

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: September 6, 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; Gail Merritt, City of Prineville; Jay Patrick, City of Redmond; Connie Briese, City of La Pine; Bartt Brick, City of Madras; Andy Byrd, City of Culver, and Jay Patrick, City of Redmond. Appointed Representatives: Katy Brooks, Deschutes County, and Katie Condit, Deschutes County. COIC Staff: Karen Friend, Executive Director; Michelle Williams, Fiscal Services Manager; Michelle Rhoads, Public Transportation Manager; Scott Aycock, Community and Economic Development (CED) Manager; Hailey Barth, CED Administrative Assistant; Janel Ruehl, CED Program Coordinator; Penny Newton, Adult WorkSource Program Manager; John Bouchard, Youth Education Program Manager; Josh Lagalo, Youth Employment and Training Manager; Jim MacKinnon, Loan Manager; Jane Foote, Human Resource Manager, and Mike Derrickson, Medical Ride Brokerage Manager. Guest: Rich Schwartz, Alder Street Consulting and Sergeant Nathan Garibay, Emergency Manager Special Services Unit, Deschutes County Sheriff's Office. Members and supporters of the Transit Union Division 757 were in attendance to speak during the public comment section.</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Fording called the COIC Board Meeting to order at 5:35 pm. Introductions from all those in attendance were made.	
Public Comment	<p>Chair Fording noted that at this time, the Board would entertain comments from the public.</p> <p>Shirley Block, President of Amalgamated Transit Union (ATU) Division 757 and Jon Hunt, ATU Vice President wished to make the COIC Board aware that their workers have been without a contract for eight months. Mr. Hunt reported that they are struggling with contracts from a subcontractor of COIC, Paratransit, and are calling for a pay raise, affordable healthcare, fair breaks and safe busses to drive. Chair Fording reminded those in attendance that COIC is not part of the contract negotiations but thanked both Mr. Hunt and Ms. Block for bringing their concerns to the COIC Board. Ms. Friend informed those in attendance that COIC procured services with Paratransit approximately a year and a half ago, for a three-year term. She added that the recently approved budget does not allow for extra funding, however they are in discovery mode to see what could be done to move forward. Mr. Hunt noted that they are open and willing to look at all ideas to resolve the issues.</p> <p>Barb Cambell, City Council for the City of Bend thanked the COIC Board and encouraged anyone</p>	

	<p>on the Board to help move the contract along if they are able. She also noted that the reason she voted “no” on the mobility lab proposal to explore different options for transportation is because of the lack of obligation to pick up those who are disabled. Ms. Cambell also reported that she serves on the MPO and knows of money originally intended to go to COIC for a bus, is in a reserve account until the planning process is complete. She added that she was made aware that funding is short for the planning process and believes MPO could release the funds to COIC for the planning process. She encouraged Board members to send emails to the MPO Board if that is what the Board thinks is in the best interest of COIC.</p> <p>Andrew Riley, an organizer with ATU 757 communication organizing and research, discussed what their workers go through and why they need health insurance and affordable health care. He urged the COIC Board to work with both union and drivers to find a solution.</p> <p>Carolynne Arickson, driver with Paratransit, informed the Board that they do love their jobs and it is difficult to watch fellow drivers with health conditions knowing they can’t afford to visit a health care provider in addition to the hardship of those who have to commute because of the inability to find housing in Bend. Chair Fording noted that although COIC negotiated for a new contract on the COIC side, it would be disappointing to hear the subcontractor is not taking care of the employees like they hoped they should.</p> <p>Jim Hutchings, Dial-a-Ride driver for 17-years and Driver of the Year, three-years ago, informed the Board that he is a disabled veteran who, without the benefits of the VA would not be able to afford health care. He encouraged the Board to help with the contracting to ensure drivers are taken care of.</p> <p>With no additional comments, Chair Fording thanked those who attended and closed the Public Comment section.</p>	
Consent Agenda	<p>The Consent agenda consisting of the approval of Board minutes from June 7, 2018, financial report for July, 2018, staff report for September, 2018, CET monthly management report for July, 2018 and CERC monthly management report also for July, 2018 was reviewed. Chair Fording asked the Board if anyone had any comments regarding the consent agenda. Commissioner Brummer made a motion to approve the consent agenda, Councilor Patrick seconded; the motion carried.</p>	Motion: Commissioner Brummer made a motion to approve the consent agenda, Councilor Patrick seconded; the motion carried.
Food Hub Dues	<p>Janel Ruehl, CED Program Coordinator and Rich Schwartz, Alder Street Consulting reminded the</p>	Motion: Councilor

