

MINUTES
LANE COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS

Florence City Hall
250 Highway 101 - Florence

September 25, 2003 - 7:00 P.M.

VOTING MEMBERS

Present

Director Jerry Miller (Lane ESD), Chair
 Mayor Alan Burns (Florence)
 Mayor Mike Dean (Coburg)
 Commissioner Bill Dwyer (Lane County)
 Councilor Marion Esty (Veneta)
 Councilor Mike Fleck (Cottage Grove)
 Commissioner Richard Eymann (EPUD)
 Mayor Don Hampton (Oakridge)
 Director Al King (School District 19)

Commissioner Ken Miller (Port of Siuslaw)
 Commissioner Anna Morrison (Lane County)
 Councilor Nan Osbon (Florence)
 Councilor Susie Navetta (Dunes City)
 Mayor Ron Petitti (Creswell)
 Director Dennis Shine (LCC)
 Director Georgia Varozza (Fern Ridge Library
 District)
 Director Sandi Young (Siuslaw Public Library)

Absent

Councilor Dwight Coon (Junction City)
 Director Greg James (Willamalane)
 Commissioner Patrick Lanning (EWEB)
 Director Alan Laisure (School District 52)
 Mayor Sid Leiken (Springfield)
 Director Chris Pryor (School District 4J)

Mayor Diana Tonkin (Westfir)
 Mayor Jim Torrey (Eugene)
 Mayor Warren Weathers (Lowell)
 Director Bob Snedden (Western Lane Ambu-
 lance District)
 Representative from School District 68

STATE ELECTED OFFICIALS

None

GUESTS

Betty Lindstrom, Jean Miller, Jack Minter, Fred Welding

LCOG STAFF

George Kloeppe, Jamon Kent, Janet Minter, Ted Stevens, Bob Swank, Tom Schwetz, 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 7:00 p.m.

Mayor Alan Burns welcomed members of the Board to the City of Florence.

Board Secretary Janet Minter called the roll of members. LCOG Executive Director George Kloeppel stated that a quorum was present.

Chairperson Miller welcomed Councilor Mike Fleck representing Cottage Grove and Commissioner Ken Miller representing the Port of Siuslaw to their first meeting.

2. REQUESTS FOR ADDITIONS TO THE AGENDA

Mayor Don Hampton requested that an item from the Lane Economic Committee be added to the agenda of the meeting.

MOTION: *Director Al King moved, seconded by Director Dennis Shine, to approve the request and consider it second in Agenda Item 9, Local Government Services. The motion was adopted unanimously, 15:0, with the Fern Ridge and Siuslaw Library Districts sharing a single vote and only Mayor Burns voting for the City of Florence.*

3. CONSENT CALENDAR

Chairperson Miller noted that the Consent Calendar contained items, as follows:

- Approval of Minutes of June 26, 2003, Meeting
- Approval of Minutes of July 24, 2003, Meeting
- Approval of Amendments to the Bylaws of the Senior Meals Advisory Committee

MOTION: *Mayor Burns moved, seconded by Director Sandi Young, to approve the Consent Calendar. The motion was adopted unanimously, 15:0.*

COMMENTS AND PRESENTATIONS

4. COMMENTS FROM THE PUBLIC

None.

5. COMMENTS FROM THE CHAIR AND EXECUTIVE COMMITTEE

Chairperson Miller referred to Agenda Support Material entitled “Report of the Executive Committee” and invited questions or comments regarding it.

Chairperson Miller noted that the report of the Executive Director included information about a meeting of the Oregon Regional Councils Association (ORCA) in Eugene on December 5. He said he would attend as a representative of LCOG, but invited another member to join him.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Mr. Kloeppe reported that he, Byron Vanderpool, and Ted Stevens had been interviewed about LCOG on a Florence area radio station earlier in the afternoon.

Mr. Kloeppe reminded members that suggestions made in July to improve the effectiveness of Board meetings included that staff abbreviate comments that were otherwise provided on printed reports. He referred to Agenda Support Material entitled “Comments from the Executive Director” and invited discussion and questions.

Mr. Kloeppe reported that a new system of electronic distribution of agenda material had been developed. He said a listing of E-mail addresses distributed at the beginning of the meeting would be used and invited members to report corrections or changes. He asked if alternate members should be included in the distribution.

Mayor Burns said he believed it would be helpful to include alternate members in electronic distribution of meeting agenda material.

