

**Central Oregon Intergovernmental Council  
Board Meeting Minutes**

<b>Date:</b> February 7, 2019	City of Redmond Public Works Department 243 E Antler Ave., Redmond, OR	Prepared by: B. Taylor Reviewed by: T. Baney
<p><b>COIC Board Members:</b> Commissioner Wayne Fording, Jefferson County; Commissioner Patti Adair, Deschutes County, Commissioner Jerry Brummer, Crook County; Councilor Gail Merritt, City of Prineville; Councilor Jay Patrick, City of Redmond; Councilor Connie Briese, City of La Pine; Mayor John Chavez, City of Metolius; Councilor Denise Keeton, City of Metolius; Councilor Andrea Blum, City of Sisters; Director of Governmental Affairs, Louie Pitt; Councilor Barb Campbell, City of Bend; Appointed Representative Tim Deboodt, Crook Co</p> <p><b>COIC Staff:</b> Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Scott Aycock, Community and Economic Development (CED) Manager; Janel Ruehl, CED Program Coordinator; Penny Newton, Adult WorkSource Program Manager; John Bouchard, Youth Education Program Manager; Josh Lagalo, Youth Employment and Training Program Manager; Michelle Rhoads, Transportation Manager; Jane Foote, Human Resource Manager, and Mike Derrickson, Medical Ride Brokerage Manager.</p> <p><b>Guest:</b> Stuart Katter; Stuart Katter, CPA, LLP</p>		
<b>Agenda</b>	Discussion	Action Item
<b>Call to Order</b>	Chair Fording welcomed new and returning COIC Board members, COIC staff, and members of the public. He called the COIC Board Meeting to order at 5:33 pm. Introductions from all those in attendance were made.	
<b>Election of 2019 COIC Officers</b>	<p>Chair Fording informed the Board that the first order of business was the election of a Chair and Vice-Chair for the COIC Board of Directors. He added that during the Executive Committee, the Committee, along with Ms. Baney, discussed additional ways to include more members who wish to serve.</p> <p>Ms. Baney reported that the COIC Board uses the Articles of Incorporation from 1972 as a guiding document for the organization. The Articles note that the three County Commissioners make up the Executive Committee however, the Chair and Vice-Chair may or may not be a County Commissioner thus they may or may not be members of the Executive Committee. Ms. Baney noted that in addition to the Chair, and Vice-Chair, the Board has the opportunity to elect a Treasurer and Secretary. She said historically the Secretary has been the Executive Director however, the Treasurer position could be a Board member who would work alongside the Finance Manager and may lead a Finance Committee. Ms. Baney reported that both Councilor Abernethy and Councilor Brick expressed interest in offering their services but unfortunately neither were available to attend the meeting. After discussion, the Board agreed that more individuals and more perspectives would be beneficial to both the Board and the Executive</p>	<p><b>Motion:</b> Councilor Briese made a motion to elect Commissioner Brummer as Chair of the COIC Board of Directors, Mayor Chavez seconded; the motion carried.</p> <p><b>Motion:</b> Commissioner Fording made a motion to elect Councilor Abernethy to serve as the Vice-Chair of the COIC Board of Directors,</p>

	<p>Committee.</p> <p>Chair Fording informed the Board that at the Executive Committee meeting, Commissioner Brummer was nominated as Chair of the Executive Committee and he would like to nominate Commissioner Brummer as Chair of the COIC Board of Directors. He asked if there were any other nominees for Chair. Commissioner Brummer noted he was willing to serve. Nominations were closed. Councilor Briese made a motion to elect Commissioner Brummer as Chair of the COIC Board of Directors, Mayor Chavez seconded; the motion carried.</p> <p>Chair Brummer discussed the two open positions including Vice-Chair and Treasurer as well as the credentials of those who expressed interest in serving on those positions. He opened the floor for nominations for the Vice-Chair position. Commissioner Fording nominated Councilor Abernethy for the Vice-Chair position. No other nominees were proposed for the Vice-Chair position. The nominations were closed. Commissioner Fording made a motion to elect Councilor Abernethy to serve as the Vice-Chair of the COIC Board of Directors, Councilor Campbell seconded; the motion carried.</p> <p>Commissioner Fording nominated Councilor Brick to serve as Treasurer of the COIC Board of Directors. No other nominees were proposed for the Treasurer position. The nominations were closed. Commissioner Fording moved to elect Councilor Brick to serve as the Treasurer of the COIC Board of Directors, Councilor Briese seconded; the motion carried.</p>	<p>Councilor Campbell seconded; the motion carried.</p> <p><b>Motion:</b> Commissioner Fording moved to elect Councilor Brick to serve as the Treasurer of the COIC Board of Directors, Councilor Briese seconded; the motion carried.</p>
<b>Public Comment</b>	No public comments were made.	
