

**Central Oregon Intergovernmental Council
Minutes for February 2, 2017**

**City of Redmond – Public Works Department
243 E. Antler Ave
Redmond**

COIC Board Members: Jerry Brummer, Crook County; Tony DeBone, Deschutes County; Wayne Fording, Jefferson County; Bruce Abernethy, City of Bend; Bart Carpenter, City of Culver; Connie Briese, City of La Pine; Bartt Brick, City of Madras; John Chavez, City of Metolius; Robert Prevost (alt), City of Metolius; Gail Merrit, City of Prineville; Jay Patrick, City of Redmond; Lonny Macy, Confederated Tribes of Warm Springs; Jim Wilson, Katie Condit and Lou Capozzi, Appointed members.

Guests: Stuart Katter, Kerkoch Katter & Nelson, LLP.; Richard Ross, Public Transportation Advisory Committee Chair; Bill Montgomery, City of Madras; Katy Brooks, Prineville Chamber of Commerce.

COIC Staff: Scott Aycock, Economic Development Manager; John Bouchard, Youth Program Planner/Curriculum Director; Kevin Bradley, Youth Programs Manager; Ann Delach, Adult Programs Manager; Karen Friend, Executive Director; Josh Lagalo, Youth Program Coordinator; Jim MacKinnon, Loan Department Manager; Penny Newton, Adult Programs Manager South Central; Laura Skundrick, Executive Assistant; Michelle Williams, Fiscal Services Administrator.

Introductions

Commissioner Fording, as last remaining Executive Committee member and serving as temporary Chair, called the meeting to order at 5:35pm. He noted that a revised agenda was being passed around, with the addition of a second Board member candidate application.

Election of 2017 COIC Officers

Temporary Chair Fording opened the floor for elections of Board Chair, accepting nominations. Temporary Chair Fording nominated Mr. Patrick for COIC Board Chair. No other nominations were submitted. *No further discussion, nominations close. Motion carries unanimously. Mr. Patrick takes the seat as Chair.*

Chair Patrick opened the floor for nominations of Vice Chair. Chair Patrick nominated Commissioner Fording to serve as Vice Chair. No other nominations were submitted. *No further discussion, nominations close. Motion carries unanimously.*

Ms. Friend explained the composition of the Executive Committee, which includes the Board Chair and the three County Commissioners, leaving one a vacant position. She noted this open seat needs to be filled by an elected official not representing Deschutes County, because the Board Chair is from Deschutes County. Chair Patrick requested volunteers to serve on the Executive Committee. Mr. Prevost volunteered himself, however Ms. Friend read from the bylaws that require Executive Committee members must be Board members. Mr. Brick then volunteered to serve on the Executive Committee. *There was no further discussion, nominations close. Motion carries unanimously.*

Public Comment

None.

Consent Agenda

Mr. Wilson moved to approve the consent agenda.

- a. Approval of Executive Committee Minutes of December 1, 2016
- b. Approval of Board Minutes of December 1, 2016
- c. Financial Report, December 2016
- d. Staff Report, January 2017
- e. Cascades East Transit & Cascades East Ride Center Monthly Management Report, December 2016

Mr. Chavez seconded. Motion carried unanimously.

Administrative

Appoint Budget Officer, Budget Calendar and Budget Committee Members

Ms. Friend provided background of the Budget Committee and its members. The three county commissioners on the COIC Board are subsequently on the Budget Committee, as well as three non-council members Joe Krenowics, Mike Daly and John Boylen. Mr. Boylen's term was set to expire at the end of 2016, and he has volunteered for another three year term, which requires Board approval. Also requiring Board approval is the adoption of the proposed calendar for budget committee events, as well as appointing the budget officer. The seat of officer has historically been held by the fiscal services manager, which is now fiscal services administrator, Michelle Williams. Chair Patrick asked Ms. Williams to introduce herself so the board could meet her prior to voting. Ms. Friend explained Ms. Williams' background, duties in her position and projects she's involved in. ***Commissioner DeBone moved to approve John Boylen's term renewal on the Budget Committee, Michelle Williams as Budget Officer, and adoption of the proposed Budget Committee calendar. Mr. Wilson seconded. Motion carries unanimously.***