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Board Approved 12/6/18

<p>Request</p>	<p>Board that back in February a dues request was made for the Food Hub and they wanted to report what has been done since that time.</p> <p>Ms. Ruehl reported that since February, a Food Hub Advisory Board was created with 16 active members representing various parts of the food industry as well as the business development sectors, and a grant from the Ford Family Foundation was received. With the grant money, COIC hired Alder Street Consulting to develop the financial pieces of the business plan. Through the financial planning process an operator for the hub was identified. COIC will be partnering with Agricultural Connection, a local food distribution here in Bend who will assume full ownership and operations of the facility after the initial startup period. Mr. Ruehl added that COIC applied for an additional grant for the Food Hub and will know of the results in October.</p> <p>Mr. Schwartz informed the Board that he started working with Janel approximately 6-months ago with the main focus being financing for the food hub. He added that during the research, they were able to get financial information from other food hubs to use as benchmarks. Using the financial information from Agricultural Connection, and others food hubs, a 5-year assumption for financial projections was created.</p> <p>A high level overview model of the financial projections including revenues, cost of goods sold, variable expenses, fixed expenses, other income and expenses, cash flow adjustments and a staffing plan were reviewed. Mr. Schwartz noted that the model assumes 45% to be sources from Central Oregon with Agricultural Connections supplementing with products grown as close to Central Oregon as possible. Mr. Schwartz reported that with regards to the growth rate, they are predicting a bump in the growth rate in 2020 when it is expected that Agricultural Connections will be operating out of a larger facility in Bend.</p> <p>Mr. Schwartz reported that the role for COIC is to help build the market, provide support services for producers in the region to meet the target revenues, and help build awareness of local foods.</p> <p>Ms. Brooks inquired if grants they are expected to receive in 2020-2021 to pay for some items were secure or in anticipation. It was noted that the predictions are in anticipation of receiving grant money.</p> <p>Councilor Abernethy noted it would be helpful to better understand the responsibility of the Food Hub specifically the role of the Food Hub and spears of responsibility. Mr. Schwartz reported that with the current arrangement, most of the producers bring their product to the aggregation center</p>	<p>Breese made a motion to approve the \$5K dues request for the Food Hub, Ms. Condit seconded the motion; the motion carried.</p>
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for distribution, some are further out so they do a pickup, which is a small fee for service however, for the most part the food is brought to the center where orders get aggregated and delivered by operators. Ms. Ruehl added that as far as the concept of the Food Hub, by working with Agricultural Connections, COIC is not starting from scratch nor are we in competition with an existing business in the region. By creating a partnership, COIC is creating an opportunity to support, and add onto, an existing model. She added that some of the services are yet to be determined, and some are aspirational depending on grant money but things like the small fee for pick up services is a service a lot of producers said would be helpful to them. On the buyer side, Ms. Ruehl added that they are still in the discovery and planning phase but knowing the numbers helps with the understanding of what the model would look like with support.

Councilor Patrick inquired as to how the funding for the project would be financed as well as if the project is on track with predictions for revenue. Ms. Ruehl noted that the project is on track with projections based on Agricultural Connections year to date sales. She added that they do not plan on COIC funding the project and they are looking outside of COIC for competitive grants however, during the discovery phase it is more difficult to find funding thus the request today is for the COIC Board to allow \$5K from the capacity fund to be used to continue funding through the discovery phase. She added that after 5-years, it is predicted the revenues from the business would support all costs.

Councilor Brick asked if the company has contracts or any contractual obligations under the current model. Ms. Ruehl said that currently the company operates without contracts and contracts will be introduced once they can guarantee buyers with consistent supply.

Councilor Breese said that when the Food Hub concept was first introduced to the Board, the number of local products that would be used was much higher. Mr. Schwartz replied that the reality of what buyers are needing on an annual basis and what can be grown in Central Oregon are different therefore, the goal is to bring local production up to 45%, to source as much local food as possible and to create opportunities to build supply locally however, in order to run a business year round, some things will need to be supplemented. Ms. Ruehl added that they are targeting 10 crops that can be grown here and she is confident more producers can take on those crops.