<b>Consent Agenda</b>	Ms. Baney informed the Board that she wished to draw attention to item B of the Consent Agenda. She noted that general fund materials and services are trending more than the pro-rated budget however the fiscal team is watching the trend closely and if needed will submit a supplemental budget. She asked the Board to please reach out if they had any questions. Councilor Blum moved approval of the consent agenda, Mayor Chavez seconded; the motion carried.	<b>Motion:</b> Councilor Blum moved approval of the consent agenda, Mayor Chavez seconded; the motion carried.
<b>Presentation of FY 2017-2018 COIC Audit</b>	<p>Stuart Katter with Stuart Katter, CPA, LLP was introduced to the Board. He informed the Board that he has been auditing State and Local governments for over 30-years. Mr. Katter said that when he goes into an audit, if he sees anything indecorous he would bring it up in Executive Session to determine next steps however, his opinion of COIC was the financial statements presented fairly. He said the results of the audit provided no instances of material weaknesses in the internal control structure or significant violations of applicable laws and regulations. He added that the accounting controls provide reasonable assurance of proper recording of transactions.</p> <p>Mr. Katter reported that the Government Finance Officers Association awarded a Certificate of</p>	<b>Motion:</b> Mayor Chavez made a motion to approve the COIC Audit for the FY 2018, Commissioner Adair seconded; the motion carried

	<p>Achievement for Excellence in Financial Reporting to COIC for its comprehensive annual financial report for the fiscal year ending 2017; the nineteenth consecutive year COIC achieved this prestigious award.</p> <p>The balance sheet was reviewed. Mr. Katter reported that COIC has an unrestricted fund balance of approximately \$1.1M, after absorbing the big PERS obligation. He said he believes COIC is in the top 5% of governments for being able to weather the PERS storm thus far. He added that the PERS obligation will be amortized over the next 20 years and a law was passed saying the rate can't increase by more than 4% per year; a manageable rate. Mr. Katter noted that although it is highly likely the PERS rate will increase, he believes COIC will be able to cover the cost and covering liability with the unrestricted funds was a good move.</p> <p>Total assets were reviewed. It was noted that assets like buildings are recorded at cost, and then depreciated. Mr. Katter reported that COIC's assets were approximately \$23M, Net equity \$14M. The Income Statement was reviewed. It was noted that government rule makers follow statement of activities and our employment and training, economic development and transportation made about a \$1.9M profit. Ms. Williams added that even though the report showed employment and training and economic development lost money on their programs, COIC runs the programs on a government basis and per the government basis, the programs did not lose money. Mr. Katter noted that there are reconciliations between the different basis of accounting.</p> <p>Chair Brummer entertained a motion to accept the COIC Audit for FY 2017-2018 as presented by Mr. Katter and Ms. Williams. Mayor Chavez made a motion to approve the COIC Audit for the FY 2017-2018, Commissioner Adair seconded; the motion carried.</p> <p>Chair Brummer thanked Ms. Williams and her team for the great job they did.</p>	
<p><b>Resolution 301 Approve Bank Signers</b></p>	<p>Ms. Baney informed the Board that as the new Executive Director, she is requesting approval of the resolution that would allow her to sign checks and other banking documents on behalf of COIC. She added the resolution would also grant the Chair and Vice-Chair permission to sign in the event two of the three internal signers were unavailable.</p> <p>Appointed Representative Tim Deboodt made a motion to approve Resolution 301, Mayor Chavez seconded; the motion carried.</p>	<p><b>Motion:</b> Appointed Representative Tim Deboodt made a motion to approve Resolution 301, Mayor Chavez seconded; the motion carried.</p>
<p><b>Transportation Briefing</b></p>	<p>Ms. Rhoads updated the Board with regards to the 2040 CET Regional Master Transit Plan, the Statewide Transportation Improvement Funds and the Regional Public Transit Advisory Committee. She noted that the CET team is very involved in their own direct planning efforts as well as the planning efforts throughout</p>	

