

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: April 5, 2018	City of Redmond Public Works Department 243 E Antler Ave., Redmond, OR	Prepared by: B. Taylor Reviewed by: K. Friend
<p>County Commissioners: Wayne Fording, Jefferson County; Tony DeBone, Deschutes County, and Jerry Brummer, Crook County City Councilors: Bruce Abernethy, City of Bend; Bartt Brick, City of Madras; Gail Merritt, City of Prineville; Jay Patrick, City of Redmond; John Chavez, City of Metolius, Lonny Macy, Warm Springs, and Connie Briese, City of La Pine. COIC Staff: Karen Friend, Executive Director; Michelle Williams, Fiscal Services Manager; Michelle Rhoads, Transportation Manager; Scott Aycock, Community and Economic Development (CED) Manager; Janel Ruehl CED Program Coordinator; Penny Newton, Adult Program Manager; Jim MacKinnon, Loan Manager; Jane Foote, Human Resource Manager, and Mike Derrickson, CERC Medical Ride Brokerage Program Manager. Guest: Rika Ayotte, Executive Director of Discover Your Forest</p>		
Agenda	Discussion	Action Item
Call to Order	<p>Chair Fording called the COIC Board Meeting to order at 5:43 pm.</p> <p>Chair Fording asked for those in attendance to make introductions. Introductions included two new COIC employees Janel Ruehl, the new Program Coordinator for CED, as well as Mike Derrickson, the new CERC Medical Ride Brokerage Program Manager. Ms. Friend noted that with the recent retirement of Ann Delach, Penny Newton has assumed the role of Adult Program Manager.</p> <p>Chair Fording noted there was no public comment to address.</p>	
Consent Agenda	<p>Chair Fording asked the Board if anyone had any comments, questions or discussion regarding the consent agenda. Councilor Abernethy made a motion to approve the consent agenda. Commissioner Brummer seconded; the motion carried.</p>	Motion: Councilor Abernethy made a motion to approve the consent agenda. Commissioner Brummer seconded; the motion carried.
Budget Policy	<p>Fiscal Manager, Ms. Williams informed the Board that the current Budget Policy noted that the Budget Committee citizen appointments would be appointed by the Executive Committee however, in keeping consistent with the by-laws, she is requesting the policy be changed to say “The COIC Board shall make all Budget Committee citizen appointments.”</p>	Motion: Commissioner DeBone made a motion to accept the policy update as proposed, Commissioner

Board Approved 5.3.18

	<p>Commissioner DeBone made a motion to accept the policy update as proposed, Commissioner Brummer seconded; the motion carried.</p>	<p>Brummer seconded; the motion carried.</p>
<p>Summer Recreation Transportation Services Season Wrap up</p>	<p>Transportation Manager, Ms. Rhoads disseminated an updated recreation transportation services season wrap up report. She noted there was an underreporting on ridership as being the need for the update specifically, there was a bump in Lava Butte ridership compared to last year in spite of the month of smoke and reduction of service on the day of the solar eclipse; resulting in additional fair box revenue. Ms. Rhoads added that her team continuously looks for ways to operate services more efficiently and effectively.</p> <p>Councilor Patrick encouraged Ms. Rhoads to continue to look for ways to improve the Ride the River program since he has heard several favorable comments regarding that program. Ms. Rhoads noted that planning is underway with Bend Park and Rec for a new vendor for rental tubes and equipment, in addition to relocating the hub for concession to be at Simpson Park and Ride. Ms. Rhoads added that they will be working closely with the new vendor, as well as have plans to service the new route so the Ride the River program will continue to operate at a high level. Ms. Friend added that Bend Park and Rec has requested COIC offer more services, which the company is reviewing.</p> <p>Ms. Friend informed the Board that they thought it would be a good time to talk about Lava Butte specifically the partnership COIC has with Discover Your Forest. Ms. Friend noted that CET was involved in a pilot program for the Forest Service and Discover Your Forest to provide bus service up the butte instead of opening the butte to cars. Ms. Friend said because it was a pilot program, they were not sure what amount of fare would be needed to cover the cost of service so Discover Your Forest stepped up and said if the cost isn't covered with fares, they would cover the cost and conversely if there is an excess, the excess would be split between the two entities. Ms. Friend noted that for the last 3-years of partnership, they have had an excess over expenditures and tonight wanted to invite guest Rika Ayotte, Executive Director</p>	



