

# Central Oregon Intergovernmental Council Minutes for February 1, 2007

2363 SW Glacier Place  
Redmond, Oregon

COIC Board Members: John Hatfield, Jefferson County; Susan Binder, City of Metolius; Dan Harnden, City of Culver; John McLeod, Tourism and Recreation; John Hummel, City of Bend; Clint Jacks, Agriculture/Agribusiness; Jason Hale, City of Madras; Judy Trego, City of Sisters; Mike Daly, Deschutes County; Irv Nygren, City of Redmond; Gordon Gillespie, City of Prineville; and Mike McCabe, Crook County.

COIC Staff: Tom Moore, Executive Director; Karen Friend, Operations Director; Scott Aycock, Program Administrator; Jim MacKinnon, Loan Manager; and Sharon Nance, Administrative Assistant.

Guest: Alan Unger, Mayor City of Redmond, Stewart Katter, Kerkoch and Katter, CPA and Mr. Chris Earnest, Finance Director, City of Redmond

## Call to Order

Vice-Chair Dan Harnden called the meeting to order at 5:30 p.m.

## Consent Agenda

**Ms. Trego moved to approve the consent agenda as follows:**

- a. Approval of Board Minutes of November 2, 2006 and December 11, 2006 and Executive Committee Minutes of November 2, 2006.
- b. Financial Statement – December 2006
- c. Economic Development Report – December 2006 and January/February 2007
- d. Employment and Training Report – December 2006 and January/February 2007
- e. Receipt of Contracts and Grants – February 2007

**Mr. Hummel seconded. Motion carried unanimously.**

## Presentations

### Certification of Achievement for Excellence in Financial Reporting Program (CAFR) Notification for fiscal year ending June 30, 2006 Award Presentation

Mr. Chris Earnest, Finance Director from the City of Redmond presented the Certification of Achievement for Excellence in Financial Reporting (CAFR) to Ms. Karen Friend who accepted it on behalf of COIC. He noted that this is COIC's 7<sup>th</sup> consecutive year to receive this prestigious award.

### Presentation of FY 2005-2006 Audit

Mr. Stewart Katter, Kerkoch and Katter, CPA presented the Board with the results of the audited financial statements for the year ending June 30, 2006. Mr. Katter announced that COIC has

once again been awarded with a clean opinion, with no significant findings or questions. He referred Board members to the audit available in the Board packet and provided specific information regarding the changes in the financial position of the Council over the past two years. The financial statements that were issued to GFOA last year received a certificate for excellence in financial reporting and Mr. Katter stated that hopefully this will be the case again this year. **Mr. Jacks moved to approve the FY 2005-2006 Audit. Ms. Binder seconded. Motion carried unanimously.**

### **Administration**

#### **Election of Officers, Chair and Vice-Chair and Election of Executive Committee Members**

**Mr. McCabe moved to nominate Mr. Dan Harnden as Chair and Ms. Judy Trego as Vice-Chair. Mr. Hummel seconded. Motion carried unanimously.**

The Executive Committee will be comprised of Mr. Hatfield, Jefferson County; Mr. McCabe, Crook County; Mr. Daly, Deschutes County; Ms. Trego, Vice-Chair, City of Sisters; and Mr. Harnden, Chair, City of Culver.

#### **Resolution #195, Economic Development Administration (EDA) Planning Grant**

Mr. Aycock presented a handout "2007-2008 EDA Planning Grant Draft Scope of Work" giving background information, the proposed scope of work, and the budget for the 2007-08 Planning Grant. Mr. Aycock added that this is a grant that COIC applies to the Economic Development Administration (EDA) annually. **Mr. Hummel moved to approve the following resolution:**

### **RESOLUTION #195**

#### **Economic Development Administration (EDA) Planning Grant**

WHEREAS Central Oregon Intergovernmental Council (COIC) has been designated by the Economic Development Administration (EDA) as an Economic Development District, and

WHEREAS an EDA Planning Grant is required to provide the necessary staff and resources to accomplish the Comprehensive Economic Development Strategy (CEDs) goals and objectives for Central Oregon.

NOW, THEREFORE, BE IT RESOLVED that the Central Oregon Intergovernmental Council:

1. Authorizes the Executive Director of Central Oregon Intergovernmental Council to submit an application to EDA for a Planning Grant in the amount of \$51,000 for the period April 1, 2007 to March 31, 2008.
2. Certifies that the district's member counties, Crook, Deschutes and Jefferson are active, participating members in the Central Oregon Intergovernmental Council's planning program and all support this application for funds.

**Mr. Hale seconded. Motion carried unanimously.**

Jurisdictional Dues

Mr. Moore explained that the “Proposal for COIC Membership Dues” provided in the Board packets is the same proposal brought before the Board at an earlier meeting. Mr. Moore stated that if approved, member jurisdictions will be receiving notification of the dues amount stated in the proposal to allow for inclusion in their respective budgets. **Mr. Hummel moved to approve the proposal for COIC Membership Dues and notification the member jurisdictions.**

(Proposal assessment)

Deschutes	143,490	
Bend	70,330	\$18,818
Redmond	20,010	\$5,354
Sisters	1,660	\$444
Deschutes-net	51,490	\$13,777
Crook	22,775	
Prineville	9,080	\$2,430
Crook-net	13,695	\$3,665
Jefferson	20,600	
Culver	1,020	\$273
Madras	5,600	\$1,499
Metolius	805	\$215
Jefferson-net	13,175	\$3,525

