

MINUTES
LANE COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS

City of Oakridge Greenwaters Park
48362 Highway 58
Oakridge

May 27, 2004 - 7:00 P.M.

VOTING MEMBERS

Present

Director Jerry Miller (Lane ESD), Chair
Mayor Sue Bond (Oakridge)
Commissioner Patti Chappel (EPUD)
Councilor Mike Fleck (Cottage Grove)
Director Alan Laisure (School District 52)
Commissioner Patrick Lanning (EWEB)

Mayor Ron Petitti (Creswell)
Director Chris Pryor (School District 4J)
Director Dennis Shine (LCC)
Mayor Diana Tonkin (Westfir)
Mayor Jim Torrey (Eugene)
Mayor Judy Volta (Coburg)

Absent

Dunes City Representative
Florence Representative
Junction City Representative
Lowell Representative
Springfield Representative
Veneta Representative
Lane County Representative

School District 68 (McKenzie) Representative
School District 19 (Springfield) Representative
Willamalane Park District Representative
Fern Ridge Library District Representative
Siuslaw Public Library Representative
Port of Siuslaw Representative
Western Lane Ambulance District Representative

STATE ELECTED OFFICIALS

None

GUESTS

Skyler Lindstrom-Hernandez, Gordon Zimmerman

LCOG STAFF

George Kloeppe, Steve Dignam, Jamon Kent, Ann Mortenson, Ted Stevens, Bob Swank, Byron Vanderpool

1. CALL TO ORDER – ROLL CALL

Chairperson Jerry Miller called the meeting of the Lane Council of Governments (LCOG) Board of Directors to order at 7:20 p.m.

LCOG staff Ann Mortenson called the roll of members. LCOG Executive Director George Kloepfel stated that a quorum was present.

Mayor Sue Bond welcomed members to the City of Oakridge. She introduced City Administrator Gordon Zimmerman.

2. REQUESTS FOR ADDITIONS TO THE AGENDA

None.

3. PUBLIC COMMENT

None.

COMMITTEE REPORTS

4. COMMENTS FROM THE CHAIR AND EXECUTIVE COMMITTEE

Chairperson Miller referred to Agenda Support Material entitled “Report of the Executive Committee.” He noted that it contained a recommendation for allocation of responsibilities between the Board and Committee. He said the governing principle of the recommendation was that the Board would deal with LCOG matters on a policy level and the Committee would care for “housekeeping” matters. He said it was proposed that the Board be more concerned with outcomes and the Committee with output.

Commissioner Patrick Lanning said Mr. Miller had accurately described the intention of the proposal and that a majority of the time at the May 20 Executive Committee meeting had been spent considering it.

Chairperson Miller reported that all actions of the Executive Committee would be reported to the Board each month and that requests for additional information and/or reconsideration of matters by members of the Board would be honored.

5. ADVISORY COUNCIL REPORTS

Chairperson Miller referred to Agenda Support Material entitled “Advisory Council Reports” and noted that it contained information about meetings of the Metropolitan Policy Committee, Senior Services Advisory Council, Disability Services Advisory Council, and Lane Economic Committee. He determined members had no questions regarding them.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Mr. Kloepfel referred to Agenda Support Material entitled “Comments from the Executive Director” and noted that it contained information about the Board Meeting schedule, insurance coverage for community festivals, the Western Council of Governments Confer-

ence, Walkable Community Workshops, Older Americans Month Celebration, Meals on Wheels Fundraiser, and recognition given to the Disability Services Advisory Council.

Mr. Kloeppe reported that the dates of the Western Council of Governments Conference had been changed from July 27-30 to September 21-23, 2004, in San Diego. He said the new date conflicted with a meeting of the LCOG Board of Directors and that the Executive Committee would consider re-scheduling the meeting.

BUSINESS ITEMS

7. CONSENT AGENDA

Chairperson Miller noted that the Consent Agenda included approval of the minutes of the April 22, 2004, meeting of the Board of Directors

MOTION: *Mayor Jim Torrey moved, seconded by Mayor Ron Petitti, to approve the Consent Agenda. The motion was adopted unanimously, 12:0.*

8. ITEMS REMOVED FROM THE CONSENT AGENDA

None.

