

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: May 3, 2018	City of Redmond Public Works Department 243 E Antler Ave., Redmond, OR	Prepared by: B. Taylor Reviewed by: K. Friend
<p>County Commissioners: Wayne Fording, Jefferson County; Tony DeBone, Deschutes County, and Jerry Brummer, Crook County City Councilors: Gail Merritt, City of Prineville; Jay Patrick, City of Redmond; Chuck Ryan, City of Sisters, and Connie Briese, City of La Pine. Appointed Representatives: Katy Brooks, Deschutes County, and Katie Condit, Deschutes County. COIC Staff: Karen Friend, Executive Director; Michelle Williams, Fiscal Services Manager; Michelle Rhoads, Transportation Manager; Scott Aycock, Community and Economic Development (CED) Manager; Penny Newton, Adult WorkSource Program Manager; John Bouchard, Youth Education Program Manager; Jim MacKinnon, Loan Manager; Jane Foote, Human Resource Manager, and Mike Derrickson, Medical Ride Brokerage Manager. Guest: Keith Witcosky, City Manager, and Debra McMahon Planning Manager from the City of Redmond</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Fording called the meeting of the COIC Board to order at 5:41 pm.	
Public Comment	Chair Fording noted that there were no comments from the public.	
Consent Agenda	<p>Chair Fording asked those in attendance for introductions.</p> <p>Chair Fording asked the Board if anyone had any comments, questions or discussion regarding the consent agenda. Commissioner Brummer made a motion to approve the consent agenda, Commissioner DeBone seconded; the motion carried.</p>	Motion: Commissioner Brummer made a motion to approve the consent agenda, Commissioner DeBone seconded; the motion carried.
2018-2020 DBE Policy and Resolution	<p>Michelle Williams, Fiscal Services Manager, reminded the Board that the transportation department will be having their triennial review this month. She noted that they brought back an updated 2018-2020 DBE Policy and Resolution to the Board because in addition to having a Disadvantaged Business Enterprise (DBE) program, they also need a triennial DBE goal approved by FTA per the US Department of Transportation. It was noted that the goal was developed based on anticipated and awarded US DOT assisted contracts, exclusive of FTA funds to be used for the purchase of transit vehicles. The overall goals, as well as the calculations used were reviewed.</p> <p>Commissioner DeBone inquired about the number of businesses having DBE status. Ms. Brooks added that the number appears low and inquired how the numbers compare statewide. Ms. Friend</p>	Motion: Commissioner DeBone moved to accept the revised 2018-2019 DBE policy and resolution #294 noting the adoption of the goal, Councilor Patrick seconded; the motion carried.

	<p>noted that the number is lower than statewide since there are not many DBE organizations certified in the rural communities.</p> <p>Councilor Patrick inquired if COIC would be penalized if they did not reach the goal set forth. Ms. Williams noted that they would not be penalized however; they would have to do a goal reconciliation and analysis and note why the goal was not met.</p> <p>Commissioner DeBone moved to accept the revised 2018-2019 DBE policy and resolution #294 noting the adoption of the goal, Councilor Patrick seconded; the motion carried.</p>	
<p>Commitment to Future Services Resolution #295</p>	<p>Karen Friend, Executive Director, introduced Keith Witcosky, City Manager, and Debra McMahon Planning Manager from the City of Redmond. She reported that in the Board packet, Resolution 295 outlined COIC’s commitment to work with the city on future services in Redmond. She added that the resolution is related to a project application they are submitting for affordable housing in Redmond. Ms. Friend informed the Board that their role is committing to work with them for future services for transportation as required by the project.</p> <p>Mr. Witcosky reported that they are competing with Bend for an affordable housing pilot program allowing them to develop a mix of affordable and market rate housing outside their urban growth boundaries. Mr. Witcosky said they are proposing 400-500 homes on 40-acres of country-owned land east of town; homes would be a mix of cottages, townhomes, four-plexes and apartment buildings blended together to create a seamless community. He added that they would work with CET to serve that community if the city is selected for the pilot program. Mr. Witcosky noted that one of the requirements they need to demonstrate is COIC’s commitment to the same level of transportation services currently offered in the city of Redmond. An overview of the pilot project timeline and the post-submission milestones were reviewed.</p> <p>Ms. McMahon discussed the vision and master plan of the property specifically how they would create the mixed housing community, as well as a brief overview of what they hope to accomplish. She added that they are considering requiring each dwelling unit have a transit pass.</p> <p>Ms. Brooks suggested another requirement of the community could be offering day-care or child-care on the premise due to the larger issue of child care affordability. She added that if child care were included it could help it be a sustainable place to live. Ms. McMahon added that there are currently two proposed multi-purpose buildings on the premise. A suggestion of before or after</p>	<p>Motion: Councilor Patrick made a motion to accept Resolution 295 committing COIC to work with the City of Redmond for future services for transportation as required by the project. Commissioner Brummer seconded; the motion carried.</p>

