

Executive Committee Meeting

DATE: Tuesday, February 11, 2020

TIME: 5:30 p.m.

LOCATION: LCOG, Park Place Building, 859 Willamette St., Suite 500, Eugene, OR 97401

CONTACT: Brenda Wilson, 541-682-4283, [bwilson@lcog.org](mailto:bwilson@lcog.org)

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1. Agenda: Feb. 11, 2020

Documents:

[EC AGENDA FEB.PDF](#)

2. Item 2: FY20 Revised And FY21 Budget Process

Documents:

[2 FY20 REVISED AND FY21 BUDGET PROCESS.PDF](#)

3. Item 4 Memo: WIX2 Contract

Documents:

[4 MEMO WIX2 CONTRACT.PDF](#)

4. Item 5 Memo: CWEDD

Documents:

[5 MEMO CWEDD.PDF](#)

5. Item 6 Memo: Audit Comm Appoint

Documents:

[6 MEMO AUDIT COMM APPOINT.PDF](#)

6. Item 7 Memo: Budget Committee Appoint.

Documents:

[7 MEMO BUDGET COMM APPOINT.PDF](#)

7. Item 8: Draft Board Agenda For February

Documents:





## EXECUTIVE COMMITTEE MEETING AGENDA FOR FEBRUARY

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**Date:** Tuesday, February 11, 2020  
**Time:** 5:30 p.m.  
**Location:** Lane Council of Governments  
Park Place Building, 859 Willamette, Eugene - 5<sup>th</sup> Floor  
**Contact:** Brenda Wilson, (541) 682-4395

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\* Denotes Packet Attachment

### Information Items

1. LinkLane – Update
2. \*Budget Process
3. Dinner - Update

### Policy / Action Items

4. \*WIX2 Contract – Approve
5. \*CWEDD Board Members – Appoint
6. \*Audit Committee Members - Recommend Appointments to Board
7. \*Budget Committee Members - Recommend Appointments to Board

### Standing Items

8. \*Draft Board Agenda for February

**2020-2021 LCOG BUDGET PROCESS**  
**WITH INTERNAL DEADLINES**  
**DRAFT – FINAL BUDGET COMMITTEE DATES NOT YET SET FOR 2020**

<u>DATE</u>	<u>TASK</u>
2/28/20	FY20 Revised Budget: LCOG Managers - Deadline for budget changes to Fiscal
3/20/20	FY21 Proposed Budget: LCOG Managers – Deadline for FY21 Projections (FTE; Revenues; Expenditures; Changes from FY20 Identified) to Fiscal
3/20/20	Print FY20 Revised Budget
2/23/20*	Mail FY20 Revised Budget to Budget Committee/Executive Committee
4/7/20*	Budget Committee reviews Revised FY20 Budget; recommends to Executive Committee
4/14/20	Executive Committee – approves FY20 Revised Budget
4/23/20	Board adopts FY20 Revised Budget
4/28/20	Print FY21 Proposed Budget document
5/1/20	Mail FY21 Budget to Budget Committee/Executive Committee
5/12/20	Budget Committee meeting--reviews FY21 Budget
5/19/20*	Budget Committee meeting--approve FY21 Budget
6/9/20	Executive Committee meeting – approve FY21 Budget
6/25/20	Public Hearing on Budget/Adoption of FY21 Budget by Board
7/1/20	Adopted document printed--(40) Copies mailed to Board members in July Document made available on the LCOG Internet site.
7/2/20	Save Adopted Budget document, advertisements and revised budgets from prior year to send to Department of Revenue if requested.

\*Tentative

**FY2020 REVISED ONLY**  
**INTERNAL DEADLINES**

**DRAFT – FINAL BUDGET COMMITTEE DATES NOT YET SET FOR 2020**

<u>DATE</u>	<u>TASK</u>
2/28/20	FY20 Revised Budget: LCOG Managers - Deadline for budget changes to Fiscal
3/20/20	Print FY20 Revised Budget
3/23/20*	Mail FY20 Revised Budget to Budget Committee/Executive Committee
4/7/20*	Budget Committee reviews Revised FY20 Budget; recommends to Executive Committee
4/14/20	Executive Committee – approves FY20 Revised Budget
4/23/20	Board adopts FY20 Revised Budget

\*Tentative

**FY2021 ONLY**  
**INTERNAL DEADLINES**  
**DRAFT – FINAL BUDGET COMMITTEE DATES NOT YET SET FOR 2020**

<u>DATE</u>	<u>TASK</u>
3/20/20	FY21 Proposed Budget: LCOG Managers – Deadline for FY21 Projections (FTE; Revenues; Expenditures; Changes from FY20 Identified) to Fiscal
4/28/20	Print FY21 Proposed Budget document
5/1/20	Mail FY21 Budget to Budget Committee/Executive Committee
5/12/20	Budget Committee meeting--reviews FY21 Budget
5/19/20*	Budget Committee meeting--approve FY21 Budget
6/9/20	Executive Committee meeting – approve FY21 Budget
6/25/20	Public Hearing on Budget/Adoption of FY21 Budget by Board
7/1/20	Adopted document printed--(40) Copies mailed to Board members in July Document made available on the LCOG Internet site.

