October. The Oregon Money Management program has served 148 consumers to date. Oregon Legal Services has served 293 consumers for a collective 1,460 hours fiscal year to date. The Family Caregiver Respite program has provided 2,018 traditional respite hours fiscal year to date. Fiscal year to date, the Meals on Wheels Program has served 49,718 meals and the Café 60 program has served 20,524 meals.
- Staff presentation on the \$158,000 Innovation Grant from Oregon Department of Human Services S&DS was recently awarded in partnership with HIV Alliance. This funds one ADRC Specialist for S&DS who will be housed on site at HIV Alliance and funds one HIV Alliance Peer Support Specialist. The goal of this grant to bridge the gap to S&DS services for consumers who are receiving services on site at HIV Alliance.

**Senior & Disability Services – Senior Services Advisory Council (SSAC)**

*November 18, 2022*

- Staff presentation on the S&DS Area Plan and the new Service Equity Plan. It is a requirement of ODHS that each Area Agency on Aging have these documents in place and that they are reviewed annually. The Area Plan is a four-year document that maps out the goals and vision for the agency. The Service Equity Plan is a new requirement and is in place to ensure all services provided by S&DS are accessible and inclusive to all. Included in the Service Equity Plan is the Workforce Development Plan that provides goals & action items for recruiting and retaining employee's representative of the racial demographics that S&DS serves. The Workforce Development Plan provides data on the current S&DS staff demographics compared to the consumers served by S&DS.
- Staff presentation from the S&DS Outreach and Volunteer Coordinator. This position was put in place in May and has since participated in 11 outreach events throughout the community reaching over 1,700 people. She has provided 5 presentations to community partners to talk about what S&DS is and what services we provide. Discussion regarding volunteer recruitment efforts and ideas for recruiting in rural areas.