Commissioner DeBone asked what crops they are looking for. Mr. Ruehl said they are right now asking producers what they are growing so they can then match the market to that product. She

	<p>added that COIC is also partnering with others including OSU Extension to help identify additional producers.</p> <p>Councilor Abernethy commented that COIC’s role in the Food Hub fits COIC perfectly. It has potential but is a low risk investment for COIC and he is very much in support of the project.</p> <p>Councilor Breese made a motion to approve the \$5K dues request for the Food Hub, Ms. Condit seconded the motion; the motion carried.</p>	
<p>Regional Disaster Resilience Dues Request</p>	<p>Mr. Aycock informed the Board that he was originally going to come to the Board to give an overview of some of the work CED has been doing within the realm of natural disaster preparation, planning, and resiliency. He added that an opportunity arose to support a regional project with regards to resilience so he's going to cover both.</p> <p>Mr. Aycock said that the goals of this agenda item are to discuss the resilience concept, what it means in regards to the projects that CED is already working on, to determine if the Board knows of other places they should be looking and if they think the role COIC is playing makes sense. He added that Nathan Garibay, Emergency Services Officer, Deschutes County Sheriff’s Office, will review with the Board the proposed Regional Emergency Services Training and Coordination Center (RESTCC) and then he will ask the Board to provide dues funds as match to an EDA funding application. COIC's role would be to manage the grant, any consultant contracts, as well as the local and statewide engagement process, including a Steering Committee and any ad hoc committees.</p> <p>“Resilience” was defined as “the capacity of individuals, communities, institutions, businesses, and systems within a city to survive, adapt, and grow, no matter what kinds of chronic stresses and acute shocks they experience.” Councilor Brick added that shocks can be positive as well; that during the eclipse planning in Madras, they learned many valuable insights. Mr. Aycock added that folks in Madras did indeed get excited about working together and now regularly hold a first Thursday of the month downtown event. Mr. Aycock added that if you have sufficient economic diversification, downturns in any one sector won’t affect you as much. He noted that COIC is engaged with a lot of work to either plan ahead for natural disasters, or particularly in the realm of wildfire, to hopefully lessen their impact – both in terms of wild land fires and fires that enter into communities. In addition COIC has programs that have been aimed at identifying the strengths and weaknesses of the regional emergency management and economic resilience system, including a project with the EDA to use the 2017 eclipse as a means to test our</p>	<p>Motion: Ms. Brooks made a motion to award \$5K to the RESTCC project, Councilor Breese seconded; the motion carried.</p>

	<p>preparedness systems and structures.</p> <p>Mr. Aycock reported that all of COIC's main programs address resiliency by improving citizen self-reliance and access to services, promoting regional food security, ensuring that youth and the overall workforce are prepared for the future economy, and building community capacity and access to economic opportunity for low income and minority groups. He added that there are likely more individual projects and activities that COIC has engaged in that can be tied to resilience factors and measures.</p> <p>Mr. Aycock also noted that resilience is a component in the Board-adopted Comprehensive Economic Development Strategy. He noted that a key focus identified was to build a Central Oregon Regional Resiliency Plan or framework. Mr. Aycock then listed a number of COIC resilience-related activities that are currently in development including the Food Hub implementation, phase 2 of the Rural Equitable Economic Development Project, Jefferson and Deschutes county natural hazards mitigation plan and the Central Oregon Regional Emergency Services Coordination and Training Center (RESTCC) which will be discussed further later.</p> <p>Mr. Aycock also noted that there will be a City Club forum in January regarding regional resilience. Ms. Condit reported that she is surprised not to see the TRACES movement on the list of partners COIC works with considering it is movement around trauma and resilience and how we promote resilience with businesses and employers, specifically how COIC could align with the program. Mr. Aycock noted that the TRACES movement is also an upcoming topic at a City Club forum however since resilience is a really broad concept he is not sure how COIC would align; although one of the roles of COIC is to find ways to get different sectors working together that do not already work together.</p> <p>Ms. Brooks inquired as to how COIC prioritizes resilience activities considering the broad definition of resilience specifically, how does COIC determine what they want to do well and how they determine where to focus it's partnering with established programs or its economic diversification. Mr. Aycock noted that in some of the realms, COIC is doing the work, in others they have a role in helping those doing the work, but that it's important for us to continue to think about what our priorities are.</p> <p>Mr. Aycock then handed off to Mr. Garibay to discuss the RESTCC project.</p>	
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Mr. Garibay informed the Board that for several years, public safety officials have been looking for an opportunity to identify gaps in training, provide training to first responders, recognize the kinds of training they are able to deliver, etc., while acknowledging the challenge of the demands were continually getting higher. Public safety realized that it would be advantageous to have a regional area for a shared vision and purpose and to combine resources for training. Mr. Garibay added that last year, the Fire, City and Police department contracted with University of Oregon for a viability study from an unbiased perspective.