Commissioner Ken Miller said he did not believe printed copies of material distributed electronically needed to be also sent to members.

Commissioner Bill Dwyer said he believed it was helpful to have printed copies of material to be considered at meetings available for members and guests.

Mayor Burns left the meeting at 7:40 p.m.

7. SPECIAL PRESENTATION – ANNUAL REPORT ON ACTIVITIES OF THE METROPOLITAN PLANNING ORGANIZATION

Commissioner Dwyer referred to his memorandum dated September 25 regarding activities of the Metropolitan Planning Organization (MPO) distributed at the beginning of the meeting. He reviewed MPO accomplishments of the past year described in it, as follows:

- Accepted the addition of Coburg in an expansion of the geographic area covered as a result of the 2000 Census and changed its name to the Central Lane MPO.
- Formed a subcommittee to consider ways to improve the MPS’s public involvement processes.
- Adopted a Unified Planning Work Program for fiscal year 2004.
- Completed federal certification review.
- Approved amendments to the regional Transportation Improvement Program (TIP).
- Revised the process for allocating Surface Transportation Program (STP) funds.
- Provided a letter of support for a Walkable Communities grant.
- Provided comments to the Oregon Department of Transportation (ODOT) and the Oregon Transportation Commission (OTC) on proposed criteria for selecting and prioritizing projects.

- Nearing completion of a major update to the TIP.

Commissioner Dwyer also reviewed projected work activities for the coming year contained in his memorandum.

BUSINESS ITEMS

8. ITEMS REMOVED FROM CONSENT CALENDAR

None.

9. LOCAL GOVERNMENT SERVICES

A. Willamette Basin Department of Environmental Quality (DEQ) Requirements

LCOG staff Byron Vanderpool referred to Agenda Support Material entitled “Willamette Basin DEQ Requirements” and explained the newly established Total Maximum Daily Load (TMDL) program to measure and respond to water quality pollutants. He said local agencies in Lane County would be required to develop implementation plans for the program and that permission was being requested for LCOG to seek funding from DEQ to assist jurisdictions to conduct the necessary planning activities.

Commissioner Anna Morrison said a type of TMDL program was being created through the Clear Water Act. She asked if state requirements would be subsumed by those developed on the federal level.

Mr. Vanderpool replied that he did not know the answer to the question, but that he was aware that three other river basins in Oregon were already making TMDL plans.

Commissioner Dwyer said he believed the DEQ would continue development of its TMDL program because it had been established by legislative action.

Director Al King pointed out that some authority for the TMDL rested with the Oregon Department of Agriculture.

Mr. Vanderpool said he understood that other departments would also be involved in its implementation.

Mr. Vanderpool said an LCOG grant application to support TMDL planning activities would need to be approximately \$300,000.

MOTION: *Commissioner Dwyer moved, seconded by Director Young, to approve submission of an application for a Nonpoint Source Pollution 319 Grant of the Department of Environmental Quality to support planning activities of member*

agencies in the Total Maximum Daily Load program. The motion was adopted unanimously, 15:0.

B. Request of Lane Economic Committee

Mayor Don Hampton referred to a September 23 letter from the Chairperson of the Lane Economic Committee distributed at the beginning of the meeting. He reviewed the request it contained for support of a grant application to the federal Economic Development Administration (EDA) for up to \$500,000 for use in the Revolving Loan Fund for job creation through business development in Lane County. He noted that the letter indicated that the grant required a 67 percent local cash match.

Commissioner Dwyer stated that he had not heard that the grant required a local match when support for it was presented to the Economic Standing Committee of the Board of County Commissioners. He said there should be no expectation that Lane County could provide any matching funds.

Mayor Hampton replied that an application would only be made for what was able to be matched.

Commissioner Morrison stated that the presentation to the Lane Economic Committee about the grant application had included the matching requirement and that an LCOG representative had reported that \$75,000 might be available from its reserves to serve as a match. She said private partners such as banks were also interested in such investments and that an attempt was being made to change a grant criteria used by the Regional Investment Board to enable making available funds it controlled.

MOTION: *Commissioner Morrison moved, seconded by Commissioner Dwyer, to approve submission of an application for an Economic Development Administration grant to be used in the Revolving Loan Fund administered by LCOG, subject to the available required matching funds. The motion was adopted unanimously, 15:0.*

10. SENIOR AND DISABLED SERVICES

None.