	<p>the region.</p> <p>Ms. Rhoads informed the Board that COIC updated its 2013 Regional Transit Master Plan to serve as a guiding document for all future funding opportunities, mirror the vision and values of Central Oregon communities, and create an inter-active plan in which jurisdictions within Central Oregon can “pull-out” their sections of the plan and use towards localized transportation planning. She said the project was initiated in November with a draft anticipated to be presented to the COIC Board in the spring of 2020. Ms. Rhoads added the Master Transit Plan will align with existing regional plans plus those in development, as well as identify opportunities for service, innovation, technology and capital. She said there are 6 open houses scheduled for March to seek additional input on the draft concepts for the Master Transit Plan.</p> <p>A question was asked if CET had a way of knowing where the riders were coming from or going to. Ms. Rhoads noted they rely heavily on community partners to provide information regarding service needs. Director of Governmental Affairs, Louie Pitt thanked Ms. Rhoads for getting folks in the Warm Springs community involved in the planning process.</p> <p>Mayor Chavez inquired about service in Metolius. Ms. Rhoads noted that service is provided via a community connect however feedback indicated a need to do some discovery regarding offering dial a ride services in both Culver and Metolius.</p> <p>Ms. Rhoads reminded the Board that the Statewide Transportation Improvement Fund (STIF) was made possible by the passage of Oregon Legislative House Bill 2017 with 90% of state funding distributed via formula to Qualified Entities. She noted Deschutes, Crook and Jefferson Counties have executed IGA’s with COIC for conducting administrative functions The Confederated Tribes of Warm Springs is scheduled to review/take action on an IGA on February 11. Ms. Rhoads reported that the formula will give Deschutes, Crook, and Jefferson money to enhance services to low-income households, as well as school age children grades 9-12. Ms. Rhoads informed the Board that the CET team will help each qualified entity with the heavy lifting, the qualified entities will assess priorities and projects they wish to move forward and then the applications will be forwarded to the Oregon Transportation Commission for review/approval.</p> <p>An inquiry was made as to the services provided specifically if they are new services or supplanting existing services. Ms. Rhoads noted that money coming in from the payroll tax stays in each county and is used for enhancing services, not existing services.</p> <p>Chair Brummer thanked Mr. Rhoads and her team for meeting with the different counties.</p>	
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	<p>Ms. Rhoads reported that the Regional Transit Advisory Committee (PRTAC) was created for members and citizens to provide input on services, policies, accessibility and planning efforts and is proposed to merge with the 2040 CET Transit Master Plan Project Steering Committee in 2019 in order to create efficiencies, increase membership, and assure transparency and ease of communication. The proposed changes to the committee and bylaws will be presented to PTAC and then the COIC Board in early summer for consideration and adoptions.</p> <p>A question was asked regarding the funding revenue shortfall dealing with the Special Transportation Fund (STF), and if there were any role to play to educate legislature or their staff. Ms. Rhoads noted that yes, there has been some talk about the proposed government budget and how it could potentially decrease the amount of STF. She clarified that the STIF consists of new dollars from payroll tax and STF was an existing program funded by cigarette taxes with the funds going to counties and cities directly rather than having them apply for the funds.</p> <p>Ms. Baney informed the Board that the governor’s office is aware of the STF funds being omitted from the budget and are trying to make sure it gets back in however, she suggested a way to take action would be to inform the legislature of the facts of what the omission would mean to their region, and giving examples of what would happen if the service levels or funding were reduced.</p> <p>Commissioner Fording announced he would be in Salem on Monday and would talk with the Senators. Commissioner Adair also noted she would be in Salem and asked Ms. Rhoads for some talking points specifically the possible reductions and their impacts on the region.</p>	
