

DATE: October 5, 2017	LOCATION: City of Redmond Public Works Department 243 E Antler Ave., Redmond, OR	PREPARED BY: Barbara Taylor REVIEWED BY: Karen Friend
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Attendees:

COIC Board Members: County Commissioners: Tony DeBone, Deschutes County; and Wayne Fording, Jefferson County.

City Councilors: Bruce Abernethy, City of Bend; Andy Byrd, City of Culver; Bartt Brick, City of Madras; Jay Patrick, City of Redmond; Lonny Macy, Confederated Tribes of Warm Springs, and John Chavez, City of Metolius.

Appointed member: Jim Wilson, Deschutes County.

COIC Staff: Karen Friend, Executive Director; Michelle Williams, Fiscal Services Manager, Scott Aycock, Community and Economic Development (CED) Manager, Jim MacKinnon, Loan Manager; Michelle Rhoads, Transportation Manager; Ann Delach, Adult Programs Manager; Dr. John Bouchard, Youth Education Manager; and Josh Lagalo, Youth Programs Manager

GUESTS: Alan Dale and Jeremy Green with the law firm of Bryant Lovlien & Jarvis.

SUBJECT	DISCUSSION	ACTION ITEMS
Call To Order:		
Attendance	With a quorum present, Jay Patrick, chair, called the meeting to order at 5:30 p.m.	
Consent Agenda	<ul style="list-style-type: none"> 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 <p>Mr. Wilson made a motion to approve the consent agenda as presented. Councilor Abernathy seconded the motion. The motion carried unanimously. Chair Patrick informed the group that program item on the agenda asking for a Board approval would be discussed first.</p>	Motion: Mr. Wilson made a motion to approve the consent agenda as presented. Councilor Abernathy seconded the motion. The motion carried unanimously.
Program Items:		
COIC Capacity Fund Request, Equitable Economic Development Project	<p>Scott Aycock, Community and Economic Development (CED) Manager, reminded the group that COIC was awarded \$150K for the Meyer Memorial Trust grant. The money would be paid out over two years and would be used to help rural communities specifically; Sisters, La Pine, Prineville and Madras create more attractive amenities to attract businesses and labor. Mr. Aycock noted that while the majority of the match is being provided by partner organizations' in-kind staff time, COIC must develop a total of \$7500 in local cash match over two fiscal years. Mr. Aycock asked the Board to approve half of the \$7500 for this fiscal year.</p>	Motion: Commissioner DeBone made a motion to approve the capacity grant request of \$3750 and Counselor Abernethy seconded the motion. The motion carried unanimously.

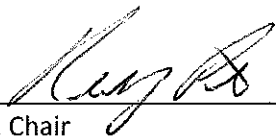
	<p>Mr. Aycock noted that the communities selected will receive \$10K in cash towards project activities, COIC staff time working towards those project objectives and technical assistance from two additional organizations; Oregon’s Kitchen Table, a public outreach agency and Let’s Talk Diversity Coalition, which focuses on engaging minority communities.</p> <p>Projects for the communities of La Pine, Sisters, Madras, and Prineville were reviewed in terms of timelines. It was noted that Prineville’s grant would go towards an existing downtown facade upgrade grant program. Madras plans to use the grant for ramping up downtown revitalization, potentially for startup costs to develop a new downtown business association. In Sisters, the grant will be used as part of the contract to hire a community visioning contract and La Pine will use the money to build a site plan for a proposed transit and community center. Commissioner DeBone suggested that technical assistance funding could be redirected towards paving a parking lot for the transit center. It was noted that paving costs would be significantly more than the grant fund but additional funding will be coming in to hopefully match the improvement process for bus shelters, etc.</p> <p>A question was asked regarding technical assistance and staff time. It was noted that COIC has contracted with Let’s Talk Diversity Coalition to assist in funding their staff time. Counselor Brick added that he has worked with the organization for a few projects and their focus is on training and education specifically education on community diversity and ways to get more people involved. Counselor Abernethy reported that he has also had some experience with the organization as well.</p> <p>After discussion, Commissioner DeBone made a motion to approve the capacity grant request and Counselor Abernethy seconded the motion. The motion carried unanimously.</p>	
<p>Administrative:</p>		
<p>Program Service Delivery Area</p>	<p>Karen Friend, Executive Director, informed the group that the Program Service Delivery Area topic was discussed with the Executive Committee for the purpose of direction. Ms. Friend reported that COIC was approached to step in and assist with the Medicaid transportation program service for Hood and Wasco counties and become the AAA agency for the area that Mid Columbia Council of Governments serves including Wasco, Hood River, Sherman, Gilliam and Wheeler counties.</p> <p>Ms. Friend reported that the direction given to her by the Executive Committee was for her was to focus on Deschutes, Jefferson and Crook counties specifically regarding the future service needs in those areas. After discussion, the Board agreed with the Executive Committee with</p>	