9. LOCAL GOVERNMENT SERVICES ITEMS

None.

10. SENIOR AND DISABLED SERVICES ITEMS

None.

11. EXECUTIVE MANAGEMENT AND ADMINISTRATION

A. July Board of Directors' Planning Session

Mr. Kloeppe referred to Agenda Support Material entitled "July Board of Directors' Planning Session." He said the Executive Committee recommended that the July meeting of the Board be dedicated completely to identification and planning of regional issues to be considered on agendas of future Board meetings. Chairperson Miller added that the Executive Committee would deal with other business normally considered by the Board.

Mr. Kloeppe determined there was agreement to accept the recommendation of the Executive Committee and invited suggestions from members regarding format and subject matters to be considered.

B. Board and Executive Committee Responsibilities

Mr. Kloepfel referred to Agenda Support Material entitled “Board and Executive Committee Responsibilities.” He noted that it contained recommendations clarifying responsibilities, in the face of reducing the number of meetings of the Board of Directors to six each year. He said responsibilities identified would be delegated as noted and serve as a guide for decision-making about matters not currently foreseen.

Mr. Kloepfel reviewed the proposed roles of the two bodies, as follows:

It is intended that the Board of Directors will:

1. Explore regional issues, requesting additional information, as needed.
2. Establish agency policy and adopt plans for policies with clear regional impact.
3. Assure the efficient discharge of all responsibilities assigned to the agency under state and federal designations, including the metropolitan planning organization, the area agency on aging, the census data clearinghouse, etc.
4. Approve official LCOG advocacy positions.
5. Receive and consider citizen input and conduct public hearings, as needed or required.
6. Receive and consider recommendations from the Executive Committee and advisory committees.
7. Adopt/amend LCOG Bylaws.
8. Elect a Chair and Vice Chair.
9. Confirm the Chair’s appointments to the Executive Committee.
10. Set Board goals and work plan.
11. Adopt agency’s *Work Program and Budget*
12. Adopt any revisions to the annual Budget.
13. Appoint or remove the Executive Director.
14. Approve Executive Committee’s performance review of Director and employment agreement changes.
15. Adopt Member Dues Schedule.
16. Accept/approve quarterly fiscal reports, the annual financial statements/audit, and major program or project reports.
17. Receive informational reports from staff, the Executive Committee, and advisory committees.

It is intended that the Executive Committee will:

1. Interpret agency policy and approve implementing procedures, as needed.
2. Establish agency policy and advocacy positions when time constraints preclude Board action.
3. Confirm Chair’s appointment of Budget Committee and nominating Committee and to other LCOG committees and advisory boards.

4. Adopt Senior and Disabled Services Area Plan and subsequent amendments, unless a hearing is required.
5. Approve Bylaws and subsequent amendments for LCOG committees and advisory boards
6. Develop informational reports for submission to the Board.
7. Adopt Budget Assumptions and Process.
8. Assist the Chair in the performance review of Director and provide recommendation to Board regarding employment agreement changes.
9. Provide counsel to the Executive Director regarding administrative matters.

MOTION: *Mayor Torrey moved, seconded by Mayor Petitti, to accept the recommendation from the Executive Committee regarding the responsibilities of the Board of Directors and Executive Committee.*

Councilor Mike Fleck suggested that the agendas of Executive Committee meetings be provided to Board members each month. He said he did not foresee problems arising as the result of the proposed disaggregation of responsibilities.

Chairperson Miller said it was intended that all actions taken by the Executive Committee would be reported to the Board and would therefore be open to its discussion and review.

Mr. Kloepfel said the agenda and minutes of all LCOG meetings were already posted on its webpage, but that it might be wise for items related to the Executive Committee be “flagged” to gain the attention of Board members.

The motion to accept the recommendation regarding the responsibilities of the Board of Directors and Executive Committee was adopted unanimously, 12:0.

INFORMATION ITEMS

12. SENIOR AND DISABLED SERVICES CONTRACTS

Senior and Disabled Services Director Ted Stevens referred to Agenda Support Material entitled “Contracts for Services for 2005.” He said it reported the identities of agencies and organizations for which contracts to provide Senior and Disabled Services not delivered directly by LCOG staff in 2004-05, as authorized by the Board.