	<p>work child-care was also mentioned. Ms. Friend reported that they entertained the idea of having child care in the Hawthorne station when first opened but the economics didn't work out at that time however she added that it is something cities should consider as they evolve their transit hub locations.</p> <p>Commissioner DeBone inquired about dial-a-ride services specifically, if they would be offered in the new development. Mr. Witcosky reported that it is not offered because the proposed housing development is not in the city limits however there are options to provide services to the area.</p> <p>Councilor Patrick made a motion to accept Resolution 295 committing COIC to work with the City of Redmond for future services for transportation as required by the project. Commissioner Brummer seconded; the motion carried.</p>	
<p>COIC IRP Loan Request</p>	<p>Jim MacKinnon, Loan Manager, requested from the Board permission to grant an IRP loan to assist with the financing of a new Ace Hardware store in Newport, Oregon. He reported that the borrower is putting down \$200K for the project and Wells Fargo has issued a commitment letter for an approximately \$700K SBA guaranteed loan, subject to the approval of the COIC loan, making the funding gap for the roughly \$1M project \$100K; the amount COIC is being requested to lend.</p> <p>Mr. MacKinnon added that the new store will be located at a shopping center on the north end of Newport with Safeway and Rite Aid also located in the shopping center. The property owner has agreed to pay \$300K in tenant improvements.</p> <p>Mr. MacKinnon noted that the borrowers have provided detailed data showing all project cost estimates which in his opinion, are pretty conservative but overall show that by the second year, the business will be profitable.</p> <p>Councilor Condit inquired about the percentage of loans requests that come from outside the region. Mr. MacKinnon reported that COIC's program technically covers about 2/3 of the state however since Newport was out of COIC's official loan plan; the location request was brought to the Board for a one-time consideration at the last meeting. Mr. MacKinnon added that the request will not be taking away project money for any project considerations in Central Oregon.</p> <p>Commissioner DeBone made a motion to approve the IRP Loan Request for Ace Hardware in</p>	<p>Motion: Commissioner DeBone made a motion to approve the IRP Loan Request for Ace Hardware in Newport Oregon, Councilor Patrick seconded, the motion carried.</p>

	Newport Oregon, Councilor Patrick seconded, the motion carried.	
<p>Hiring Procedures for Recruitment</p>	<p>Karen Friend, Executive Director, reported that realizing the organization is approaching goal setting and strategic planning, and since the goal process is a three-year timeline; she started thinking about what she could do to position the organization in the best possible way. Ms. Friend informed the Board that after 22 years, she would not be renewing her contract in December.</p> <p>Ms. Friend informed the Board that she has been working with the Executive Committee to develop the process of replacing or filling the Executive Director position. The plan allows time for onboarding and infusing of organizational history in this recruitment and others when the Board so chooses. She added that the Executive Committee is prepared to recommend and formalize the procedures, as well as the salary for the position.</p> <p>Chair Fording reported that once they were aware Ms. Friend would be retiring, the Committee began working through the process and procedures for the Executive Director hiring process. He noted that they have the job description and procedures as a handout and asked for input once everyone had a chance to review.</p> <p>The hiring processes including the proposed Hiring Steering Committee was discussed. Chair Fording reported that the Executive Committee is proposing the Hiring Steering Committee to consist of the Commissioners, as well as Eric King with the City of Bend; Katy Brooks with Bend Chamber and Steve Forrester, City of Prineville. He noted the Steering Committee would be the guiding body who will ultimately make the recommendation to the Board for the final candidate.</p> <p>Salary and benefits for the position were discussed. Ms. Friend reported that the Executive Committee was given comparative salary data and agreed on a range of \$105K -\$130K. Moreover, the benefit package, as well as the compensation package could be negotiated during the final interview. Chair Fording added that once the Branding is complete, all the goals will have been met and their hope is to extend a three year contract to the next director, when selected.</p> <p>Councilor Ryan inquired about the use of a professional recruiter. Ms. Friend noted that they are not intending to use a professional recruiter however, if they are not getting viable candidates, the option could be considered. Ms. Friend added that one of the desires of the Executive Committee is that she has between 60-90 days with the new Executive Director thus the money saved on the recruiter could go towards the onboarding expenses.</p>	<p>Motion: Commissioner Brummer moved to approve the job description, hiring processes, hiring steering committee members, and salary range for the Executive Director position, Commissioner DeBone seconded; the motion carried.</p>

