

Central Oregon Intergovernmental Council
Board of Directors Meeting Minutes
September 7, 2017

City of Redmond Public Works Department
243 E Antler Ave., Redmond, OR

COIC Board Members: Attending:

County Commissioners: Jerry Brummer, Crook County; Tony DeBone, Deschutes County; and Wayne Fording, Jefferson County. **City Councilors:** Bart Carpenter, City of Culver; Connie Briese, City of La Pine; Bartt Brick, City of Madras; Gail Merritt, City of Prineville; Jay Patrick, City of Redmond; Chuck Ryan, City of Sisters; and Lonny Macy, Confederated Tribes of Warm Springs. **Appointed members:** Katie Condit, Deschutes County.

COIC Staff: Karen Friend, Executive Director; Scott Aycock, Community and Economic Development (CED) Manager, Hallie Adams, CED Program Coordinator, Penny Newton, Adult Employment & Training Program Manager; Dr. John Bouchard, Youth Education Manager; Jane Foote, Human Resources Manager; Josh Lagalo, Youth Programs Manager; Michelle Rhoads, Transportation Manager; Jackson Lester, Senior Transportation Planner; and Michelle Williams, Fiscal Services Administrator.

Guests: Kristin Chatfield, Chair of Bend Affordable Housing Committee and member of Housing For All Group; Jess Weiland, High Desert Food & Farm Alliance.

Jay Patrick, chair, called the meeting to order at 5:30 p.m.

Public Comment

None

Consent Agenda

- a. Approval of Board Minutes: August 3, 2017
- b. Financial Report: July 2017
- c. Staff Report: August 2017
- d. Cascades East Transit Monthly Management Report and Cascades East Ride Center Monthly Management Report: July 2017

Councilor Ryan made a motion to approve the consent agenda as presented. Councilor Brick seconded the motion. Motion carried unanimously.

Administrative

Cascades East Ride Center Policies: Ms. Michelle Rhoads, Transportation Manager referred to Attachment "E" provided in the Board packet. She explained that this item was presented at the August 3, 2017, Board meeting as a first reading. Ms. Rhoads explained that there have been no changes to the documents, and that this is just the second reading opportunity. She offered additional background on the topic, and answered questions of the Board.

Mr. Brick asked if one must be on the Oregon Health Plan in order to receive travel assistance, and if the Board set policy direction about eligibility. Ms. Friend stated that to be eligible for services provided by Cascades East Ride Center, one must be on the Oregon Health Plan. There are two plans within the

Oregon Health Plan; one is called a fee for service plan, and is managed by the Oregon Health Authority. The other is a managed care plan managed by PacificSource. They both require eligibility for the Oregon Health Plan.

The eligibility for services including transportation is determined by the Department of Health and Human Services. Anyone eligible for the Oregon Health Plan (Medicaid) is eligible for subsidized transportation services. This is because it is the lowest income, most in need population, and transportation was determined to be a barrier to this population in accessing health services. Of the approximately 48,000 individuals in Central Oregon on the plan, about 2.75% utilize the service.

Ms. Friend stated that although the Board cannot make changes to eligibility for services under the Oregon Health Plan provided by Cascades East Ride Center, they can make decisions related to fare discounts for Cascades East Transit. Ms. Friend stated that she will bring the Cascades East Transit Service and Fare Policy to the next Board meeting for discussion.

There was discussion about the same day/next day policy.

Councilor Briese made a motion to approve the Cascades East Ride Center (CERC) Policies as presented. Ms. Condit seconded the motion. Motion carried unanimously.

CET Advertising Standards: Chair Patrick introduced this topic and explained that at the conception of allowing advertising on the CET Buses, the Board wanted to assure that advertising on the CET buses would not have a negative impact on the branding of the system or the community.

COIC has recently been notified by the third party contractor that without an advertising policy or specific stated standards by COIC, the third party contractor will place no restrictions on advertising content.

Executive Director Karen Friend provided the Staff report on CET Advertising Standards that the Board could consider in developing an advertising policy. She explained that the main goal and purpose of advertising on the CET buses was to generate new sources of revenue to support CET operations. Staff's concern is that without explicit standards, future advertisement on the buses may not be consistent with the Board's expectation.

Ms. Friend explained that staff researched other agencies and pulled a list of standards being used in other transit system policies. The list was presented to legal counsel who noted that some of the standards are standards that COIC would not be able to incorporate into a policy and that they are doing further research.

There was much discussion on the list of standards used by other transit agencies, and the Board members concern of advertising that could potentially end up on a CET Bus.

Ms. Friend proposed that the Board direct staff to continue to work with legal counsel to develop an advertising policy consistent with free speech guarantees that incorporates where allowed by law CET Advertising Standards. The Board agreed, and requested that staff work with legal on an advertising policy, research revenue impacts and contractual obligations, and report back to the Board.

