

**-Central Oregon Intergovernmental Council  
Minutes for June 1, 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; Bart Carpenter, City of Culver; Connie Briese, City of La Pine; Gail Merritt, City of Prineville; Jay Patrick, City of Redmond; John Chavez, City of Metolius, Lonny Macy, Warm Springs; Katie Brooks, Katie Condit, Appointed members

**COIC Staff:** Scott Aycock, Economic Development Manager; Hallie Adams, Program Coordinator; Debbi Bracken, Interim Executive Assistant; Jackson Lester, Senior Transit Planner; Karen Friend, Executive Director; Jim MacKinnon, Loan Manager; Michelle Rhoads, Transportation Manager; Michelle Williams, Fiscal Services Administrator

Chair Patrick called the meeting to order at 5:30 pm

**Public Comment**

None

**Consent Agenda**

*Commissioner Brummer moved to approve the consent agenda*

- a. Approval of Executive Committee Minutes of April 6, 2016
- b. Approval of Executive Committee Minutes of May 3, 2016
- c. Approval of Board Minutes of April 6, 2017
- d. Approval of the Board Minutes of May 4, 2017
- e. Financial Report, March 2017
- f. Financial Report, April 2017
- g. Staff Report, April 2017
- h. Staff Report, May 2017
- i. Cascades East Transit Monthly Management Report and
- j. Cascades East Ride Center Monthly Management Report, April 2017

*Ms. Condit seconded. Motion carried unanimously.*

**Administrative**

**Resolution #286 and 287 - Approval of Special Fund Supplemental Budget & Appropriations**

**Resolution #288 and 289 -Adoption of Annual Budget & Appropriations**

Commissioner DeBone explained the Budget Committee met earlier today. The Committee comprises of three County Commissioners and three public members to equal a 6 person committee. After the Committee agrees, they forward on their recommendation to the Board of Directors. Commissioner DeBone also stated that the longevity from two of the public members, 10 and 25 years! Ms. Williams stated that the COIC Budget Committee recommended approval of the Approval of Special Fund Supplement Budget as well as the upcoming FY 2017-18 Budget. After explanation and discussion of Resolutions #286-289, the following motions were made:

**Resolution #286 Resolution Adopting Special Fund Supplemental Budget**

BE IT RESOLVED, that the Board of Directors of the Central Oregon Intergovernmental Council hereby adopts the special fund supplemental budget proposed by the Budget Committee of Central Oregon Intergovernmental Council for the fiscal year 2016-2017 in the amount of \$671,575 in special funds at the regular meeting of the Board on June 1, 2017.

BE IT FINALLY RESOLVED, that the chair of the Board files this Resolution with the Oregon Department of Revenue on or before July 15, 2017.

**Commissioner DeBone moved to approve Resolution #286 as presented, Ms. Brooks seconded. Motion carries unanimously.**

**Resolution #287 Resolution Making Supplemental Appropriations**

COIC Minutes

June 1, 2017

Page 1 of 5

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2016, and for the purposes shown below are hereby appropriated as follows:

As Originally Adopted	<u>Special Funds</u>
EDA Revolving Loan Fund, Round #1	\$246,926
EDA Revolving Loan Fund, Round #2	129,078
EDA Revolving Loan Fund, Round #3	<u>295,571</u>
Special Funds Total	<u>\$671,575</u>
Supplemental Appropriations	<u>Special Funds</u>
EDA Revolving Loan Fund	\$671,575

BE IT FINALLY RESOLVED, that the chair of the Board files this Resolution with the Oregon State Department of Revenue on or before July 15, 2017.

**Commissioner Fording moved to approve, Commissioner Brummer seconded. Motion carries unanimously.**

#### **Resolution #288 Resolution Adopting The Budget**

BE IT RESOLVED, that the Board of Directors of the Central Oregon Intergovernmental Council hereby adopts the annual budget approved by the Budget Committee of the Central Oregon Intergovernmental Council for the fiscal year 2017-2018 in the amount of \$22,335,326 in general funds and \$2,090,906 in special funds at the regular meeting of the Board on June 1, 2017.

BE IT FINALLY RESOLVED, that the chair of the Board files this Resolution with the Oregon Department of Revenue on or before July 13, 2017.

