

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: May 2, 2019	City of Redmond Public Works Department 243 E Antler Ave., Redmond, OR	Prepared by: B. Taylor Reviewed by: T. Baney
<p>COIC Board Members: Commissioner Wayne Fording, Jefferson County; Commissioner Patti Adair, Deschutes County, Commissioner Jerry Brummer, Crook County; Councilor Nancy Connolly, City of Sisters; Councilor Bruce Abernethy, City of Bend; Councilor Bartt Brick, City of Madras; Louie Pitt, Confederated Tribes of Warm Springs Director of Governmental Affairs; Councilor Connie Briese, City of La Pine; Councilor Gail Merritt, City of Prineville; Tim Deboodt, Appointed Board Member representing Crook County, Katie Condit, Appointed Board Member representing Deschutes County and Katy Brooks, Appointed Board Member representing Deschutes County.</p> <p>COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Scott Aycock, Community, Economic Development (CED) Manager; Michelle Rhoads, Transportation Manager, Derek Hofbauer, Outreach and Engagement Administrator; Andrea Breault, Senior Transit Planner; Jim MacKinnon, Loan Manager; Josh Lagalo, WIOA, Youth Education and Training Program Manager; John Bouchard, Ed.D, Youth Education Program Manager, and Jane Foote, Human Resource Manager.</p> <p>Guests: Tom Estimo, Confederated Tribes of Warm Springs, Advisory Board Member.</p>		
Agenda	Discussion	Action Item
Call to Order	<p>Chair Brummer called the meeting of the COIC Board of Directors to order at 5:37 pm.</p> <p>Introductions were made by all those in attendance.</p> <p>Ms. Baney, Executive Director, thanked WIOA and Youth Education and Training Program Manager, Josh Lagalo for his 20-years of service to COIC. Josh was recognized for the great work he does on behalf of the organization, as well as the lives of students he has positively impacted.</p>	
Public Comment	There were no public comments.	
Consent Agenda	Chair Brummer asked the Board if anyone had any questions or comments regarding the consent agenda. Councilor Abernethy made a motion to approve the consent agenda, including minutes from the April 4, COIC Board meeting as written, Councilor Briese seconded; the motion carried.	Motion: Councilor Abernethy made a motion to approve the consent agenda, Councilor Briese seconded; the motion carried.
Financial Report	Fiscal Services Manager, Michelle Williams reminded the Board that at the last meeting, the Board was informed that the new financial reporting format would be rolled out in a two-part process, however because of the robust agenda, the reporting will be rolled out in three parts. Similar to last month,	Motion: Tim Deboodt, Appointed Board Member representing Crook County

	<p>revenue and expenditures will be reviewed. This month the Board will review the individual program lines of Employment and Training, Loans, and Economic Development. Ms. Williams advised the CET and CERC business lines will be reviewed at an upcoming meeting.</p> <p>Under revenue and expenditures, facility reserves were reviewed. Ms. Williams reported that COIC owns three facilities, charges programs that use those facilities rent and then uses the rent funds to help pay off long term debt for the facilities and the rest is accumulated to help offset future facility repairs and needs.</p> <p>The contracting expense line was reviewed. Ms. Williams reported that contracting is currently over budget and this trend is expected to continue, therefore the board should expect to see a supplemental budget for 18/19 next month.</p> <p>Business lines of Employment and Training, Loans and Economic Development were reviewed. Ms. Williams reported that Employment and Training programs run mainly on cost reimbursement programs, Economic and Development programs are funded between 20-30 different grants and programs, and the Loan department is funded partially by servicing COIC's own loan funds: EDA, IRP, and LCJ, with a small percentage coming from servicing Jefferson County's loan program. The remaining servicing income comes from Oregon Business Development Corp.</p> <p>Ms. Williams appraised the Board that at the last meeting, a motion was never made to accept the financial reporting and asked Chair Brummer for a motion to accept the February Financials. Tim Deboodt, Appointed Board Member representing Crook County made a motion to approve the February and March Financials, Councilor Abernethy seconded; the motion carried.</p> <p>Ms. Williams informed the Board that the Budget Committee will meet on June 3, and again on June 6, prior to the Board meeting where the budget will be presented to the Board for final approval. She added that a copy of the budget will be sent to Board and Budget Committee members prior to the meeting on June 3.</p> <p>Councilor Brick, Chair of COIC's Finance Committee reported that for the next meeting, the budget to actual format will be changed slightly for ease of comparison.</p>	<p>made a motion to approve the February and March Financials, Councilor Abernethy seconded; the motion carried.</p>
<p>Loan Program Update</p>	<p>COIC Loan Manger, Jim MacKinnon informed the Board that the SBA 504 loan program, operated under contract through Oregon Business Development Corporation (OBDC) is being eliminated. He noted that in addition to the OBDC loan program, funding for COIC's loan department comes from EDA</p>	