\*Tentative



February 11, 2020

**To:** Executive Committee

**From:** Brenda Wilson

**Subject:** Willamette Internet Exchange (WIX) Expansion Construction Contract

**Action Recommended:** Approve Contract

**Background:**

Per the LCOG Bylaws, the Executive Committee serves as the "contract review board" for the Lane Council of Governments, and exercises the powers and duties established for such boards under State law (ORS 279.055). By resolution, the Board has established procedures for entering into public contracts. Within those procedures, the Executive Director or his/her designee serves as the contracting and purchasing agent for the agency and is authorized to enter into contracts. All contracts with a fiscal impact on LCOG of \$250,000 or more shall require Executive Committee ratification.

This memo briefly describes the current status of the EUGNet project and, more specifically the construction of an expansion to the Willamette Internet Exchange (WIX) at the Park Place Building. We are asking the LCOG Executive Committee approve LCOG as party to the project and authorize the LCOG Executive Director to execute the \$1,861,000 construction contract to build the expansion in a 1,300 square foot second floor suite at 859 Willamette Street.

EUGNet is a multi-agency effort to deploy an open-access, high speed fiber network to the core of the City of Eugene's downtown. EUGNet partners include EWEB, City of Eugene, LCOG and the Technology Association of Oregon. The project, as essential infrastructure, is to spur economic development by creating and retaining jobs in the high-tech sector. Furthermore, the project creates a competitive landscape for internet service providers by its open access model. This model has already been shown to dramatically increase internet speeds while simultaneously lowering the monthly cost for end users.

EUGNet began in earnest in 2017, and built on a successful pilot project which began in 2015. The physical part of the project has two major, interrelated components, the Fiber Network (the spokes of the wheel) and the WIX Expansion (the hub of the wheel). They are not phases but parallel project components with staggered implementation timelines.

- **Fiber Network Component**  
The Fiber Network component was the installation of micro-ducts (small-diameter bundles of conduits) and fiber optic cables into existing underground EWEB electrical conduits and subsurface vaults. Through these existing conduits, 85 buildings in downtown Eugene have been connected directly to the existing interconnection facility, we know as the Willamette Internet Exchange ("WIX"). Remaining and new buildings will be connected in the future.
- **Willamette Internet Exchange (WIX) Expansion Component**  
EUGNet partners anticipated that the increase in interconnective opportunities at the WIX would stress, and ultimately overwhelm, the facility's capacity. Indeed, the existing WIX space, in the basement of 859 Willamette Street, has no more cabinet space to accommodate the growth occurring (and expected) from the project. The physical expansion of the WIX must occur if the project is to fully meet its forecasted usage. This work will also increase functional security by providing system-critical redundancy, vital backup hardware, and an alternative less vulnerable to water inundation.

Design and Engineering for the WIX began in early 2019 and was completed in the fall of 2019. Construction for the expansion was put out to bid in November of 2019. Six competitive bids were received in December 2019 and the low bid was \$1,861,000. This was less than the engineers



estimated range of \$1.9 to \$2.1 million for the project. The construction firm with the successful (lowest) bid is 2G Construction out of Eugene. 2G is a reputable construction firm.

LCOG staff, with the assistance of LCOG's legal counsel at the Local Government Law Group, developed a construction contract and submitted the contract to 2G Construction in early January, 2020. That contract is attached.

EUGNet has a total budget of approximately \$3.5 million dollars. The City of Eugene is funding the majority of the project costs through Urban Renewal funds and through "Telecom" funds which are collected through Eugene's telecom tax. Another significant contribution comes from the Federal Economic Development Administration (EDA) which has committed over \$1.9 million dollars in matching funds for both components of the project. All necessary procurement steps and protocols were followed (including those dictated by the Federal Economic Development Administration (EDA)).

The project is managed by a Fiber Implementation Team (FIT) composed of one staff member from EWEB, two staff members from the City of Eugene, and two staff members from LCOG. Patrick Cox, a city of Eugene Engineer, is the overall EUGNet project manager. Jacob Callister, LCOG Fiber Lead, is managing the WIX Expansion component of the project, including coordination with the contractor, engineering and design team, and the property manager.

Construction of the WIX Expansion is scheduled to be complete in the fall of 2020.