Program Items

Redmond Transportation Hub: Jackson Lester, Senior Transit Planner provided a PowerPoint presentation to update the Board on the activities of the Transportation Hub. The permanent location for the Transportation Hub is at Kalama & 6th, which is located in Redmond, between Fred Meyers and Lowes. Mr. Lester provided potential site attributes, *i.e.*: improved shelters to fit several passengers and block wind, a park and ride lot, sawtooth platform design to allow dedicated spaces for each bus, access for 9 buses simultaneously, and a bike lane routed around the bus platform.

Mr. Lester explained that the present construction climate is difficult, and COIC only received one bid. The bid was 156% of the engineers' original estimate. Efforts to get closer to the budgeted amount will be attained through value engineering; including the removal of some items from the plan. Those included: heated sidewalks will now be regular sidewalks; removal of a waiting garden that would have been located in some of the negative space; concrete gutters will now be asphalt; separation between the bike path and lane will be striped instead of curb; shelters will be those transferred from Salem Keizer Transit and installed by staff; and the landscaping will be completed in-house next spring, rather than through the General Contractor.

Ms. Friend pointed out that there will be some additional cost to the operations budget due to using staff for landscaping and shelter installation and additional snow removal in the winter months. However, by taking these items off the general contractors' proposal, the project will be able to be underway, and will meet the specifications of the grants received.

Mr. Lester mentioned that there has been verbal approval to redirect funding from the ODOT Transportation Network Grant, which will allow this project to move forward, as amended with the cost savings measures stated above.

Mr. Lester mentioned that the additional grants will support some passenger amenities at the Redmond Hub, including Wi-Fi, and digital signs that will include real-time arrival and departure times.

Knife River, the sole bidder for this project, should be under contract by the middle of September, with construction commencing soon after. November 30, 2017, is the anticipated completion date for the site work, and the restroom building will be complete by December 31, 2017.

Ms. Friend answered a question from the Board that the total cost of the project is approximately \$1.5 million. Match required was 30%, and the project must be completed by December 31, 2017.

Commissioner DeBone questioned staff about considering other options for the heated sidewalks, specifically using biomass and installing loops now for later installation of a complete system. Mr. Lester and Mr. Aycock will enquire with the General Contractor and research opportunities, and report back to the Board.

CEDS Housing Proposal: Scott Aycock, Community and Economic Development Manager introduced Kristin Chatfield, Vice Chair of Bend Affordable Housing Committee and member of Housing For All. Ms. Chatfield explained the role of Housing For All, which is a regional collaboration of 6 groups who all have something to do with housing. The group believes that there should be space for everyone and that stable and affordable housing does not only impact individuals, but neighborhoods and the broader communities.

Commissioner Fording asked if there has been any research completed to look at land use laws and smaller dwellings homes for affordable housing. Mr. Aycock explained that there is and will continue to be conversation around Accessory Dwelling Units (ADU). Staff will bring more information to the Board as this unfolds within the legislation sessions.

Mr. Aycock provided the funding proposal that he was proposing to submit to the Central Oregon Health Council (COHC) Housing Workgroup. He explained that COIC is convening the **Housing For All** group and that COIC is doing so because a) housing affordability and availability have been identified as one of the top three regional economic development priorities in COIC's Comprehensive Economic Development Strategy (CEDS), and b) that COIC specializes in regional-scale facilitation and setting a neutral table for those that are working to identify common needs, and creating action plans to meet those needs.

Mr. Aycock referred to Exhibit "G" of the Board packet, and referred to the six bullets (outlined on page 3) that have been identified as a series of shared work plan items that are aimed at addressing homelessness through middle income housing needs, for the long term.

This project will support the following components of **Housing For All's** work plan:

- **Create a Regional Housing Needs Assessment** – Update the last Housing Needs Assessment, which was conducted in 2006. The new assessment will look at the region's current housing stock and distribution, and analyze what types of housing will be needed where and for what populations, as the region continues to grow.
- **Regional information clearinghouse** – Serve as a resource for outside agencies and organizations who want to know what is happening in Central Oregon regarding housing.
- **Group coordination and capacity building** – Provide critical staff support, materials, grant administration, etc. for groups working on housing issues in the region.

The following **Housing For All's** work plan items will also be supported by this effort, but will not be fully implemented until additional funds are secured:

- **Research and Best Practices** - Serving as a research hub for analyzing policies and best practices that regional and/or local government can implement to encourage housing provision across the income spectrum.
- **Policy and resource development** - Helping local governments develop and adopt housing-supportive ordinances that work in their community.
- **Community education and outreach** – Helping communities understand the necessity for housing, and encouraging community support for new housing projects and tools.