	<p>and IRP loan programs as well as a servicing fee income from the Jefferson County loan program, owned by the county, but managed by COIC.</p> <p>Mr. MacKinnon said the OBDC board of directors has decided to merge OBDC with Evergreen Business Capital, a large SBA development company based in Seattle (Evergreen serves Washington, Alaska, Oregon, and parts of Idaho). He said the OBDC contract had been in place for 36 years; originally intended to service rural areas. He added that the SBA changed the regulation of the program and the OBDC board decided that it made more sense to merge rather than to keep the current contractual arrangement, over which they had limited control. Mr. MacKinnon said type of merger has become more common over the past few years.</p> <p>Mr. MacKinnon notified the Board that both he and Lisa Kyle will be retiring in October, 2019 and at that time, the Board will need to make decisions about operating the remaining COIC loan programs. He added that if the loan program is eliminated, COIC will incur a loss of revenue. Mr. MacKinnon reported that he will continue to keep the Board posted.</p> <p>Councilor Brick inquired if any of the loan projects are at risk; Mr. MacKinnon said that at this time none of the COIC loans are considered to be at risk.</p>	
<p>Branding and Visioning Update</p>	<p>Councilor Abernethy appraised the Board that the Branding/Visioning Committee consists of 5 COIC Board members in addition to COIC staff. Feedback regarding the rebranding process specifically what we did, what we learned, etc., from those questioned felt the process went well with the exception of the naming activity due to the division of those who wanted a name change very different then the current name and those who wanted to see government remain in the name or keep the name status quo.</p> <p>Councilor Abernethy conveyed that his intent this evening is to get a “pulse” of what the Board thinks regarding the name of the organization. He added that if anyone was uncomfortable sharing their opinion to please reach out to him after the meeting. Categories of the naming process were reviewed and included keeping the COIC name as is, changing the name to just a few words while keeping government in the name, and changing the name considerably.</p> <p>Pros and cons of changing the name were discussed. After discussion, Tim Deboodt and Jay Patrick were invited to participate in the next Visioning and Branding committee meeting for further discussion since they would provide balance and perspective in the group between those who want to change the name and those who do not.</p>	

<p>Regional Water Plan Dues Request</p>	<p>Community, Economic Development (CED) Manager, Scott Aycock informed the Board that he last came to the Board in February and May of 2018 to request regional dues funds to explore and re-establish the Deschutes Water Alliance (DWA). He reminded the Board that the DWA was created back in 2004 by the Central Oregon cities and counties, irrigation districts, the Confederated Tribes of Warm Springs and the Deschutes River Conservancy to provide a basis for long term water management of the Deschutes Basin.</p> <p>Mr. Aycock reported that he is asking the Board for up to, but not exceeding \$4000 in regional capacity funds to support COIC staff time to fulfill activities including finalizing a proposal, developing local funding and grant writing to support the Upper Deschutes Basin Working Group process, participate in COCO water subcommittee meetings and launch the group in August. He added that if funds remain after June 30, 2019, they will be returned to the general capacity fund.</p> <p>Katie Condit, Appointed Board Member representing Deschutes County made a motion to approve the \$4K dues fund request, Councilor Abernethy seconded; the motion carried.</p>	<p>Motion: Katie Condit, Appointed Board Member representing Deschutes County made a motion to approve the \$4K dues fund request, Councilor Abernethy seconded; the motion carried.</p>
<p>Regional Water Plan Discussion</p>	<p>Due to time constraints, the Upper Deschutes Basin Working Group Proposal will be discussed further at an upcoming Board meeting.</p> <p>Mr. Aycock appraised the Board that a draft of the proposal for the Upper Deschutes Basin Working Group was included in the Board packet. Ms. Baney asked the Board to review the proposal for further discussion at the next Board meeting and let them know in terms of processes, if anything is missing. Chair Brummer noted that he would like to see Commissioner Barney on the list invitees who would finalize the process. He also noted that it appeared Crooked River was left out of the plan. Mr. Deboodt added that the Middle and Upper Deschutes, as well as Crooked River and Metolius also need to be included in the plan.</p>	
<p>Statewide Transportation Improvement Program</p>	<p>Outreach and Engagement Administrator, Derek Hofbauer presented to the Board an overview of the Statewide Transportation Improvement Fund (STIF) efforts. He noted that the program resulted from House Bill 2017 to enhance transit, serving low-income households and students grades 9-12.</p> <p>Mr. Hofbauer informed the Board that STIF embodies three specific strategic goals of COIC specifically collaborative regional leadership, visible organization, and stable sustainable funding. He inserted that through regional collaboration they were able to enhance partnerships with stakeholders, cities, counties and community groups, CET busses are visible throughout the region and the sustainable funding is made possible through the payroll tax of 1/10 of 1%.</p>	

