1 Call to Order and Introductions

2 Public Comment

3 Consent Agenda (A)
   a Approval of Board Minutes: March 7, 2019 (A)Attachment A

   Financial Reports (See Attachment I)
   b Staff Report: April, 2019 (A)Attachment B
   c Cascades East Transit Monthly Management Report: February, 2019 (A)Attachment C
   d Cascades East Ride Center Monthly Management Report: February, 2019 (A)Attachment D

4 Administrative
   a COIC Policy Number A7 - Smoke, Tobacco, and Vapor Free Campus (A)Attachment E
      Michelle Rhoads, Transportation Manager

5 Program Updates
   a COIC Rural CED Program:
      i. Update
         Scott Aycock, Manager Community and Economic Development
      ii. The Ford Family Foundation - Community Building Approach
         Roque Barros, Director, and Yvette Rhodes, Program Associate
         Ford Institute for Community Building (A)Attachment F
      iii. Letter of Support for HB3110
         Scott Aycock, Manager Community and Economic Development (A)Attachment G

   b Rural Business Development Grant Proposal Resolution (A)Attachment H
      Janel Ruehl, CED program Coordinator

   c Financial Report (A)Attachment I
      Councilor Brick, COIC Board Finance Chair and Michelle Williams,
      Fiscal Services Manager

   d Possible ODOT Grant Opportunity
      Tammy Baney, Executive Director and Michelle Rhoads, Transportation Manager

6 Executive Director Report
   Tammy Baney, Executive Director

7 Regional Round Table

8 Other Business / Announcements Article Attachment(s)

9 Adjourn
Central Oregon Intergovernmental Council  
Board Meeting Minutes

**Date:**  
February 7, 2019  
City of Redmond Public Works Department  
243 E Antler Ave., Redmond, OR  
Prepared by: B. Taylor  
Reviewed by: T. Baney

**COIC Board Members:** Commissioner Wayne Fording, Jefferson County; Commissioner Patti Adair, Deschutes County, Commissioner Jerry Brummer, Crook County; Councilor Jay Patrick, City of Redmond; Mayor John Chavez, City of Metolius; Councilor Nancy Connolly, City of Sisters; Councilor Bruce Abernethy, City of Bend; Councilor Bartt Brick, City of Madras; Louie Pitt, Confederated Tribes of Warm Springs Director of Governmental Affairs; Tim Deboodt, Appointed Board Member representing Crook County; Katy Brooks, Appointed Board Member representing Deschutes County.

**COIC Staff:** Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Scott Aycock, Community and Economic Development (CED) Manager; Janel Ruehl, CED Program Coordinator; John Bouchard, Youth Education Program Manager; Michelle Rhoads, Transportation Manager, and Mike Derrickson, Medical Ride Brokerage Manager.

**Guest:** Steven Ames, Principal NXT Consulting

<table>
<thead>
<tr>
<th>Agenda</th>
<th>Discussion</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Call to Order</strong></td>
<td>Chair Brummer called the meeting of the COIC Board of Directors to order at 5:40 pm.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introductions were made by all those in attendance.</td>
<td></td>
</tr>
<tr>
<td><strong>Public Comment</strong></td>
<td>No public comment.</td>
<td></td>
</tr>
<tr>
<td><strong>Consent Agenda</strong></td>
<td>Chair Brummer asked the Board if anyone had any questions or concerns regarding the Consent Agenda. Councilor Patrick moved to approve the consent agenda, Councilor Abernethy seconded; the motion carried.</td>
<td>Motion:Councilor Patrick moved to approve the consent agenda, Councilor Abernethy seconded; the motion carried.</td>
</tr>
<tr>
<td><strong>Appointment and Adoption of Budget Officer, Calendar, and Committee</strong></td>
<td>Fiscal Services Manager, Michelle Williams, reminded the Board that it is the responsibility of the Board to appoint a Budget Officer, appoint a citizen member for the budget committee and approve the proposed budget calendar.</td>
<td>Motion: A motion was made by Councilor Abernethy to appoint Jamie Kendellan to fill the Budget Committee position. The motion was seconded by Mayor Chavez; the motion carried.</td>
</tr>
<tr>
<td></td>
<td>Ms. Williams disseminated to the Board a resume for Jamie Kendellan, Chief Financial Officer at East Cascades Workforce Investment Board for COIC Budget Committee membership consideration. She reminded the Board that Mike Daly’s term expired this year leaving an available seat on the committee. Ms. Williams added that Ms. Kendellan expressed interest in filling the available seat on the Budget Committee, is a CPA, and understands the intricacies of COIC. Ms. Baney reminded the Board the</td>
<td></td>
</tr>
</tbody>
</table>
Budget Committee is comprised of the three County Commissioners matched with three Board appointed representatives. A motion was made by Councilor Abernethy to appoint Jamie Kendellan for the Budget Committee position. The motion was seconded by Mayor Chavez; the motion carried.

Ms. Williams reported that the Budget Officer has generally been the Fiscal Services Manager. Chair Brummer asked if there was a motion to nominate Ms. Williams as the Budget Officer. Councilor Abernethy asked Ms. Williams if she would be willing to serve; Ms. Williams reported that she would. Councilor Abernethy made a motion to appoint Ms. Williams as the Budget Officer, Commissioner Adair seconded; the motion carried.