	<p>regards to focusing our attention to Central Oregon.</p>	
<p>CET Service and Fare Policy Update</p>	<p>Michelle Rhoads presented to the Board a high level overview of the existing regional fare and services policy. She noted that the organization is getting ready to embark upon its transit master plan and decided to bring the policy to the Board for review since the last revision to the fare and service change policy was made in May of 2015.</p> <p>Guidelines COIC uses when considering changes to the fare structure and major fare changes were reviewed. It was noted that when considering changes to the fares, the staff, PTAC and the Board will consider several factors including the inflation rate, ridership and revenue trends, local economic trends, trends in automobile-related costs such as gas, service changes, economic impact on customers, market conditions and opportunities, and the CET's financial situation as well as goals and objectives. Ms. Friend reported that one of the priorities in an upcoming house bill is for COIC is to show how we reduced fares for lower income households.</p> <p>Fare discounts for non-profits, wholesale discounts, and group pass programs were discussed.</p> <p>Ms. Rhoads added that the policy will be brought back to the Board for review in the spring as part of the transit master plan.</p>	<p>Action: The CET service and Fare Policy will be brought back to the Board in the Spring as part of the Transit Master Plan</p>
<p>Program Items:</p>		
<p>CERC Contract renewal update</p>	<p>Michelle Rhoads informed the Board that thanks to the great partnership between PacificSource and COIC, CERC has a new 2-year contract to provide rides for eligible members of the community which include OHP participants in the tri county area without transportation resources. Ms. Rhoads noted that the highlight of the new contract includes an increase in ride and admin compensation for providing those rides. She added that the change in rates consists of the base rate in addition to member utilization of those rides thus, if the utilization of rides increases over a certain threshold, our payments will increase as well.</p> <p>A question was asked about what COIC is doing differently to bump up utilization rate. Ms. Rhoads reported that COIC and Pacific Source will be partnering to increase utilization for eligible recipients by such things as tabling at events, coordinating marketing materials, and educating care providers. She added that her team will be looking to improve COIC's website to make finding the information easier specifically with regards to how to access the information. Ms. Friend added that COIC is also identifying all eligible recipients within walking proximity of a bus stop and the barriers of using the bus stop to help improve access for those individuals.</p>	

Executive Director Report		
	Karen Friend informed the group that there was a delay in the Branding discussions. She added the process is moving forward and the Board will be updated with next steps	Action: The Board will be updated regarding the Branding discussions.
Other Business/Announcements		
2017 Ride Bend Report	Michelle Rhoads reported that a report for CET was omitted from the Board packet. The report included boarding by date, by time, by the day of the week and by stop. In addition to a summary of the 2017 season. Councilor Abernathy suggested COIC invest in infrastructure to deflate tubes to allow more people to access the service more quickly. He reported that someone can wait for 2-4 busses on a busy summer day to accommodate all the riders and their inner tubes. Ms. Rhodes noted that they will be considering deflating inner tubes prior to boarding and then re-inflating at the stop in addition to other suggestions to make the experience better for all.	
Oregon Public Transportation Award	Michelle Rhodes informed the Board that Karen Friend was honored as Outstanding Oregon Public Transportation Manager of the Year during the 2017 Oregon Public Transportation Conference awards ceremony in Pendleton. Michelle added that Karen’s nomination was in part due to her tireless advocacy serving the communities in Central Oregon. The Board was delighted and happy about Karen being honored by her colleagues around the state.	
Executive Session		
CET Advertising	Chair Patrick announced the Executive Session pursuant to ORS192.660 and excused all parties not pertinent to the conversation. Alan Dale and Jeremy Green with the law firm of Bryant Lovlien & Jarvis were introduced to the Board.	

Meeting Adjourned 7:31p.m. By Jay Patrick, Chair

Minutes approved by:



 Jay Patrick, Chair