	<p>of Discover Your Forest, to accept the check from COIC for their share as presented by Chair Fording. Ms. Friend added that to date, Discover Your Forest has received \$13,969.10 from COIC for the Lava Butte partnership.</p> <p>Ms. Ayotte thanked COIC and noted that their mission is to improve visitor’s experiences and having the bus service allows visitors who could not access the butte on big tour busses the opportunity to visit the monument. In addition, visitors are made aware that a portion of the fares charged are used to support the local forest. Ms. Ayotte said she looks forward to a continued partnership with COIC.</p> <p>Ms. Rhoads noted that another pilot program “Ride Bend” also had great success and will be offered again this year with extended hours and services to showcase what Central Oregon has to offer.</p>	
<p>Capacity Fund Request – Food Hub Business Plan</p>	<p>CED manager Mr. Aycock introduced Ms. Ruehl, CED Program Coordinator. Ms. Ruehl reminded the Board that the food hub project is part of a general food system focused on retaining and creating jobs in the agricultural sector and expanding local food production capacity by helping small to mid-size farmers scale up productions to allow them to sell to wholesale buyers; a missing piece of the market for many farmers in Central Oregon. She added that a food hub is basically a one stop regional facility for food aggregation, storage, minimal process and distribution, as well as a consolidated marketing facility for those farmers who find the marketing aspect challenging.</p> <p>Ms. Ruehl added that a feasibility study and baseline operations plan has been completed and that COIC is now stepping into the next phase of the project which is business planning. COIC is seeking to engage a consultant to complete a Food Hub Business Plan, including financial modeling. Ms. Ruehl asked the Board for \$5,000 in dues funds to enable them to move forward with the Food hub project by engaging an independent consultant to complete the business plan. Ms. Ruehl added that there is currently \$28,000 in matching funds for the project.</p> <p>Councilor Abernethy asked if the Food Hub would be something COIC would take the lead in operating once operational. Ms. Ruehl replied that at this time, COIC will shepard the project until they receive recommendations from the business plan. She added that the business plan will determine if the project is viable.</p>	<p>Motion: Commissioner Brummer made a motion to accept the dues fund request for the Food Hub project, Councilor Merritt seconded; the motion carried.</p>

	<p>Commissioner Brummer made a motion to accept the dues fund request for the Food Hub project, Councilor Merritt seconded; the motion carried.</p> <p>Mr. Aycock noted that Katrina Van Dis, originally scheduled to give the presentation, was not in attendance because she is at tonight's Women of the Year awards banquet as a nomination for Hero of the Year. He added that Ms. Van Dis's last day with COIC will be April 13, and she is moving on to be the Executive Director for High Desert Food and Farm Alliance; a company she and her mother created and one that COIC works closely with.</p>	
<p>Diversity, Equity and Inclusion Policy</p>	<p>CED Manager, Mr. Aycock informed the Board that the driver for the Diversity, Equity, and Inclusion (DEI) Statement of Purpose is in response to requests from funding partners who have started expecting DEI policies for all of their grantees. The purpose is an overall statement of commitment to working with vulnerable/underrepresented populations. Included in the definition are rural communities and small businesses. Mr. Aycock noted that COIC already has this commitment with the transit system, workforce, MRB, and some of the CED programs however because COIC has two grants that will be submitted in April, they need a resolution that would signal COIC's intent to develop a future DEI policy.</p> <p>Mr. Aycock noted that in researching other organizations' DEI policies, in areas like ours, they discovered potential applications for regional needs, specifically three potential applications of diversity of inclusions. The first would be servicing rural communities within the region because they do not have the same levels of staff and organizations, and may lag behind economically. The role of COIC could be to spend time lending technical assistance with these rural communities. The second application would be to engage certain populations such as low income, seniors, youth, minorities, etc. The third application would be internal practices in hiring to ensure nothing is done consciously or conversely unconsciously that benefits one group over another. Mr. Aycock asked that the Board endorse the DEI Purpose Statement to signal the Board's intention that COIC will incorporate the development of DEI into the upcoming Strategic Planning process. Mr. Aycock outlined the process for the Board including research, internal assessment, creating procedures and committing to a regular evaluation of performance to identify ways to improve.</p> <p>Councilor Abernethy agreed with Mr. Aycock's comment regarding funders requesting and expecting to see the commitment to diversity, equity and inclusion. Councilor Brick noted that</p>	<p>Motion: Councilor Abernethy made a motion for the COIC Board to endorse the DEI statement of purpose, Councilor Briese seconded; the motion carried.</p>

