

**Central Oregon Intergovernmental Council  
Minutes for March 2, 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; Bartt Brick, Connie Briese, City of La Pine; City of Madras; John Chavez, City of Metolius; Gail Merritt, City of Prineville; Jay Patrick, City of Redmond; David Asson (alt), City of Sisters; Bruce Abernethy, Chris Bellusci, Lou Capozzi, Casey Kaiser, Jim Wilson, Appointed members.

**Guests:** None.

**COIC Staff:** Scott Aycock, Economic Development Manager; Kevin Bradley, Youth Programs Manager; Ann Delach, Adult Programs Manager; Karen Friend, Executive Director; Jim MacKinnon, Loans Department Manager; Laura Skundrick, Executive Assistant; Michelle Williams, Fiscal Services Administrator.

**Introductions**

Chair Patrick called the meeting to order at 5:30pm and introductions were made.

**Public Comment**

None.

**Consent Agenda**

*Commissioner Brummer moved to approve the consent agenda.*

- a. Approval of Board Minutes of February 2, 2017
- b. Financial Report, January 2017
- c. Staff Report, February 2017
- d. Cascades East Transit Monthly Management Report and Cascades East Ride Center Monthly Management Report, January 2017

*Mr. Abernethy seconded. Motion carried unanimously.*

**Administrative**

**Resolution #283 – Accepting Bus Passenger Shelters**

Ms. Friend informed the board that Salem Area Mass Transit District (SAMTD) is donating bus passenger shelters they no longer need but still have remaining useful lives according to Federal Transit Administration (FTA) guidelines. Ms. Friend stated these could be well utilized by COIC in ongoing efforts to upgrade high demand bus stops, and the needs are greater than what current funding supports. Ms. Friend referred to a handout with pictures of shelters similar to SAMTD donations and expressed she is in favor of accepting these shelters.

Mr. Capozzi suggested that keeping potentially outdated shelters for another four to eight years is a long time, assuming that CET might want to present a more modern image in coming years and integrate new technologies. He then asked if COIC would be required to receive all 22 shelters? Ms. Friend replied that SAMTD has over 90 shelters available, separated into various “lots” and COIC would be receiving the newest of those, lots eight and nine. Chair Patrick agreed there are many bus stops that could benefit from shelters, and unless a large sum of money is expected for this purpose in the future, four to six years isn’t actually all that long, to which Mr. Wilson and Mr. Brick agreed.

Mr. Capozzi asked where these shelters will be placed, and Ms. Friend assured the Transportation Planner is currently working on a bus stop prioritization plan, taking many different types of data into account and shelters will go to priority stops first. Commissioner Brummer and Mr. Bellusci advocated for receiving the shelters. Mr. Wilson asked how the shelters will be transported from Salem to Bend, and Ms. Friend stated COIC will pick them up. *Ms. Briese moved to approve Resolution #283, for COIC to receive Salem Area Mass Transit District bus passenger shelters lots eight and nine. Mr. Bellusci seconds. Motion carries unanimously.*

**Resolution #284 – Approve Bank Signers**

Ms. Friend outlined this resolution, modifying COIC bank signers at Bank of the Cascades to represent changes of staff and board members. Authorized signers would include three staff members and three Board members, including Commissioner DeBone, Commissioner Fording and Chair Patrick, any two of which will be able to approve a check. **Mr. Wilson moves to approve Resolution #284. Commissioner Brummer seconded. Motion carries unanimously.**

### **Adopt Transit Asset Management Performance Targets**

Ms. Friend explained the many federal requirements involved when operating a transit system. One new requirement is to establish a Transit Asset Management Plan, which assures the safety and security of capital assets such as buses and facilities. Due to the size of the COIC transportation system, there is opportunity to create a customized plan, or to be included in the state plan. Ms. Friend advocated for inclusion with the state plan, and summarized attachment G which provides reasoning as to why. Ms. Friend explained that currently the only deadline set is to establish plan performance targets, also listed in attachment G.

Mr. Capozzi asked about implications with standards not met, Ms. Friend replied the consequence is receiving a finding, being given a period of time to get into compliance. Mr. Brick asked if these standards put any pressure on capital budget, and Ms. Friend explained it will not because these standards are currently already being met. **Commissioner Fording move to adopt the Transit Asset Management Performance Targets, Mr. Wilson seconded. Motion carries unanimously.**

### **Board Member Orientation Part II**

Ms. Friend reminded the Board that last month's meeting orientation had overviewed Youth and Adult Employment and Training Programs, as well as the Loans Department. Ms. Friend then introduced Mr. Aycock, who presented an overview of the Community and Economic Development Department. Mr. Capozzi asked how new projects get identified, and Mr. Aycock answered there's typically a project solicitation process, the largest of those being the Comprehensive Economic Development Strategy (CEDS). Projects can also arise as the result of a phone call or other discussions and meetings.