Authorization of Change in Financial Statement Reporting

Ms. Friend outlined proposed changes for the financial reporting of two different programs. The Transportation Department has historically been grouped with the Economic Development Program. However, due to continual growth of the transit system, this method of reporting prevents the reader from understanding its complexity and the financial health of each individual program. To improve transparency, it is logical to report the activity separately. Ms. Friend added that this was the method used within the most recent audit, so the change in reporting would be effective July 1, 2015.

Ms. Friend also explained that in years past, the EDA Loan Funds have been reported separately, which originally made sense since the loans were applied separately. Over the years, the uses and guidelines of these funds have changed, and they are now all eligible for use within the same geographic area. Also, the amount available to lend is small in each fund, so if they are not combined, they will be harder to lend. Since these funds can now be combined, it makes sense to combine them when reporting, and the EDA has given COIC permission to do so. Ms. Friend added that the request is for the change to take effect on July 1, 2016, so that the fund can be combined for the entire fiscal year.

Mr. Abernethy moved to approve the change in financial reporting for the Transportation Department and EDA Loan Funds, Commissioner DeBone seconded. Motion carries unanimously.

Approve COIC Board Member Applications – Katy Brooks and Casey Kaiser

Ms. Friend pointed out current vacancies for appointed members on the COIC Board. Filling two of those seats would satisfy minimum bylaw requirements for appointed members, and two potential candidates have applied for consideration of the Board. Katy Brooks, director at Bend Chamber of Commerce, and Casey Kaiser, president of Prineville Chamber of Commerce have both applied. Both would be great assets to the Board, and chambers have stated eligibility for appointed membership in the Bylaws. Ms. Friend explained that Mr. Kaiser could not attend the tonight's meeting, so she overviewed his application. She added that he has received approval from his executive committee and met with Crook County and City of Prineville, ensuring he is the right appointment for Crook County. Ms. Friend added that Ms. Brooks is in attendance and asked her to introduce herself. Ms. Brooks did so and provided her background and interest in serving on the board.

Ms. Friend explained that if approved by the board, COIC would then send request letters to the respective counties, who are responsible for the official appointments. ***Mr. Wilson moved to approve Katy Brooks and Casey Kaiser's applications for COIC Board, Mr. Brick seconded. Motion carries unanimously.***

Presentations

Presentation of FY 2015-2016 COIC Audit

Chair Patrick introduced CPA Stuart Katter, who presented the Board with results of audited financial statements for the year ending June 30, 2016. This audit report is favorable with no findings or questions. Mr. Katter did explain several items from the report in detail for further understanding, including the PERS liability and how it affects the unrestricted net position. There were several questions regarding PERS reporting that Mr. Katter answered to the Boards' satisfaction.

Board Member Orientation & Board Binders

Ms. Friend referenced the board resource binders given to each member and outlined their contents. She explained that given the many new faces of the Board, she and COIC managers wanted to present an overview of the programs and projects COIC is involved with. The intent is to provide this information over the next couple meetings. COIC Managers Ann Delach, Kevin Bradley and Jim MacKinnon presented overviews of their respective departments.

Orientation will continue with overviews of Economic Development and the Transportation Department at the March meeting.

Executive Director Report

This item was skipped due to time constraints.

Regional Round Table

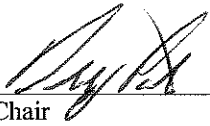
This item was skipped due to time constraints.

Other Business/Announcements

This item was skipped due to time constraints.

Adjourn

Chair Patrick adjourned the meeting at 7:38pm.



Board Chair