<p><b>Transportation Grant Opportunity</b></p>	<p>Ms. Rhoads informed the Board that a few weeks ago, a member of the Hawthorne Neighborhood Association sent a letter to members of the COIC Board, as well as others in the community expressing their concerns regarding the Hawthorne Station specifically safety and parking concerns. Ms. Rhoads noted they are working on resolving some of the concerns by considering extending the hours of access to the public restroom, providing a smoking area on campus, and looking for ways to improve the look and feel of the Hawthorne station. She added that they are also in the discovery phase for an ambassador program to help riders learn to navigate the system; creating a more friendly atmosphere.</p> <p>Ms. Baney reported that typically the Board would have the chance to weigh in on a grant opportunity for COIC to pursue however, a grant opportunity presented itself to COIC prior to the Board meeting. She noted that COIC has funds set aside to use for this type of grant opportunity and if COIC is awarded the grant it would give the organization money to meet many needs of the Hawthorne building. Ms. Rhoads added that the grant was part of the STIF program and a number of community partners endorsed COIC</p>	

	<p>and were willing to write letters of support. She said the grant would specifically go towards upgrading the interior of the Hawthorne Bus station facility so people feel more welcome.</p> <p>Ms. Rhoads said she would appreciate the support of the Board if the grant is approved to make Hawthorne station the kind of place they want it to be. She added that if the grant is awarded the Board would have the opportunity to say this is not something they would have wanted thus, they have been mindful not to overcommit to the community what they could do. Ms. Rhoads said if the grant is awarded to COIC, funds could be available as early as July 1.</p>	
<p><b>Rural Community and Economic Development</b></p>	<p>Mr. Aycock and Ms. Ruehl gave the Board a Rural Community and Economic Development Program and development plan update. Mr. Aycock noted that COIC has provided rural community and economic development services since 1972 but over the last 10-15 years, the program has not been well defined nor does COIC have a dedicated fund to support the program. Mr. Aycock wanted to make the Board aware of the nature of what the CED department does and how they are currently funded. He noted that because they are mostly grant funded, staffing for his department is challenging thus they are looking for ways to figure out a more strategic base funding to support roles going forward.</p> <p>Mr. Aycock explained that EDCO is primarily traded sector business recruitment and development and Chambers of Commerce is primarily a business advocacy and business support service but COIC's role is primarily focused on community readiness through projects like community facilities, infrastructure, downtown redevelopment, rural broadband as well as strategic planning and visioning, consensus building, action planning etc.; services to help a community be better prepared as well as helping communities figure out what they want in the first place. Mr. Aycock added that they tend to focus on rural communities because they generally have less staff capacity to take on projects.</p> <p>Examples of COICs CED's projects with various community partners were given and it was noted that currently COIC is in conversations with the City of Metolius to potentially provide visioning/strategic planning, community outreach and project development assistance as well as work with rural communities such as Juniper Ridge in Crook County and South Deschutes County.</p> <p>Mr. Aycock requested feedback from the Board regarding the Rural CED program and the proposed funding. He also requested assistance form the Board in identifying needs and projects, as well as provide political support for the development program specifically, he asked the Commissioners to see if they would consider providing a portion of lottery funds for a direct 1:1 match on the EDA funding, as well as another \$10K from Deschutes County and \$5K each from Crook and Jefferson, contingent upon securing additional resources to maintain a minimum 1:1 match of county dollars to other funding sources. Chair</p>	