The Transportation overview was postponed until the next Board meeting, as requested by Board members due to time constraints.

### **Program Updates**

#### **CEDS: Adopt Regional Project List**

Mr. Aycock first noted a revision to attachment H, page 14, listed within project name "OSU Cascades Campus Expansion: Academic Building 2". Total secured funding should be listed \$10,000,000 with a funding gap of \$39,000,000. Another revision to project "OSU Cascades Campus Expansion: Student Success Center" with total project cost reduced to \$15,000,000, secured funding of \$5,000,000, resulting in a funding gap of \$10,000,000.

Mr. Aycock summarized the background of CEDS and its process of working with cities, counties and organizations determining priority projects in their respective communities around the region. Mr. Aycock provided a handout summarizing these projects, overviewing how they relate to priority regional issues and strategies, how they rank on the priority list, and their varying levels of project readiness. Commissioner DeBone asked which external agencies look for this list, and Mr. Aycock stated that the Economic Development District requires this list and will not fund projects unless they are on the CEDS. He then described the steps that take place once the CEDS is adopted and how funders, organizations and foundations will access and use the CEDS.

Mr. Aycock requested the Board adopt this plan with the previously noted amendments to the two OSU-Cascades projects. Mr. Brick asked how COIC prioritizes which projects it works on, and Mr. Aycock explained that COIC has budgeted for dedicated staff time for work on one project per each city and county over the next 18-24 months. Projects are prioritized by which ones COIC is best suited to help with, some more easily attainable than others. **Mr. Wilson moved to adopt the Regional Project List into the CEDS. Mr. Abernethy seconded. Motion carries unanimously.**

Mr. Aycock described an additional request in conjunction with the CEDS priority projects from OSU-Cascades, all relating to campus expansion, totaling \$69.5 million. Mr. Aycock explained proposed House Bill 2782, which requests legislature support the expansion with a bond. OSU-Cascades is requesting a COIC Board letter of support in favor of HB2782, and he summarized the bill. Mr. Aycock added that given the high speed of the legislative process, this was unfortunately a last minute addition to the meeting, and it's unclear whether this needs signature tonight or can wait. Mr. Wilson asked about the extent of this commitment, and Mr. Aycock answered this letter would be the commitment. Mr. Asson and Mr. Abernethy both expressed support in favor of signing the letter tonight. Commissioner DeBone asked if the bond would come out of

general obligation funds, which Mr. Aycock confirmed. No more discussion. *Mr. Capozzi moved to approve COIC Board signing the letter of support for HB2782, Mr. Wilson seconded. Motion carries unanimously.*

#### **CET Legislative Governance Concept**

Ms. Friend provided a brief background of the regional transportation system, explaining how funding was pieced together when the system was first forming, in order to support the system that COIC had been approached to create. Currently, the system is still funded that same way, which is unlike others with a tax base providing more stable and sustainable funding. Ms. Friend summarized a time in 2012 when funding was decreased, resulting in service cutbacks and causing the COIC Board to prioritize the pursuit of stabilized funding. Ms. Friend explained that a committee was formed to look at governance and funding and as a result of that there was a detailed look into ORS 190.083, which allows ORS 190 entities to levy property taxes for transportation facilities. COIC staff was directed to determine whether transportation operations were included or if the language could be revised to include them. After determining that the law was less than clear, staff was directed to develop a concept to revise the law and assure clarity in the use of funding to include transit operations in the ORS. The concept was supported by all Cities and Counties and the current proposal of HB2475 is a direct result of that process.

Mr. Capozzi asked in hypothetical, if in the future, a city votes in support of this tax - is the city given control of how money is spent? Ms. Friend explained that zones would be created which aren't necessarily cities, but that the COIC Board manages the money based on recommendations or resolutions from cities, which is how it is currently. Ms. Friend added that this would also protect cities that aren't ready for this tax, and she explained how. Ms. Friend then overviewed work done to date and partners involved in the process, then detailed the March 1 hearing with the House Committee on Transportation Policy.

#### **Executive Director Report**

Ms. Friend informed the board that interviews are currently taking place for Transportation Manager.

Commissioner DeBone inquired about the Board member application process, and Ms. Friend overviewed the requirements of the bylaws. In previous years, the counties had asked COIC to vet candidates and approach the Board with recommendations, then the respective counties are responsible for official appointments.

#### **Regional Round Table**

None.

#### **Other Business/Announcements**

None.

#### **Adjourn**

Chair Patrick adjourned the meeting at 7:17pm.