	<p>something like this is appropriate for an organization such as COIC. Chair Fording added that COIC has lived by the purpose but now needs to put it in policy.</p> <p>Councilor Abernethy made a motion for the COIC Board to endorse the DEI statement of purpose, Councilor Briese seconded; the motion carried.</p>	
FTA Financial Assistance Resolution	<p>Fiscal Manger, Ms. Williams, reminded the Board that COIC is going through the FTA triannual review process. She added that Fiscal Assistance Resolution 293 was changed to eliminate specific employee names in the event staff changes in the next few years. Ms. Williams reported that in addition to the elimination of specific names, wording around the use of the current law firm was changed by adding “or as designated by the Executive Director.”</p> <p>Councilor Patrick made a motion to adopt changes to Fiscal Assistance Resolution 293, Councilor Abernethy seconded; the motion carried.</p>	Motion: Councilor Patrick made a motion to adopt changes to resolution 293, Councilor Abernethy seconded; the motion carried.
IRP Participation Area Expansion Request	<p>Loan Manager, Mr. MacKinnon reminded the Board that the IRP is one of COIC’s loan programs which operate in several counties. He added that they have been asked by a bank and borrower from Lincoln County, which is not covered under designated area approved for the IRP program, to review and consider a loan.</p> <p>Councilor Brick asked if participating in this loan would reduce COIC’s ability to participate in local loans. Mr. MacKinnon reported that no, it would not and he would not consider the loan if it did. He added that the loan request for Lincoln County would be a one-time request and he is not looking to add Lincoln County to the IRP Work Plan. Additionally, the request today is to add Lincoln County for this one-time consideration, the loan request if approved by the Loan Committee, would be brought back to the Board for consideration at a future meeting.</p> <p>Mr. MacKinnon reported that he did not actively search out this loan however when a bank or borrower asks and he cannot see a reasonable or lending reason why not, he considers the loan especially if he feels it a good use of the public loan program. He added that the reason the other COG, with the same program as COIC, would not consider the loan is because they did not have the money.</p> <p>Councilor Abernethy noted that he is supportive of the consideration presuming the Loan Committee performs their due diligence of the actual loan request and approval is granted from</p>	Motion: Councilor Abernethy made a motion to allow COIC to add Lincoln County as a temporary location so that the Loan Committee may review the loan application, Councilor Patrick seconded the motion; the motion carried.

	<p>USDA. Councilor Abernethy made a motion to allow COIC to add Lincoln County as a temporary location so that the Loan Committee may review the loan application, Councilor Patrick seconded the motion; the motion carried.</p>	
<p>Executive Director Report Update on HB2017</p>	<p>Executive Director Ms. Friend disseminated to the Board an overview of the draft of the statewide transportation improvement fund rules. She noted the rules are in comment period currently through April 21, with some public hearings also being held during this time. The implementation schedule in relation to the funds was reviewed. Ms. Friend reported that there will be two application periods, one November - January and the other May – July, which will serve as the target dates COIC needs to meet in relation to getting plan work done. She added that COIC is embarking on a planning process to update the plans to ensure community and regional transportation plans are current. Ms. Friend reported that COIC is working with ODOT, who is planning a mini procurement for a consultant to assist with the plan. Once the plan is updated, committee work and public participation will commence.</p> <p>Ms. Friend reported that at the Executive Committee qualified entities, those responsible for the plan and processes were discussed in addition to the opportunity to do a joint process and delegating approval and oversight responsibilities to COIC. Ms. Friend added that she has been working on a draft charter to frame up how the process and committee structures would work and tonight at the Executive Committee she was given direction to move forward thinking about the COIC Board as the entity where counties would come together and decide, through a joint intergovernmental agreement, to jointly manage the funds.</p> <p>Chair Fording added that to get the ball rolling, it made sense for the COIC Board to be the entity since most all communities were represented at the table at least for the initial plan.</p>	
<p>Regional Round Table</p>	<p>Chair Fording encouraged the group to share what they are working on in their communities.</p> <p>Chair Fording informed the Board that at the Executive Committee, Commissioner DeBone suggested scheduling a tour for the Board to visit COIC’s facilities and to be on the lookout for an invitation.</p>	
<p>Other Business/ Announcements</p>	<p>No additional announcements were made.</p>	

There being no further business the meeting was adjourned at 6:56 by Wayne Fording, Chair