	<p>Brummer noted that it would be good to have something to show other commissioners the difference between COIC and EDCO and the Chambers of Commerce so others can see the separation of work and the need for services COIC provides.</p> <p>Current funding for the department was discussed. Mr. Aycock noted that right now everyone in his department is working off of several different funding sources.</p> <p>Councilor Blum thanked Mr. Aycock and Ms. Ruehl for providing excellent services for Sisters during their vision project.</p> <p>After discussion, Chair Brummer noted that the consensus from the Board was for the COIC Commissioners to present the proposed funding request of lottery dollars for CED’s projects to their respective Boards.</p>	
<p><b>Regional Emergency Services Training and Coordination Center</b></p>	<p>Mr. Aycock reminded the Board that COIC approved \$5K in a dues fund to help leverage Economic Development Administration (EDA) funds for the Central Oregon Regional Emergency Services Training and Coordination Center (RESTCC) project back in October. He noted that initially the money was going to be used for planning work, developing a preliminary design, finalizing operations, conducting a site selection etc. The project has received commitments of \$75K in local cash including \$5K from COIC’s dues fund as well as committed participation of 19 local, regional and statewide agencies towards this project.</p> <p>Mr. Aycock added that in addition to the participation of local agencies, COIC staff and partners have achieved significant interest in the project on the part of the Governor’s Resilience and Public Safety Policy Advisors, Oregon Emergency Management, the Department of Public Safety Standards and Training and the Oregon State Policy; all of whom met again to explore potential benefits to the state and state revenue sources for implementing RESTCC.</p> <p>Mr. Aycock informed the Board that in December, COIC was informed that the EDA would not be funding this project suggesting the project would be a better fit by the USDA Rural Development or REMA. Mr. Aycock said that upon hearing that they would not be receiving EDA funding, a meeting was held with local cash funding partners to discuss a proposed “Plan B” scope of work to continue progressive work on the project. He noted that all the project funding partners agreed to the “Plan B” approach to developing a Central Oregon RESTCC Plan. The proposed approach, as well as outcomes were discussed. Mr. Aycock said with local support intact and growing momentum from the senior state agencies and other partners, they are requesting the COIC Board maintain the \$5K dues fund committed to this project.</p> <p>Major Chavez made a motion to maintain the \$5K dues fund committed to the project, Councilor Breise</p>	<p><b>Motion:</b> Major Chavez made a motion to maintain the \$5K dues fund committed to the project, Councilor Breise seconded; the motion carried.</p>

	seconded; the motion carried.	
<b>Executive Director Report</b>	<p>Ms. Baney reported that it was a very exciting first month. She noted that included in the Board packet was an update of some of the projects and initiatives she is working on. She noted that she will be meeting with each Board member in the near future to discuss ways COIC could better serve their community.</p> <p>Ms. Baney added that she has had a chance to meet with her direct reports he has been very impressed with the level and caliber of individuals working for COIC. She added that in addition to meeting staff, she has toured numerous locations and even had a chance to see how COIC is touching lives through students in Prineville. She noted that it is an honor to be part of the team.</p>	
<b>Regional Round Table</b>	Commissioners, Council members and the Director of Governmental Affairs for Warm Springs reported on the happenings in their respective areas. It was noted that many are currently involved in the budgeting process.	
<b>Other Business / Announcements</b>	No other Business or Announcements were made.	
<b>Adjourn</b>	Chair Brummer thanked everyone for the opportunity to serve as Chair. The meeting was adjourned at 7:50 pm.	