11. EXECUTIVE MANAGEMENT AND ADMINISTRATION

A. Goal Setting Session Follow-Up

Mr. Kloepfel referred to Agenda Support Material entitled “Goal Setting Follow-up” and a supplement to it distributed at the beginning of the meeting. He noted that suggestions generated at the July meeting of the Board had been grouped under three topic headings and that the Executive Committee had recommended that focused discussion on each be held at regular meetings, as follows:

- Flow of Board Meetings – September
- Economy – October
- Education – December

There appeared to be agreement to follow the recommendation.

Mr. Kloeppe noted that the recommendation included suggestions for discussion regarding the Flow of Board Meetings topic, as follows:

1. In Board meetings, seek a healthy balance between decision-making, informal dissemination, and intergovernmental sharing.
2. Reduce the time of oral staff reports related to items for which there is written background material; possibly have a Board or Executive Committee member take the lead on items, rather than staff.
3. Executive Director should provide orientation to new Board members.
4. Member interaction and sharing should be stressed, facilitated – mixer or social time.
5. Public policy issues with “regional significance” should be discussed.
6. “Best practices” used elsewhere should be reported and discussed.
7. Consider a “hot issues on the horizon” item for discussion, not action.
8. Move more routine items to Executive Committee; make more use of Consent Calendar.

Director King suggested that a system be devised to allow automatic e-mail response to meeting notice requests for “best practices” and “hot issues” because it would save agenda time if the responses were shared with all members. He said guidance should be prepared for members on the use of e-mail to discuss public policy matters.

Mr. Kloeppe said Agenda Support Material entitled “Information from the Executive Director” described the creation of a “group e-mail list” that could be used as suggested. He said it also contained a simplified summary of the Oregon Open Meetings Law regarding the use of e-mail for deliberations by public bodies.

Chairperson Miller said he would provide general guidelines for use of e-mail by public officials prepared by the State of Oregon.

Councilor Mike Fleck said preparation for attending his first Board meeting had been enhanced by Agenda Support Material provided and encouraged it to be continued.

Director Shine requested that the description of the efficiency, structure and funding of education proposed for discussion at the December meeting be changed from “issues” to “benefits.”

Commissioner Dwyer said he agreed that support of education was in the interest of local jurisdictions because educated citizens were able to hold higher paying jobs which led to higher tax revenue.

Director Young said she believed suggestions 1, 2, 3, 4, 6, and 8 for improving Board meetings were basic and should be implemented, but that suggestions 5 and 7 required value-based decisions that were harder to determine. She also suggested that there were times when meeting presentations would be better made by staff than members.

Mayor Mike Dean said he believed increased use of the Executive Committee and Consent Calendar to deal with routine matters would be helpful and that using e-mail for communication would avoid having members feel they were not able to participate in decisions about those matters.

Director King said he supported increasing the amount of business placed on the Consent Calendar because any member could ask that an item be removed from it and it would be considered separately at another time on the agenda.

Mr. Kloeppel said he believed the Executive Committee should also become more involved in setting the agenda of meetings. He said their schedule of meetings could be changed to earlier in the month to allow it.

Commissioner Morrison recommended that staff prepare proposals for criteria to determine matters of "regional significance" and "hot issues." She suggested that consideration of the topics could be combined. Director Young added that members should be electronically informed of the proposals before they were to be discussed at the next meeting.

Commissioner Dwyer said no action on "hot items" should be contemplated outside a meeting of the Board. He suggested that items of "regional significance" would most likely be best identified by staff.

Chairperson Miller said discussion of criteria for determining "hot items" and those of "regional significance" would be included on the agenda of the next meeting, along with possible LCOG action or roles regarding the economy.

Director Shine asked, since most LCOG member agencies would be impacted by a repeal of the three-year income tax surcharge adopted by the 2003 Oregon Legislative Session, was it an issue of "regional significance" appropriate for Board consideration?

Chairperson Miller responded that he believed discussing effects of the repeal was appropriate by the Board, but that supporting or opposing the repeal attempt was not.

Mr. Kloeppel said he believed very little was off-limits for discussion at LCOG Board meetings. He said he felt no topic should be prohibited for consideration.

Commissioner Dwyer stated that Lane County had already analyzed the impact of the potential repeal of the tax surcharge. He suggested negative impacts were even anticipated if the repeal effort only succeeded in qualifying its referral for the ballot.