**Council Briese moved to approve, Commissioner Fording seconded. Motion carries unanimously.**

#### **Resolution #289 Resolution Making Appropriations**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2017, and for the purposes shown below are hereby appropriated as follows:

	<u>General Fund</u>
Personal Services	\$8,298,213
Materials and Services	8,017,197
Capital Outlay	2,779,581
Operating Contingencies	3,100,335
Debt Service	<u>140,000</u>
Fund Total	<u>\$22,335,326</u>
	<u>Special Funds</u>
EDA Revolving Loan Fund	\$574,603
Intermediary Relending Program	823,851
Local Job Creation	60,041
Hawthorne Building Funds	257,054
Antler-Bear Creek Building Funds	<u>375,357</u>
Special Funds Total	<u>\$2,090,906</u>

BE IT FINALLY RESOLVED, that the chair of the Board files this Resolution with the Oregon State Department of Revenue on or before July 15, 2017.

**Ms. Brooks moved to approve, Commissioner DeBone seconded. Motion carries unanimously.**

**Bylaw Amendment**

Chair Patrick went over the changes in the Amended Bylaws. Ms. Friend stated the only changes that were made to the Bylaws were to make them align with The Articles. II B; Quorum has changed from ½ to 2/3; II C1 Voting; Added after the first sentence and all the way through 7; II D 1 The numbers in the laws changed, so changed to be consistent with ORS law; II D 2, we defined the budget committee to be consistent with the Articles and also to be compliant with budget law; III B 2, Appointed Directors has been changed to 5 and Ex Officios has been cleaned up to be consistent with the articles. III E. Has been cleaned up to be consistent with the articles; IV Executive Committee also cleaned up to be consistent with the Articles. Took out Election of At-Large Membership and Vacancy; Added VI, Governmental Coordinating Committee; Added VIII Compliance with Applicable Laws and IX Compliance with Articles. Now we are total agreement. **Ms. Brooks moved to approve The Bylaws and Commissioner Fording seconded. Motion carries unanimously.**

**Resolution #290 RESOLUTION AUTHORIZING TGM GRANT APPLICATION**

Application to update the Regional Transit Plan and Bend Master Plan to combine them into a transit plan. We are asking for money and the application asks for a Board Resolution. We are asking for about \$175,000.

**WHEREAS**, COIC is the regional transit provider in Central Oregon, providing service within Crook, Deschutes, and Jefferson Counties and the Confederated Tribes of Warm Springs, and

**WHEREAS**, COIC has surpassed many of the mid and long-range planning elements in its existing transit plans, and

**WHEREAS** COIC has new modeling tools and new stakeholders to serve with transit in Central Oregon, and

**WHEREAS** COIC must consider new technologies to best plan for the future of transit in Central Oregon,

**BE IT RESOLVED** that,

1. The staff of COIC is hereby authorized to make a grant application to the State of Oregon's Transportation and Growth Management Department to provide funding to update and combine the Bend and Regional Master Transit Plans.
2. The COIC Executive Director is hereby authorized to accept said award, if approved, on behalf of COIC and to sign all required documentation pertaining to the grant.
3. The Board of Directors hereby commits to providing cash and/or in-kind match stipulated in COIC's application if approved.

**Ms. Condit moved to approve, Councilor Breise seconded. Motion carries unanimously.**

**Program Items**

**Capacity Fund Request – Regional Wood Heat Program (WIFO)**

Ms. Adams from Community & Economic Development Department spoke about the grant purpose of the wood energy and utilization project using a few different strategies: 1) working with stakeholders across the region to develop a strategic plan to guide our efforts and 2) Support individual wood utilization projects – development & implementation. We are currently at the end year two of a three year contract. In year one, we requested \$5,000 in local dues which leveraged about \$37,000 in federal grant funds. This year (year 2) we are requesting \$5000 in local dues which will leverage an additional \$30,000-\$35,000 in federal dollars. We will come back in year 3 to request additional funds. We decided to spread our request over the three year grant period as to not hit any one year with a large request. With the funds provided thus far, we have: Developed a team of stakeholders across the region to outline goals, outcomes, strategies, and actions to support wood utilization in the region; Working directly with potential wood utilization projects throughout the region to provide pre-feasibility assessments, gather information regarding public perception, and garner public support. Created 3 reports - describe wood resources and utilization potential in the region. One additional important thing to point out as that this project supports current and ongoing forest restoration and management efforts in the region's forests. As patches of forest are

thinned to manage wildfire risk, the resulting woody debris byproducts are generally piled and burned. This project creates a beneficial use for this regional resource. This fits in with Regional Dues Fund Goals.

Ms. Friend explained about the dues fund (Capacity Fund). COIC collects \$50,000 in membership dues that we collect from the jurisdictions. How the \$50,000 Capacity Funds are to be spent is decided by this Board and then it is allocated out by population. Ms. Friend also went on to explain when Programs are requesting Capacity Funds there is certain criteria for the Capacity Fund Considerations & Other Criteria.

