

Central Oregon Intergovernmental Council Minutes for February 7, 2008

2363 SW Glacier Place
Redmond, Oregon

COIC Board Members: Dan Harnden, City of Culver; John Hatfield, Jefferson County; Jay Patrick, City of Redmond; Susan Binder, City of Metolius; Walt Chamberlain, City of Madras; Gordon Gillespie, City of Prineville; Mike Daly, Deschutes County; Shawna Bell, City of Sisters; and Chris Bellusci, Marvin Butler, and John McLeod, Appointed Members.

COIC Staff: Tom Moore, Executive Director; Karen Friend, Operations Director; Kevin Bradley, Youth Program Managers; Jim MacKinnon, Loan Manager; Andrew Spreadborough, Program Administrator; and Sharon Nance, Administrative Assistant.

Guests: Bob Dee, City of La Pine; Jason Hale, City of Madras; Irv Nygren, City of Redmond; Chris Earnest, City of Redmond; Stewart Katter, Kerkoch and Katter, CPA and Dale Binder.

Chair Dan Harnden called the meeting to order at 5:30 p.m. and introductions were made.

Consent Agenda

Mr. Daly moved to approve the consent agenda:

- a. Approval of Board Minutes of December 6, 2007
- b. Financial Statement – December 2007
- c. Economic Development Report – December 2007 and January 2008
- d. Employment and Training Report – December 2007 and January 2008
- e. Receipt of Contracts and Grants – February 2008

Mr. Hatfield 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 and member of the Governor's Finance Officer Association 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 8th consecutive year to receive this prestigious award.

Presentation of FY 2006-2007 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, 2007. 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 reviewed the current conditions. Mr. Katter explained that there was an occurrence last year where in some of the Revolving Loan Funds, the budgetary level on materials and services for the transfer for fees

were slightly over expended. He noted that this occurrence was so slight that it was considered insignificant, but added that this issue should be addressed during the 2008 budget process. **Ms. Binder moved to approve the FY 2006-2007 Audit. Mr. Patrick seconded. Motion carried unanimously.**

Administration

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

Mr. Moore explained the election process along with member eligibility.

Mr. Daly moved to nominate Mr. Dan Harnden as Chair. Ms. Binder seconded. Motion carried unanimously.

Ms. Binder moved to nominate Ms. Shawna Bell as Vice-Chair. Ms. Bell declined the nomination. After discussion, Ms. Binder moved to nominate Shawna Bell. Mr. Daly seconded. Motion carried unanimously.

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

Comprehensive Economic Development Strategy (CEDS) Plan Approval

Mr. Spreadborough gave a brief overview of the CEDS planning process and directed member's attention to the CEDS plan provided in their packet materials. He stated that the CEDS committee met over the last year and one-half to complete the CEDS Regional Investment Strategy. Mr. Spreadborough explained the Strategy serves as both COIC's Comprehensive Economic Development Strategy (CEDS), and the Central Oregon Community Investment Board's investment plan. EDA requires Economic Development Districts to create a new or revised CEDS every five years. COIC has completed a re-write of the CEDS, which will be submitted to the EDA upon approval by the COIC Board. The Strategy has been approved by the Central Oregon Community Investment Board, Crook County Court, Deschutes County Board of Commissioners, and Jefferson County Board of Commissioners. The document purposes:

- The CEDS is a pre-requisite for EDA funding for public works, economic adjustment, and planning grants;
- Serves as a guide for COIC ED efforts – directing resources and staff time to projects and initiatives of regional value;
- Clarifies ED partner roles in economic development;
- Identifies priorities and projects that are consistent with the economic development strategies, which leads potentially to funding;
- Identifies projects and activities for Central Oregon Community Investment Board funding; and
- Identifies regional economic development strategies on which communities within the region can collaborate to bring about sustainable economic prosperity.

Mr. Hatfield moved to approve the Comprehensive Economic Development Strategy (CEDS) as presented and authorize submission to the Economic Development Administration (EDA). Mr. Butler seconded. Motion carried unanimously.

Resolution #207, Economic Development Administration Planning Grant

Mr. Spreadborough distributed a handout “2008-2009 EDA Planning Grant Draft Scope of Work” giving background information, the proposed scope of work, and the budget for the 2008-09 Planning Grant. Mr. Spreadborough added that this is a grant that COIC applies to the Economic Development Administration (EDA) annually. In answer to a question, Ms. Friend explained that the projects identified on the scope of work represents match sources for the 50/50 non-federal match requirement. **Ms. Binder moved to approve Resolution #27 as follows:**

RESOLUTION #207

Economic Development Administration (EDA) Planning Grant

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 \$53,000 for the period April 1, 2008 to March 31, 2009.
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. Bellusci seconded. Motion carried unanimously.

Use of Unrestricted Funds for Redmond Administration Building Remodel

Mr. MacKinnon spoke to the need for some remodeling in the Redmond Administration office. The remodel would include: 1) redoing the heating/cooling system that directly affects the computer room; 2) adding cabinets to the existing board room; and 3) enclosing the office space located in the west end of the upstairs hallway. Total cost of the remodel is \$32,377. A large portion of the remodeling expense is to move an electrical panel in the open office area. Mr. MacKinnon requested Board approval to use unrestricted funds to pay for half of the remodel costs (\$16,188) noting that the balance of the remodel cost will be paid for by the Oregon Business Development Board. **Mr. Patrick moved to approve the use of \$16,188 in unrestricted funds for the proposed Redmond Administration office remodel. Mr. Bellusci seconded. Motion carried unanimously.**

Announcements/Communications

Announcements and communications were noted.

As there was no further business, the meeting adjourned at 6:15 p.m.