	<p>Mr. Hofbauer reported that COIC is the entity that helps the region administer the STIF program. The Board was informed that four committees with 40 members were formed. The committees reviewed and ranked STIF formula funds and discretionary projects and created a STIF project list. The proposed STIF projects list includes capital investments, increased frequency on community connectors and fixed routes, Saturday service, and enhanced services to the Redmond Airport and COCC campus.</p> <p>Mr. Hofbauer conveyed that there will be two more processes to go through where the proposed projects will be further reviewed for final approval. He added that they will know in the fall what funding is available and for which counties.</p> <p>Councilor Abernethy inquired if the requests for the next biennium might look similar. Mr. Hofbauer replied that this is the first round of STIF and all about enhancing services but he suspects at some point they will need projects to maintain and make capital improvements.</p> <p>Confederated Tribes of Warm Springs Director of Governmental Affairs, Louie Pitt noted that because many jobs are off the reservations, they see the community connect routes as a great service that is much needed.</p>	
<p>CET Transit Master Plan Update</p>	<p>Due to time constraints, the CET Master Plan update will be moved to an agenda later in the summer.</p>	
<p>ODOT Grant Request</p>	<p>Senior Transit Planner, Andrea Breault informed the Board that a grant application request for low emission busses was due between Board meetings. The request was for a Federal Transit Administration’s low or no emission vehicle program 5339(c) grant that would cover the procurement of five low emission buses, charging stations, supporting infrastructure and employee training. She noted the local match for the project has been identified through the STIF plan.</p> <p>Ms. Breault reported that they received five letters of support for this application and have partnered with the Environmental Center and Pacific Power for further collaboration of data and resources.</p> <p>Ms. Baney reported that because the grant application was needed between Board meetings, Chair Brummer signed the letter to proceed, however, if the Board is not in support, they have the right to decline should the funds be awarded to COIC/CET.</p> <p>Appointed Board Member representing Deschutes County, Katy Brooks made a motion to retroactively approve a letter of support for the grant application for low emission transit busses, Councilor Briese</p>	<p>Motion: Appointed Board Member representing Deschutes County, Katy Brooks made a motion to retroactively approve a letter of support for the grant application for low emission transit busses, Councilor Briese seconded; the motion carried.</p>

	seconded; the motion carried.	
Intent to Modify Route 30	<p>Transportation Manager, Michelle Rhoads thanked both Andrea Breault and Derek Hofbauer for their work and contributions at CET.</p> <p>Ms. Rhoads reminded the Board that if there is a significant modification to a route, the Board would need to vote to approve however the modification being considered is minor thus the update to the Board rather than a request for approval.</p> <p>Ms. Rhoads informed the board that due to several concerns over missed connections to Hawthorne Station, it was determined that eliminating the 6:13 am stop in Deschutes River Woods would improve time performance in addition to improving customer services. Ms. Rhoads added that utilization of the particular stop was very low; a total of 17 rides occurred over a three and a half month period. She reported that CET will work with the few riders who utilized the earlier stop time to help them transition their travel experience.</p>	
Executive Director Report	<p>Ms. Baney updated the Board regarding the Redmond School District and the COIC youth program. She reported that conversations continue and work is being done behind the scenes to retain the program in Redmond.</p> <p>Ms. Baney reported that there has been media attention regarding activity around the Hawthorne Station. She added that eight Hawthorne neighbors expressed their concerns at the Bend City Council meeting last night with the main concerns including safety and traffic flow. Ms. Baney added that continued discussions are taking place between COIC and the Hawthorne Neighbors and changes are being implemented to help alleviate some of their safety and traffic concerns. She added that she will continue to update the Board.</p>	
Regional Round Table	Due to time constraints, the Regional Round Table discussion was tabled until the next Board meeting.	
Other Business / Announcements	There being no further business or announcements, Chair Brummer adjourned the COIC Board meeting at 7:37 pm	
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