**Commissioner Fording moved to approve the \$5000 WIFO Capacity Fund Request, Commissioner Brummer seconded. Motion carries unanimously.**

#### **Capacity Fund Request – Agora – Regional Priority Economic Development Project**

Mr. Aycock explained that his request is around Agora Platform that is a federally-designated web based platform that serves as a repository of priority regional community and economic development priority projects and match-make those projects with a variety of state, federal, and philanthropic funding sources. The platform also allows multiple parties to collaborate on the project, scope and budget and then to upload documentation as part of the project development process. COIC is responsible for preparing and updating a CEDS every five years. We have completed the CEDS and the next step is to market the projects to funders, including state and federal agencies, private foundations, and the Oregon state and federal delegations. CED staff has familiarized themselves with the platform and are currently uploading COIC's projects to test the system. We got a \$30,000 contract which requires a \$20,000 match and we received a \$5000 from the dues fund last fiscal year. So I am asking for another \$5000 to support the effort for this fiscal year.

**Commissioner Brummer moved to approve the \$5000 Capacity Fund Request, Commissioner Fording seconded. Motion carries unanimously**

#### **Capacity Fund Request – Strategic Plan Update**

Ms. Friend stated this request is for the Strategic Plan. The request would enable Mr. Aycock to bring his expertise strategic planning/processes to the table and assist the committee. He is grant contracted so he needs to have a source where he can charge his time to when I ask him to do a broader activity than what is allowed in his own particular grants and contracts. Capacity Fund Request is for \$3,077 for the Strategic Plan review and update process.

**Commissioner Fording moved to approve the \$3,077. 00 Capacity Fund Request, Ms. Brooks seconded. Motion carries unanimously.**

#### **Community Connector Schedule Additions Route 24 & 26**

Ms. Rhoades stated the East Cascade Ride Center received some incentive dollars because of meeting and exceeding performance measures for non-emergency medical transit. Mr. Lester stated that we have been providing peak service during the morning and afternoons however, now we will be able to split that gap so riders will not be stranded until mid-afternoon to make their way back home. The routes we have designated are routes 24 and 26. Also minimizing this gap this will take the pressure off of the dial a ride service.

**Councilor Briese to approve Routes 24 & 26 Additions, Ms. Brooks seconded. Motion carries unanimously**

#### **Downtown Bend Summer Shuttle**

Ms Rhoades explained that COIC had been contacted by some Stakeholders to provide services for Downtown, Old Mill, Century Drive and Galveston so that visitors can reduce car dependence and congestion in Bend's core. Mr. Lester stated this service would run from Friday, June 23<sup>rd</sup> through Labor Day from 2 pm-10pm. 2 vehicles operating within 15 minute headway. The service would free. This would be funded by The City of Bend (30K) and Visit Bend (40K) and COIC (20K) The busses will have a branded wrap from Visit Bend.

**Commissioner Fording moved to approve Downtown Bend Summer Shuttle, Mayor Chavez seconded. Motion carries unanimously**

#### **Executive Report**

Ms. Friend explained that Real Time app launched today. Mr. Lester gave a short presentation. Any app that uses real time travel time can provide you this routing. The app is called Transit and works everywhere.

Ms. Friend invited Board of Directors to graduation being held in Bend 6/16/17. About 20-30 will be getting their high school diploma and about 60 getting their GED.

#### **Regional Round Table**

Mr. Macy from Warm Springs has a project that needs funding. The current industrial park along Holiday Street is not currently served by a public sewage system. The buildings have been dependent on septic tank/drain fields for sewage treatment and disposal. Further development of the industrial park is essential to the economic future. Have been working with EDA and working on a grant application to get it funded. Wanted to get this project into the Regional CEDS Plan. This is consistent with Regional CEDS Priorities. Mr Aycock mentioned that this project is very similar to many other projects that are on the CEDS project list. It is also consistent with two of the higher level strategies. We could get in on our 5 year list when we come back to you in August with the final CED Project list

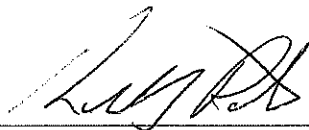
**Commissioner Fording moved to Add the Warm Springs Industrial Park Sewer Expansion to the CEDS list.**

**Councilor Briese second the motion. Motion carries unanimously**

**Other Business/Announcements**

**Adjourn**

Chair Patrick adjourned the meeting at 7:35 pm.



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Jay Patrick, Chair