Mr. Stevens determined members did not wish to discuss the matter during the meeting.

13. SOUTHERN WILLAMETTE SERVICES CORPORATION

Local Government Services Director Byron Vanderpool referred to Agenda Support material entitled “Southern Willamette Services Corporation Update.” He briefly reviewed information it contained regarding progress made in revitalizing the nonprofit agency. He said it had recently created an endowment fund and initially received approximately

\$100,000 to support senior meals programs in Lane County. He noted that the Oregon Community Foundation would manage the fund.

14. OREGON PLANNING INSTITUTE

Mr. Vanderpool referred to Agenda Support Material entitled “Oregon Planning Institute 2004.” He noted that the annual conference for planners and related professionals would be hosted by LCOG at the University of Oregon in September. He said a new format would balance planning basics, creative innovations, and a special training element on the role and responsibilities of planning commissioners. He noted registration information was attached to the material and that complete details were posted on the LCOG website.

Director Chris Pryor said he believed the Institute was of benefit to both urban and rural area planners and that the opportunity to “network” with others working in the field was extremely positive.

15. FISCAL YEAR 2004-2005 WORK PROGRAM AND BUDGET

Mr. Kloeppe referred to Agenda Support Material entitled “2004-2005 Work Program and Budget” and to a document dated May 2004 entitled “Lane Council of Governments 2004-2005 – Work Program and Budget” distributed at the beginning of the meeting. He said their adoption was scheduled for the June meeting of the Board.

Mr. Kloeppe referred to the “Executive Director’s Budget Message,” proposed resolution to adopt the budget, and budget detail included in the document. He invited members to study the proposal, submit requests for additional information, and prepare for discussion and action on it.

Mayor Judy Volta asked what considerations were being given to controlling LCOG personnel costs. Mr. Kloeppe replied that management had negotiated an agreement with the Employee Association about substituting a health account savings plan for the current medical plan. He stated that contributions to the Oregon Public Employees Retirement System (PERS) did not include building an escrow account.

Mayor Torrey asked how employee expenses had been affected by the large number of retirements experienced in the last year. Mr. Kloeppe replied that the positions of retired personnel were either not filled, or the former employees were continuing to work through personal service contracts.

Associate LCOG Director Bob Swank said benefits were not paid for personal service contract workers. He said most worked only one-half time and that their services amounted to approximately ten percent of the current staff time. He explained that if litigation related to PERS resulted in creating an unfunded liability for LCOG, it would likely be possible to amortize it over time, beginning in the next fiscal year.

SPECIAL PRESENTATION

16. LANE ECONOMIC COMMITTEE WORK PLAN

LCOG Program Manager Steve Dignam reported on the 2004 Work Plan of the Lane Economic Committee (LEC). He referred to material distributed with the agenda and reviewed the actions undertaken based on economic development strategies identified by the Board of Directors, as follows:

- A. Assist local governments in meeting infrastructure needs – grantsmanship, technical assistance.
- B. Maintain and make available objective information related to development, such as buildable land surveys.
- C. Support Needs and Issues process. Board should receive regular reports from LEC.
- D. Avoid conflicting with the economic development efforts of others, such as Lane Metro Partnership, Workforce Partnership, and the Convention and Visitors Association of Lane County, Oregon.
- E. Facilitate area-wide long term growth management planning, such as Region 2050; nurture unified vision for growth and development.
- F. Expand business assistance loan program.

Mr. Dignam discussed the status of LEC efforts related to a number of topics – industry Cluster Coordination, Infrastructure Finance, Targeted Industries, Entrepreneurial Development, Transportation Priorities, Needs and Issues Process, Comprehensive Economic Development Strategy, University of Oregon Tech Transfer and Incubator, and Government Loan Programs.

Director Dennis Shine suggested that the LEC report should include references to work with the economic development efforts of Lane Community College.

Director Pryor said he believed economic development was best accomplished with efforts balanced between rural/urban and public/private partnerships. He said he appreciated LEC efforts that appeared to incorporate such a balance.

Mr. Dignam said he would continue to report on LEC efforts to the Board in the future.