	<p>Councilor Condit inquired about the timeline and Ms. Friend reported that COIC will post the position on May 10.</p> <p>Ms. Brooks questioned the part of the process that asked candidates to fund their own travel. After discussion, the Board agreed that COIC would incur the cost of some travel for the final candidates for the in-person interview. Ms. Friend noted the procedure would be updated to include COIC offering some travel for the final interview.</p> <p>Councilor Condit suggested hosting a social with the Executive Director final candidates so people could meet the candidate. Councilor Patrick agreed with the social and said it would be a good opportunity to see if the candidate could interact with both rural and urban communities. Ms. Friend noted that the hiring process includes a stakeholder and a public forum could be added afterward.</p> <p>Commissioner DeBone thanked Ms. Friend for her years of service and for setting up the organization for recruitment success.</p> <p>Ms. Brooks also thanked Ms. Friend for all she has done for the Organization.</p> <p>Councilor Patrick asked if the Board would continue to be informed regarding the recruitment process. Chair Fording reported that as the process moves along there will be opportunities for updates at each Board meeting.</p> <p>Chair Fording informed the Board that the goal is to get the Board’s approval on the hiring procedures with recommended changes, the hiring steering committee members, the job description and proposed \$105-\$130 salary range.</p> <p>Commissioner Brummer moved to approve the job description, hiring processes, hiring steering committee members, and salary range for the Executive Director position, Commissioner DeBone seconded; the motion carried.</p>	
<p>Central Oregon Coordination Plan</p>	<p>Scott Aycock, Community and Economic Development Manager, informed the Board that the Central Oregon Coordinated Human Services Transportation Plan is not an action item for the Board but was brought to the Board as an example of regional planning work that has been completed. Mr. Aycock added that without a plan in place, there are certain state and federal</p>	

	<p>funds that cannot be accessed for transportation services in Central Oregon. This plan meets a requirement for the Counties. He noted that the plan is orientated towards low income individuals, seniors, and people with disabilities and outlines strategies which funding must also align.</p> <p>Mr. Aycock reported that funding currently comes to, and is administered and recommended by, counties and tribes. He noted that meeting with all the counties, the tribe and other transportation partners, allowed everyone to work together and identify what the needs are, as well as identify services for those needs. Mr. Aycock reminded the Board that the first process back in 2007 resulted in the Cascades East Transit operation since the biggest single need at that time was a general public transit system.</p> <p>Mr. Aycock reported that an extensive quantitative data gathering initiative process was implemented and included the Transit Propensity Index created for each community that demonstrated the concentration of people who need transportation, those with disabilities and those families without a car. From that information and with the help of a steering committee, the group was able to determine the priority travel needs of those members of the community.</p> <p>Mr. Aycock reported that the outcomes and final recommendations included improving affordability of transit services to low-income individuals and veterans, establishing a structure for ongoing dialogue on needs and opportunities among transportation providers and health and human service agencies, an expansion of public transportation service hours to late in the evening and on weekends, education and outreach, and awareness programs for riders in addition to the creation of a dedicated local public fund for transit for community priorities. Outcomes and local priorities for each county and the tribe were also discussed.</p> <p>Implications and next steps were reviewed including ongoing coordination steps that potentially involve a greater governance role for COIC, as well as, front-loading priorities into the upcoming transit plan rewrite.</p>	
<p>2015-2018 Bend Service Expansion Pilot Outcome and Next Steps</p>	<p>Michelle Rhoads, Transportation Manager, reminded the Board that 3-years ago, CET-COIC partnered with the City of Bend, St. Charles Health System, Oregon State University – Cascade, ODOT, and COCC to implement services including three new fixed routes (7, 10, and 12), extend weekday hours of operations, and increase route service frequency, improvements and access.</p> <p>Ms. Rhoads noted the funding is set to expire, necessitating a review of services and the need to</p>	

	<p>inform COIC’s pilot partners, as well as the community about needed near-term service retractions and the potential impacts on riders. Ms. Rhoads reported that CET and the partners met recently to discuss proposed service modifications and impacts and will be bringing back outcomes to the Board at a later meeting however, she wanted to update the Board regarding the proposed service modifications, impacts, and benefits of the service enhancements as well as discuss findings from a consultant team. Ms. Rhoads passed around a memorandum from the consultant firm Jacobs Engineering Group.</p> <p>Proposed service modifications, tradeoffs, and impacts were reviewed. Ms. Rhoads noted that the modification options and recommendations made were with a goal of minimizing impacts to the community. One of the recommendations included the elimination of route 12 since it has experienced consistently low ridership since inception. The route is between OSU-Cascades and COCC however, the ample free parking at COCC and surrounding OSU-Cascades provides a disincentive to use transit. Modifications to other routes were also discussed. Ms. Rhoads reported that the City of Bend issued a challenge to the other partners to match funds the City of Bend is willing to come up with to retain route 6.</p> <p>Chair Fording inquired about the ability to get some of the routes back if funding is available in the future. Ms. Rhoads noted that the potential is there to revisit if a need arises.</p> <p>Ms. Rhoads added that a follow up meeting is scheduled with the partners with the goal of retaining as many services as possible. She added that there is no action item for the Board, but she wanted them to be aware of the proposed service modifications for an action and approval at the June meeting.</p>	
Executive Director Report	<p>Ms. Friend reported that our employees had been without a union contract since July, 2017 and through a long process including mediation; the contract has been settled. The Executive Committee approved the Union Collective Bargaining Agreement at tonight’s meeting. She added that the agreement will go into effect as soon as it is fully executed. Ms. Friend noted that it is a good contract for all parties and will be good for 4-years.</p>	
Regional Round Table	<p>Due to time constraints, Chair Fording recommended skipping the regional roundtable.</p>	
Other Business/ Announcements	<p>Ms. Brooks encouraged everyone to vote. No other business or announcements were made.</p>	

There being no further business the meeting was adjourned at 6:56 by Wayne Fording, Chair