B. Executive Director Performance Review, Goals

Chairperson Miller referred to Agenda Support Material entitled “Executive Director Performance Review Goals.” He noted that the document included goals for the next biennium recommended for approval by the Board, as follows:

1. Work to provide more intensive, hands-on leadership, support and direction to staff, particularly in the form of mentoring and coaching; increase communication efforts with staff members, focusing on visibility, availability, accessibility, and the provision of timely information;
2. Provide increased outreach to, and visitation of, member agencies, focusing on vision, strategic direction, and outcomes;
3. Apply greater personal initiative, innovation, creativity, and advocacy on policy issues;
4. Work to stabilize and enhance the productivity of the line divisions in a period of reduced budget and staffing, focusing on relationships, procedures, management expectation, and strategic direction;
5. Work with the Executive Committee and the Board to streamline and make more relevant the format and flow of Board meetings, assuring an appropriate balance between decision-making, information dissemination, and intergovernmental sharing; revisit the pattern of oral staff reports *vis a vis* written background reports to the Board;
6. Aggressively work to manage a down-sized organization to maximize the benefits to the membership, customers, and citizens; and to work to build the financial resource base through advocacy, grantsmanship and service contracts;
7. Provide one-on-one or small group orientations for new Board members including appropriate written background materials that will help smooth the transition and enhance the comfort of new members and the effectiveness of the policy body.

MOTION: *Commissioner Dwyer moved, seconded by Director King, to approve the goals for the Executive Director recommended by the Executive Committee. The motion was adopted unanimously, 15:0.*

MEMBER AGENCY AND ADVISORY COUNCIL REPORTS

12. ADVISORY COUNCIL REPORTS

Chairperson Miller referred to Agenda Support Material entitled “Advisory Council Reports and noted that it contained information about actions of the Metropolitan Policy Committee, Senior Services Advisory Council, and Disability Services Advisory Council.

Commissioner Morrison left the meeting at 8:10 p.m.

13. REPORTS OF STATE AND NATIONAL ASSOCIATIONS

Chairperson Miller referred to Agenda Support Material entitled “Reports of State and National Associations.” He noted that it contained information about the Western Council of Governments Conference held August 12-15 and the National Association of Regional Councils Executive Directors Conference to be held October 29-November 1.

Mr. Kloeppe described the meeting of the Oregon Regional Council Leaders to be held in the LCOG office on December 5. He invited additional members of the Board to attend.

14. REPORTS OF MEMBER AGENCIES

Mayor Dean reported that work on water and sewer projects of the City of Coburg was moving forward. He said a financial plan for the sewer project had been developed and would be presented the City Council on October 7. He described activities and consultants involved in the Periodic Review underway. He reported on the use of a Ford Family Foundation education grant to expand the community benefits of the Coburg School. He said he expected the Department of Environmental Quality to soon make a declaration regarding groundwater that would have a widespread effect.

Director King requested that discussion of the declaration be included on the agenda of a future meeting of the Board.

Mayor Ron Petitti reported that construction had begun on a City of Creswell streetscape improvement project and that Phase I of a wastewater treatment facility had been delayed by the unknown impacts of the TMDL program. He said a group of representatives from the city and other government entities providing services in the area was being formed to encourage coordination of activities and programs. He said the Interim City Manager Jim Johnson was working out well. He distributed a flyer giving information and a registration form for a Fundraising Fundamentals Workshop to be held October 4.

Director Young reported that exploration had begun of the expansion of the Siuslaw Library District to include unincorporated areas of the county and of facility expansion.

Commissioner Dwyer reported that a fifth Lane County Commissioner had not yet been chosen to fill the seat vacated by Tom Lininger. He said it was difficult to get three votes for any of the finalist applicants. He reported that the county was providing assistance to cities to fix and upgrade roads, that the Board of Commissioners had been approached about turning a portion of the Fairgrounds into a hospital and that it was not well-received, that most issues considered by the Board of County Commissioners were decided by unanimous votes, that issuing bonds had been authorized to refurbish the Wayne Morris Free Speech Plaza of the Public Service Building, that approval had been given to re-locate the National Guard Armory to Springfield, that an offer made on Marcola-area property intended for use as public boat launching ramp had been rejected, and that federal legislation under consideration which could prohibit local franchise fees on cable systems was being studied.

Director King reported that Springfield School District 19 was developing a Quality Education Model. He said the existing policy that did not allow firearms to be brought onto district property had to be re-evaluated because of recent court decisions.