Mr. Garibay reported that U of O recognized the viability of a regional training area; recognizing some degree of financial investment would be needed to make it work. An in-depth study was performed to determine what exactly was needed with regards to financial expectations and the study determined that the center would be viable for Central Oregon, particularly if the center was operated in partnership with Central Oregon Community College, which already offers degree programs in emergency management. The facility would also serve as a regional multi agency coordination center for major emergencies or disasters. The theory of a regional multi agency coordination center was tested in anticipation of the eclipse but what was discovered is that it took weeks to plan just for the IT infrastructure so having a facility with the infrastructure already in place would be advantageous to all.

Mr. Garibay said that one of the things that came out of the economic development projects with Mr. Aycock is the lack of economic support pre- and post-disaster, so there is an economic resilience component as well. Mr. Garibay stated that the facility that would meet mandatory training needs of local, state and federal public safety personnel, be able to house COCC emergency management degree programs, act as a regional multi-agency coordination center for emergency operations including a backup 911 center with redundant emergency dispatch capabilities, help regional businesses and business support providers prepare for and recover quickly from natural disasters and be centrally located in Redmond near the airport and COCC campus.

Councilor Brick asked if the training facility would replace the need to send local police force to Salem. Mr. Garibay said it is likely the police academy in Salem will still be where police recruits are sent for basic training; the proposed facility is where higher level of training would be performed.

The RESTCC Viability Assessment and Project Proposal was discussed. Mr. Garibay informed

	<p>the Board that the primary outcome of the project is to perform all the work necessary to make the RESTCC ready for capital investment. Mr. Aycock reported that COIC is developing a grant proposal to the FY 2018 EDA Disaster Supplemental Notice of Funding Opportunity in coordination with regional emergency services officers from all three counties, COCC, the Redmond airport, City of Redmond, the University of Oregon and the Bend Police Department. He added that many more partners will be involved once the project is funded.</p> <p>Mr. Aycock reported the full budget for the project would be \$500K, with an EDA request of \$400K. He said to date, they have all but \$5K in cash match. COIC's role in the project will be to manage the grant and the consultant contract, as well as the local and statewide engagement process, including Steering Committees and any ad-hoc committees. He asked the Board to consider a \$5K in regional capacity funds to use as a cash match for the grant and added if the EDA grant is not awarded, the \$5K would be returned to the dues fund.</p> <p>Councilor Patrick asked administration how much was left in the dues fund. It was noted that \$66K would be left if the request was approved.</p> <p>Ms. Brooks made a motion to award \$5K to the RESTCC project, Councilor Breese seconded; the motion carried.</p>	
<p>Continue Route 24 (12:23 pm) pilot run and end route 26 (11:30 am) pilot run</p>	<p>Michelle Rhoads, Transportation Manager reported that her staff looks for ways to continually improve on processes to ensure COIC and the transit dollars are spent in the most effective way for the best value.</p> <p>She reminded the Board that back in May, the Board approved a pilot to add mid-day service on Route 24 and Route 26. She added that funding for the pilot program was a one-time incentive fund grant and both the funding and grant have since expired. Ms. Rhoads informed that Board that Route 24, the Redmond to Bend 12:23 route has been performing well however the Route 26, Redmond to Prineville 11:03 pilot run has not been performing well and said the route will be ending after September 28, because the outcome of the operational and fiscal analysis did not support its continuation.</p> <p>Ms. Friend added that the route discontinuation was not an action item that needed Board approval because it is not considered a major service change; staff is just keeping the Board abreast of the end of the pilot project.</p>	

	<p>Ms. Rhoads added that her team is working with those individuals who used Route 26 to assist with alternative transportation options. She added that by ending the pilot, COIC will save \$36K per year.</p> <p>Councilor Abernethy noted the analysis report made sense. Chair Fording agreed and added that analysis is important to make sure routes make the most sense.</p>	
Other Business/Announcements	Ms. Brooks encouraged those in attendance to attend or remind those in their organizations who are in the 20-40 ish age range to attend the upcoming Young Professional talk on September 29, at COCC. She added that the topic will be about personal growth and growing your career.	
Adjourn	The regular meeting of the COIC Board of Directors was adjourned at 7:21 pm.	
Executive Session under ORS 192.660(2)(a)	Executive Session under authority of ORS 192.660(2) (a) to consider the employment to f a public officer, employee, staff member or individual agent.	
Return to Open Session	<p>Chair Fording called the meeting of the COIC Board back to session at 7:43 pm.</p> <p>Chair Fording informed the Board that at the COIC Executive Session, Ms. Friend’s contract was extended to January 31, 2019. He added that if it is determined that the new Executive Director needs more time with Ms. Friend, they will consider a consulting contract.</p>	
Adjourn	There being no further business, Chair Fording adjourned the meeting of the COIC Board at 7:45 pm.	