MEMBER AGENCY REPORTS

Mayor Bond reported that Oakridge had successfully sponsored a Sirolli Institute program to facilitate entrepreneurial development. She said a new gas station and convenience store were being built and that an insurance company had built new office space.

Councilor Fleck reported that a Ford Family Foundation sponsored civic leadership training program had been completed in Cottage Grove with good results. He said the South Lane Speedway would no longer be operating in the city. He said the City Council had decided to raise water and waste treatment fees by \$16 in an attempt to reduce existing indebtedness. He said representatives were currently making a presentation in Atlanta to support the nomination of Cottage Grove as an All-American City.

Mayor Petitti reported on expansion of the Creswell water system. He said the City Council had been convinced to raise System Development Charges from \$900 to \$3,500 on new homes. He said Targeted Industries studies were continuing and that extensive housing development was leading to the need to upgrade wastewater treatment infrastructure and to expand east of Interstate 5 with the construction of a new freeway overpass.

Commissioner Patti Chappel reported that the Emerald Peoples Utility District had recently assumed ownership and operation of the Eugene Free Net internet connection service. She said district service areas were expanding and that a careful watch was being kept of the current federal energy bill, which appears to support the Bonneville Power Administration reducing renewable energy credits.

Director Alan Laisure reported that School District 52 (Bethel) Board of Education had completed its work on the fiscal year 2004-2005 budget. He said it had been possible to keep most programs, but that significant cuts had been required. He said a car show at the high school had raised approximately \$8,000 for student scholarships. He said Phase 2 of construction of the K-8 Grade Meadow View School was about to begin, as was expansion of the industrial arts building at the high school.

Director Pryor reported that School District 4J (Eugene) was about to break ground on construction of its new middle school and that interior construction was nearing completion in the two elementary schools. He said the next year's budget had been approved, without cuts as serious as had been feared being made. He said concern was being raised about the expiration of the Local Option Levy and City levy that supported after-school programs. He reported that he would be resigning from the School Board, having been elected to a position on the City Council. He expressed appreciation for his experience on the LCOG Board of Directors.

Mayor Torrey reported that Eugene leadership was concerned about how to determine ways to "share the wealth" of jobs, housing, social services, and retail facility development between the large and small cities in the county. He described negotiations with a cruise line company attempting to determine whether to locate in Eugene or elsewhere. He said it would provide 1400 new jobs and require construction of a 250,000 square foot facility.

Mayor Volta reported that a combination of local business, foundation, and School District funding had been arranged to provide full-time principal presence at the Coburg School.

Mayor Diana Tonkin reported that Westfir had received a grant to upgrade its wastewater treatment facility. She said the Westfir/Cascade Portal Corridor would be dedicated in June. She

said assistance for conducting a feasibility study of incorporating U.S. Forest Service facilities into the city was needed.

Commissioner Patrick Lanning reported that Eugene Water and Electric Board (EWEB) was celebrating late season rainfall because of the faster-than-normal disappearance of the winter snow-pack. He said lack of runoff created a challenge to its hydropower generation. He said the utility had been actively discussing the viability of moving its headquarters and service yards from the downtown area since 2002 and that the interest of a for-profit hospital in acquiring its property made the prospect more likely.

Director Shine reported that the Lane Community College Board of Education had finished its work on the budget for the next year. He said cuts it required led to not being able to fully support the sports programs of the college. He said additional cuts were anticipated for the next year that could include the closing of College Centers in areas like Oakridge. He described summer academies to be held and said College Diversity Coordinator Jim Garcia would be honored for his 20 years of service.

Director Shine reported that funding and service cuts to the Springfield City Library pointed out the need for development of a county library system. He suggested that LCOG include it in priorities for efforts in the future.

Chairperson Miller reported that Lane Education Services District had adopted its budget for the next year, requiring cuts in its services. He said the district had acquired the Westmoreland School from the 4J District and would use it for an expansion of its special education programs. He said he had learned at a recent statewide meeting of education service district representatives that the Oregon Department of Education was about to establish Intergovernmental Agreements to turn the service districts as satellite representation of the Department.

Chairperson Miller expressed appreciation for the service of Director Pryor on the Board.

17. ADJOURNMENT

The meeting adjourned at 9:00 p.m.

(Recorded by Dan Lindstrom)