**Ms. Trego seconded. Motion carried unanimously.**

COIC Proposed Board Meeting Date Change

Mr. Moore stated that The Oregon Consortium/Oregon Workforce Alliance’s (TOC/OWA) quarterly meeting conflicts with the COIC Board meeting every quarter. Currently Mike McCabe (TOC/OWA Executive Committee), Mike Daly and potentially John Hatfield (TOC/OWA Board Members) along with himself attend these quarterly meetings. Mr. Moore proposed moving the COIC Board meeting to the first Thursday of the month to avoid this conflict. After discussion, **Mr. McLeod moved to change the COIC Board meeting date to the first Thursday of the month. Mr. Hummel seconded. Motion carried unanimously.**

Region 11 Interim Services

Ms. Friend updated Board members on interim services being provided in Region 11. Department of Justice allegations of mismanaged funds caused The Oregon Consortium (TOC) to terminate contracts with KLETI as of December 31, 2006. COIC has contracted with TOC to provide WIA Adult and Youth Services in Klamath and Lake Counties through June 30, 2007.

As part of the interim services to Klamath and Lake Counties COIC:

- 1) will receive approximately \$420,000 - \$112,000 for Youth, \$209,000 for Adult and Dislocated Workers, \$40,000 for Disability Navigator, and \$50,000 for Youth Offender Funds.
- 2) will hire 1 full-time and 1 half-time Employment Counselor in Lakeview; 2 full-time Employment Counselors in Klamath Falls; 1 full-time Disability Navigator serving Region 10 and 11; and 1 full-time Staff Accountant in Redmond.

- 3) has secured an office space in Lakeview at the Lakeview Chamber of Commerce facility and an office in Klamath Falls at the Employment Department facility.
- 4) will respond to an RFP to provide services in Klamath and Lake Counties commencing July 1, 2007. Ms. Friend explained that this will provide “economies of scale” by sharing administrative/management structure and, thus, making more dollars available for direct client services.

Answering a question from Mr. Daly, Ms. Friend noted that KLETI laid-off their employees in Lakeview that were working with Title IB services, but are unsure how many employees KLETI retained to provide other services.

Mr. Moore gave the Board his assessment of the transition process, expectations of clients, and the current political atmosphere in Klamath and Lake Counties. Mr. McCabe added his views of the situation from a TOC/OWA Board member perspective.

Mr. Moore presented to the Board an award from The Oregon Consortium for “Excellence in Performance Achievement, Workforce Investment Act, Title IIB” presented to COIC at the last TOC/OWA quarterly meeting.

### Loans

Mr. MacKinnon presented the following loans.

#### Mt. Hood Country Store, Parkdale, OR – IRP Loan Fund

The proposed loan, in conjunction with an SBA 504 loan, is to purchase the assets of the Mt. Hood Country Store, just south of Hood River. The total project is \$640,537; a Pacific Northwest Federal Credit Union first mortgage of \$315,700, a \$188,000 CDC, COIC IRP loan of \$49,400, and borrower cash of \$87,437. Owners expect to create one new job in the next two years. **Mr. Hummel moved to approve the loan to the Mt. Hood Country Store. Ms. Trego seconded. Motion carried unanimously.**

#### Lookout Mountain Biofuels, Prineville, Oregon – EDA Loan Fund

The proposed loan is to start a new Prineville business, Lookout Mountain Biofuels. The business will be a waste vegetable oil collection service that will produce, sell, and distribute biodiesel. The total project is \$67,400; a \$54,000 COIC EDA loan and \$13,400 in borrower cash/equity. The company expects to create 2 new jobs in the next two years. After discussion, **Mr. Hummel moved to approve the loan to Lookout Mountain Biofuels. Mr. Jacks seconded. Motion carried unanimously.** Mr. McCabe suggested the owner of Lookout Mountain Biofuels be on an upcoming COIC Board agenda to discuss her operation.

## **Program Updates**

### **Mobility Consortium Update**

Mr. Unger updated the Board on the progress of the Central Oregon Mobility Consortium, a public/private partnership working toward developing a consortium of individuals representing cities, counties, transportation providers (dial-a-ride), school districts and the private sector. The conceptual approach of the consortium is to utilize the current assets in the region (such as school buses, dial-a-ride, etc.) to provide public transportation. The consortium would contract out the development and operation of a system between and within cities in Central Oregon to help solve the area's public transportation issues. One question to be resolved in the formation is "who would house the consortium, who would oversee the consortium, and who would act as a fiscal agent for the consortium? Due to the composition of COIC's Board, Mr. Unger expressed the desire that COIC act as the "umbrella" organization for the mobility consortium. Mr. Moore directed members to the attachment in the Board packet "Draft COIC – Mobility Consortium Charter Outline" along with the handout "It's time to create a Central Oregon Mobility Consortium". Mr. Unger clarified that by presenting this proposal the question is - is the COIC Board open to entertaining continued discussion regarding COIC's over site role for the consortium?

After lengthy discussion, it was the consensus of the Board to move forward with the understanding that COIC is interested in looking at the proposed framework and support COIC staff continuing to collaborate and work on development of the consortium.

### **Announcements/Communications**

Mr. McCabe expressed concern regarding the timber reallocation bill and the affect it would have on Oregon counties if the bill failed.

COIC's Jurisdictional Dinner is scheduled for June 7<sup>th</sup> at Eagle Crest Resort in Redmond.

As there was no further business, the meeting was adjourned.