### **Key Contract Considerations:**

- The WIX Expansion Contract is between Lane Council of Governments and 2G Construction. LCOG has a EUGNet contract with the City of Eugene that covers all funds for the project as a pass-through.
- The expansion is a significant investment in the Park Place Building, providing a significant benefit to the region, and an attractive asset in the building. There has already been additional interest in Park Place suites due to the proposed improvements.

- LCOG is committed to Implement WIX construction through its Economic Development Association (EDA) grant award agreement, and an associated IGA with City of Eugene.

**Suggested Action:**

Motion to Authorize LCOG Executive Director to Execute Willamette Internet Exchange (WIX) Expansion Construction Contract.



February 11, 2020

**To:** Executive Committee

**From:** Brenda Wilson

**Subject:** Cascades West Economic Development District Board

**Action Recommended:** Appoint Members

**Background:**

Cascades West Economic Development District (CWEDD) is a four-county district comprised of Lane, Linn, Benton, and Lincoln Counties, coordinated through a partnership between Oregon Cascades West Council of Governments and Lane Council of Governments. The CWEDD is designated by the U.S. Department of Commerce Economic Development Administration (EDA) to work on economic development efforts in the four-county region.

The primary focus of CWEDD is the preparation and implementation of the Comprehensive Economic Development Strategy (CEDS). The CEDS undergoes a major review and update every five years. The current CEDS was updated in 2015.

The CWEDD is governed by a board of 20 members. LCOG is allowed to select six members from its Executive Committee to be members of the CWEDD board. In addition, the chair and the vice chair of the Lane Economic Committee are designated by CWEDD Bylaws to serve on the board. The CWEDD Board will meet throughout the year in order to assess progress towards CEDS goals. Dates have not yet been determined.

**Suggested Action:**

Motion to Appoint six members to the Cascades West Economic Development District Board.



February 11, 2020

**To:** Executive Committee

**From:** Brenda Wilson

**Subject:** Audit Committee Members

**Action Recommended:** Recommend Appointment of Audit Committee Members

**Background:**

Per the LCOG Bylaws, in February of each year, the Executive Committee must select three members of the Board to serve on the Audit Committee and recommend those members to the Board for appointment. The LCOG Audit Committee has three fundamental goals. First, it must satisfy itself that management is maintaining a comprehensive framework of internal control; second, it must ensure that management's financial reporting practices are assessed objectively; and third, it must determine, to its own satisfaction, that the financial statements are properly audited and that any problems disclosed in the course of the audit are satisfactorily resolved.

The Audit Committee will begin its work for FY20 at the end of March with the pre-audit meeting with the auditor. The Committee will then meet with the auditor at the conclusion of the audit. It may decide to have additional meetings. Meetings are usually scheduled prior to LCOG Executive Committee meetings.

The Committee should have three to five members. Last year, Sherry Duerst-Higgins, Greg James, and Mary Walston served on the Audit Committee.

**Suggested Action:**

Motion to Recommend Appointment of Members to the Audit Committee.



February 11, 2020

**To:** Executive Committee

**From:** Brenda Wilson

**Subject:** Budget Committee Members

**Action Recommended:** Recommend Appointment of Budget Committee Members

**Background:**

LCOG's Bylaws call for a six-person Budget Committee comprised of three Board members and three citizen members\*. Per the LCOG Bylaws, in February of each year, the Executive Committee must select three members of the Board to serve on the Budget Committee and recommend those members to the Board for appointment.

\*We currently have two citizen members. State budget law allows for two citizen members.

**Suggested Action:**

Motion to Recommend Appointment of Members to the Budget Committee.





## DRAFT BOARD MEETING AGENDA

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**Date: Thursday, February 27, 2020**

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

**Location: LCOG, 859 Willamette St., STE 500, Eugene, OR 97401**

\*denotes packet attachment

### **6:00 Call to Order**

1. Welcome & Introductions
2. Requests for Additions to the Agenda

### **Public Comment\***

3. Comments from the Public

### **Presentation**

4. Annual Report of the MPO

### **Action Items**

5. Consent Agenda *[Board members may request an item be removed from the Consent Agenda to discuss separately under Item 7]*
  - a.\* December 12, 2019 Minutes, Approve
  - b.\* January 13, 2020 Minutes, Approve
  - c.\* Budget Committee, Appoint
  - d.\* Audit Committee Members, Appoint
7. Items removed from the Consent Agenda

### **Information Items**

8. a.\* LinkLane Update

### **Reports**

9. a.\* Executive Committee Report
  - b.\* Advisory Council Reports
  - c. Report from the Executive Director
10. Roundtable

\* Public Comment is limited to 3 minutes. Comments will be taken on agenda items only.

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