Mr. Aycock explained that COIC is proposing approval to seek a \$50,000 investment from the COHC Housing Work Group to a) develop a Regional Housing Needs Assessment (RHNA) and b) support COIC's ongoing staffing and coordination of the Housing For All group. This funding would be matched by a \$5,000 cash investment from Housing Works for the RHNA and \$5,000 of in-kind staff support (from the EDA Planning Grant) from COIC. The project will also leverage significant in-kind match from the Housing for All participants. Mr. Aycock requested that the Board authorize COIC to submit the funding request to the COHC Housing Work Group.

Ms. Condit made a motion to authorize the submission of this proposal to the Central Oregon Health Council as presented. Commissioner Fording seconded the motion. Motion carried unanimously.

Central Oregon Food Hub: Ms. Hallie Adams, CED Program Coordinator introduced Jess Weiland, Food and Farm Director at High Desert Food and Farm Alliance. Ms. Adams acknowledged that, even though she was not able to attend, Katrina VanDis, CED Program Administrator plays a valuable role in this project and should be recognized as such. Ms. Adams distributed a handout for the Board to peruse, as the update is presented.

Ms. Adams explained that the High Desert Food and Farm Alliance (HDIFFA), and COIC operate under a Memorandum of Understanding, which outlines the working relationship. Currently the focus is on the Central Oregon Food Hub, which is a project that aligns with COIC's Comprehensive Economic Development Strategy (CEDS).

Ms. Weiland provided a detailed update on the project, explaining that the Central Oregon Food Hub will be a facility that provided service such as aggregation, storage, and minimal processing for regionally grown, raised and produces food products from small-medium sized farms, ranches and food businesses.

The Central Oregon Food Hub will be a one-stop place for sellers and wholesale buyers to purchase local products and access the following services:

- Dry, cold and freezer storage
- Washing, cutting, bagging for distribution
- Market intelligence and broker system
- Aggregation of raw and processed products
- Consolidation Marketing
- Food safety standards
- Incubation center for food entrepreneurs

The Central Oregon Food Hub will (a) prioritize local producers within Central Oregon, but will purchase as necessary from a larger geographic area in Oregon to reach the commercial volumes required by larger accounts, (b) tie into existing regional distributors, (c) operate on a competitive basis, and d) work with producers to ensure wholesale compliance with relevant food safety regulations.

The need for a Food Hub derives from an identified gap in infrastructure, which prevents small to mid-sized farmers and food businesses from increasing production to provide consistent, competitively-priced local food to wholesale buyers.

Central Oregon is dependent on imported food and areas of the region are considered a food desert, meaning access to food is difficult or limited. COIC has completed feasibility assessments and an operations plan which have demonstrated the need for the Hub and necessary steps to bring this facility to the region.

Ms. Adams pointed out that ultimately the Food Hub will serve as a one-stop center providing economic, social, and environmental benefits to Central Oregon, including dollars invested into our local economy, increased food access, and preservation of working landscapes.

Discussion around the table on the various community interest and various ways some of the communities get involved in educating their population in preparing non-processed food like barley and apples. There was also conversation on possible location of the Food Hub.

Executive Director Report

Ms. Friend announced that COIC has completed its work in Region 11, staff has moved out of the facilities, Klamath Community College has taken over the programs in Klamath, and Lakeview and contracted with the Lakeview School to operate the Youth program in Lakeview. All of our COIC employees have been hired.

Prineville – COIC gave notice back in April to the landlord of the reduction of space needed for the operation of Adult Employment and Training Programs. The intent is to look at co-housing at COCC but in the interim, COIC has entered into a month to month lease with the landlord of the current Prineville facility to rent a reduced footprint of the space to continue to operate the reduced level of service afforded by the budget. Youth services will continue at our current location.

Visible Organization Goal – GB2 has been selected, and the next step is to schedule a goal setting launch meeting and include the branding subcommittee, the strategic planning subcommittee, and staff.

Regional Roundtable

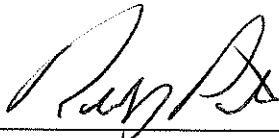
Discussion on the success of the Solar Eclipse. Kudos to law enforcement and the three counties for planning ahead and working together, which provided an overall positive outcome.

–Commissioner DeBone reminded the Board that Deschutes County has an appointed seat to be filled. There was a request for input from the Board members if there was a direction they would like to go. Ms. Friend reminded the group that she has e-mailed contact information to Deschutes County for two individuals/entities who are interested in serving on the Board in the Deschutes County appointed seat. Both would represent recreation and tourism.

Ms. Merritt announced that Prineville broke ground for the new jail. It has been a very collaborative effort with Crook County. The project is estimated at 17-million, and will house close to 90 inmates.

There being no further business.

Adjourned at 7:31 pm by Jay Patrick, Chair



Jay Patrick, Chair