Director Shine reported that a four week summer Lane Community College Rites of Passage program for ethnic high school students had been very successful and would be repeated the next year. He said it had been calculated that the proposed reversal of the Oregon Income Tax surcharge would reduce college annual revenue by \$9.9 million.

Commissioner Richard Eyman reported that the Emerald Peoples Utility District (EPUD) was operating efficiently. He said membership on the utility board had changed and was also working well. He said Linn County EPUD operations were going smoothly and that inquiries from other out-of-district areas regarding service were being received.

Councilor Susie Navetta reported that Dunes City continued to face water rights issues. She said the number of the remaining conflicts had been reduced and were between individual property owners and DEQ. She said regional land use issues were being resolved and that a volunteer water quality management team had been trained.

Councilor Nan Osbon reported that the first draft of the Florence Buildable Lands Inventory had been received. She said that a "Relay for Life" charity event had raised over \$95,000; that the sixth house rehabilitated by Habitat for Humanity for low-income residents had recently been dedicated; that a K-9 Corps had been added to the Police Department; that resolution of issues related to creation of a Casino was being delayed by legal challenges; that 445 U.S. Flags were put up by volunteers for special occasions; and that she had participated in an exchange visit of high school students to a Sister City in Japan.

Director Young added that expansion of the Florence water system was underway, installation of fiber optic service had begun, and annexation of an area outside the City Limits was being considered.

Mayor Don Hampton distributed copies of a questionnaire entitled "LCOG Board Meeting in Oakridge – Saturday, October 18" and asked that it be returned by the end of the meet-

ing. He described resurfacing projects in the area, reported that housing rehabilitation in a number of areas was taking place, and said connection of a fiber optic communication would begin soon.

Mayor Hampton also reported on activities of the Regional Investment Board. He said the Board would have less than 50 percent of its previous allocation to distribute in the next biennium. He said new criteria for spending the resources and a new application process were being developed.

Councilor Marion Esty reported that a reception had been held for the Veneta City Manager, Jan Wellman. She said he had accepted a new position in Sun Valley, Idaho. She said Shauna Hartz, city recorder, would serve as interim manager. She explained that the League of Oregon Cities would assist in finding a replacement candidate.

Director Georgia Varozza stated that the terms of three of the five members of the Board of the Fern Ridge Library District had recently expired and that she was the only person who continued to serve. She said new members were bringing new vigor to the work. She reported on a successful summer reading program and distributed a document which described adult programs held at the library. She said failure of a financing measure to be approved by voters had forced reduction of the weekly hours of library operation to 40.

Councilor Fleck reported that refinancing of the indebtedness incurred in construction of the Cottage Grove wastewater treatment plant was providing significant savings. He said treated outflow from the facility was being considered for landscape watering at a local golf course and at the new hospital. He reported that a section of the municipal water treatment system did not meet turbidity standards and would need to be replaced; that signage on Interstate Highway 5 was being changed; that an economic improvement district was upgrading a local park; that the new high school had opened on time and was well received.

Chairperson Miller reported that the Lane Education Services District Board of Directors had met with a light agenda. He said the new District Superintendent was busily making contacts with constituent districts and that a goal setting session was being planned by the Board.

INFORMATION ITEMS

15. LOCAL GOVERNMENT SERVICES

A. Telecommunications Activities Update

Mr. Vanderpool referred to Agenda Support Material entitled "Telecommunications Activities Update" and determined there were no questions about it.

B. Community Emergency Notification System

Mr. Vanderpool referred to Agenda Support Material entitled “Community Emergency Notification System (CENS)” and determined there were no questions about it.

16. SENIOR AND DISABLED SERVICES

A. Renaming of Senior Outreach

LCOG staff Ted Stevens referred to Agenda Support Material entitled “Renaming of Senior Outreach . . . Now: ‘Senior Connections’” and determined there were no questions about it.

B. Senior and Disabled Services Legislative Wrap-Up

Mr. Stevens referred to Agenda Support Material and pointed out that it contained information about a Legislative Wrap-up Event sponsored by the Senior and Disabled Services on March 17, at the Hilyard Community Center.

17. ADMINISTRATION AND SPECIAL PROJECTS

None.

18. ADJOURNMENT

The meeting adjourned at 9:30 p.m.

(Recorded by Dan Lindstrom)