



## EXECUTIVE COMMITTEE MEETING AGENDA FOR NOVEMBER 2023

---

**Date:** Tuesday, November 14, 2023

**Time:** 5:30 p.m.

**Location:** Zoom: <https://us06web.zoom.us/j/82514753598>

**Meeting ID:** 825 1475 3598

**One tap mobile:** +12532050468,,82514753598# US

**Contact:** Brenda Wilson, (541) 682-4395

---

\* Denotes Packet Attachment

### Information Items

1. Quarterly Financial Statements (will be available at the meeting)

### Policy / Action Items

- 2.\* Draft December Board Meeting Agenda - Approve
- 3.\* FY25 LCOG Dues Rates - Recommend Adoption to Board
- 4.\* Nominations for Chair and Vice-Chair
- 5.\* Appointment of 5 Executive Committee members

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



# BOARD MEETING AGENDA

**Date: Thursday, December 21, 2023**

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

**Location: Virtual – Details TBD**

*\* 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. a.\*\* FY23 Financial Statements, Isler CPA – Audit Report, **Accept**  
\*\* Hard copies will be available at 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 28, 2023 Minutes – Approve
  - b.\* FY25 Member Dues – Adopt
  - c.\* FY25 Budget Assumptions and Process – Adopt
6. Items Removed from Consent Agenda
- 7\* Election of Chair and Vice Chair for 2024-25
- 8.\* Ratification and Election of Executive Committee members

### **Reports**

9. a.\* Executive Committee Report
- b.\* Advisory Council Reports
- c.\* Executive Director's Report

### **Wrap Up**

10. 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



November 14, 2023

**To:** Executive Committee

**From:** Brenda Wilson

**Subject:** FY25 Member Dues Rates

**Action Recommended:** Recommend FY25 Member Dues Rates to LCOG Board

**Background:**

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 \$850.
- 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.

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

The base rates last year were: 0.255 for the County; 0.414 for cities; 0.113 for school districts and utilities. These rates have been “re-set” several times over the last 45 years to reduce Member Dues for most members without accounting for inflation or increased costs for LCOG. And while the new rates sometimes reflected an increase in dues, most members’ dues amounts are now less than the amounts were in the 1980s and 1990s.

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 1% increase in the “population” numbers for schools and a 2% customer account number for utilities. Once we have the actual numbers, we will update the numbers and calculate the actual Dues amounts.

For Fiscal Year 2025, I recommend keeping the same structure as in Attachment A which shows actual FY23 Dues Amounts, and the base rates the same for all members. Many of our members are experiencing tight budgets and increasing dues at this time is not good partnership.

**Recommended Action:** Recommend Board Adopt the FY25 Member Dues Rates as discussed.

Attachment: A FY23 Actual Dues Amounts

**FY23**  
**LCOG MEMBER DUES**  
**JULY 2022 - JUNE 2023**

**JURISDICTION**

**Lane County**

**Cities**

|               |       |  |           |
|---------------|-------|--|-----------|
| Eugene        | 0.414 |  | \$ 73,763 |
| Springfield   | 0.414 |  | \$ 26,188 |
| Cottage Grove | 0.414 |  | \$ 4,533  |
| Florence      | 0.414 |  | \$ 4,032  |
| Junction City | 0.414 |  | \$ 2,953  |
| Creswell      | 0.414 |  | \$ 2,387  |
| Veneta        | 0.414 |  | \$ 2,214  |
| Oakridge      | 0.414 |  | \$ 1,360  |
| Dunes City    | 0.414 |  | \$ 1,020  |
| Coburg        | 0.414 |  | \$ 1,020  |
| Lowell        | 0.414 |  | \$ 1,020  |
| Westfir       | 0.414 |  | \$ 1,020  |

**School Districts**

|             |       |  |          |
|-------------|-------|--|----------|
| LCC         | 0.113 |  | \$ 1,645 |
| Eugene 4J   | 0.113 |  | \$ 1,895 |
| Springfield | 0.113 |  | \$ 1,131 |
| Bethel      | 0.113 |  | \$ 606   |
| South Lane  | 0.113 |  |          |
| Creswell    | 0.113 |  | \$ 510   |
| McKenzie    | 0.113 |  | \$ 510   |

**Utilities**

|               |       |  |           |
|---------------|-------|--|-----------|
| EWEB          | 0.113 |  | \$ 11,040 |
| EPUD          | 0.113 |  | \$ 2,573  |
| Heceta        |       |  | \$ 510    |
| Rainbow Water |       |  | \$ 510    |

**Special Districts**

|                         |  |  |          |
|-------------------------|--|--|----------|
| Port of Siuslaw         |  |  | \$ 1,020 |
| Lane ESD                |  |  | \$ 1,020 |
| Western Lane Amb        |  |  | \$ 1,020 |
| Willamalane             |  |  | \$ 1,020 |
| River Road Park Dist    |  |  | \$ 510   |
| Fern Ridge Library Dist |  |  | \$ 510   |
| Siulaw Valley F&R       |  |  | \$ 1,020 |
| Lane Library Dist       |  |  | \$ 510   |
| Siuslaw Library Dist    |  |  |          |
| Junction City RFPD      |  |  | \$ 1,020 |

**TOTAL**

**241,543**



November 14, 2023

**To:** Executive Committee

**From:** Brenda Wilson

**Subject:** Recommendations for Chair and Vice Chair for 2024-25

**Action Recommended:** Nominate Candidates.

**Background:**

The Charter provides that in each odd-numbered year, a nomination committee places in nomination the names of Board Members for the positions of Chair and Vice-Chair for the upcoming two-year term. The Committee, comprised of “not less than three members of the Board,” deliberate and come to the December Board meeting prepared to nominate Board Members for the office of Chair and Vice Chair. For the past several years, the Nomination Committee was the Executive Committee.

Historically, the current Vice-Chair has been nominated as the Chair. A new Chair and Vice-Chair will be elected to a two-year term at the December Board meeting.



November 14, 2023

**To:** Executive Committee

**From:** Brenda Wilson, Executive Director

**Subject:** Appointment of Executive Committee Members

**Action Recommended:** Recommend Board Ratify Members

**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.

**Recommended Action:**

Recommend the LCOG Board ratify the LCOG Board members representing the above jurisdictions as Executive Committee members for Calendar year 2024.