Ms. Williams informed the Board the Budget Committee timeline was the same timeline used to propose last year’s budget calendar. A suggestion was made to adjust the timeline so preparing the proposed budget would transpire prior to publishing the notice of the budget committee meeting and hearing. A motion was made by Councilor Patrick to accept the budget calendar with the suggested change, mayor Chavez seconded; the motion carried.

**Transportation Recreational Program Update**

Transportation Manager, Michelle Rhoads showed the Board a power point presentation depicting the transportation response during the recent substantial snow event. She noted that an inclement weather protocol was developed last year. Planning events for the protocol included comprehensive input from drivers, mechanics, facilities, dispatch, etc. Ms. Rhoads said because the protocol was in place when the snow storm occurred, her team was ready and the readiness made all the difference to CETs customers. Ms. Rhoads remarked that CET and Dial-a-Ride buses ran every day despite the substantial snowfall. She noted keeping the buses on the roads was a community wide effort and thanked ODOT and the City of Bend for their assistance in road maintenance. Ms. Rhoads also thanked staff and volunteers in helping shovel, assist passengers, and ensure the public was aware of the routes offered each day. Ms. Rhoads informed the board that free rides were offered last Friday as a thank you to the community who stuck with them during the inclement weather event. Ms. Baney added that Ms. Rhoads and her team have done an incredible job during such a challenging time.

Ms. Rhoads updated the board with regards to the recreational transit services for 2018. She noted that there are three recreational services offered, Ride the River, Lava Butte, and Ride Bend. Ride the River service has expected major growth in ridership in the last few years averaging 918 passengers each day from approximately June to September. To reduce parking congestion and to accommodate the increase in ridership, changes were made to the business model by adding an additional stop. Ride the River now picks up floaters at the Bend Park and Ride, Drake Park and Riverbend Park.
Ms. Rhoads reported that the Lava Butte partnership has been a long-standing program. Rides provided to the butte help preserve the geographic and recreational wonder, as well as improve access, and customer experiences. She added that there was an 8.3% increase from 2017-2018 and customer responses continue to remain positive. In addition, proceeds contributed by the project help support the monument.

A question was asked about the difference between a regular and pilot program. It was noted that a pilot program is a temporary program designed to test a new product or service to determine viability of becoming a regular program.

A question was asked if transportation can determine how much of the ridership is from tourists as opposed to locals. Ms. Rhoads answered that the department relies on surveys and feedback from the surveys indicated a relatively even split between locals and tourists. A question was asked about the pickup and drop off locations as well as if the buses only take inner-tubes. It was noted that the ride begins and ends at Bend Park and Float, with stops at Riverbed Park and Drake Park. Tumalo Creek Kayak and Canoe offers rental of river tubes, stand-up paddle boards, kayaks and complimentary life jackets however, CET buses only transports tubes.

There were no additional questions from the Board.

<table>
<thead>
<tr>
<th>Sisters Country Horizons Vision and Action Plan Adoption</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Janel Ruehl</strong>, CED Program Coordinator introduced <strong>Steven Ames</strong>, Principal NXT Consulting to the Board. She reported that she is here with Mr. Ames to talk to the Board about the Sisters Visioning project specifically, review the outcomes of the work and ask COIC to adopt the plan by resolution.</td>
</tr>
<tr>
<td><strong>Ms. Ruehl</strong> reported that the Sisters Visioning project was a partnership project with COIC, the City of Sisters, Deschutes County, Oregon’s Kitchen Table, local partners, supporters and volunteers to create a long term vision of 5-years and beyond. Mr. Ames added that over 2000 people were involved in the process, the most participating through online surveys and community leader interviews. From the meetings and forums, four vision focus area themes were identified; Prosperous Sisters, Livable Sisters, Resilient Sisters and Connected Sisters. An action team, consisting of 31 members from all across Sisters county region with different perspectives, expertise, and interest in the four themes was developed. The action team identified strategies and created strategic action plans. Ms. Ruehl added that the action team worked to select, prioritize, and refine the strategies, as well as create timelines and milestones.</td>
</tr>
<tr>
<td><strong>Louie Pitt</strong>, Confederated Tribes of Warm Springs Director of Governmental Affairs asked if they had</td>
</tr>
<tr>
<td><strong>Motion</strong>: Councilor Abernethy made a motion for COIC to formally adopt the Sisters Country Horizons Community Vision and Action Plan by approving Resolution #303, Mayor Chavez seconded; the motion carried.</td>
</tr>
</tbody>
</table>
included members of the underserved in their planning process. Ms. Ruehl noted that through the planning process, attempts were made to include the underserved by having a Spanish speaking planning meeting where meals and daycare was provided, meeting with outlying areas where transportation to Sisters might be a challenge, meeting veterans, as well as meeting at a high school; reaching out to as many constituencies as they could. Mr. Pitt provided a brief history of the land now known as Sisters country. He reminded the group that anytime they can educate people on where the land came from would be appreciated. Councilor Connolly stated that she would like to meet with Mr. Pitt and learn more.

Ms. Ruehl discussed with the Board actions in which COIC was implicated as a suggested lead partner as well as actions in which COIC was implicated as a potential supporting partner. Councilor Abernethy asked if COIC had the capacity to tackle the actions in which COIC was implicated as a suggested lead. Ms. Ruehl said with regards to the baseline economic data action, COIC has collected a lot of data already and EDCO also has collected data so it would not be a big lift for the organization. For interested parties meeting action plan, as well as community center task force action plan, Ms. Ruehl said COIC’s role will be serving in a neutral facilitating convening role; a role that COIC does often and well. Mr. Aycock said that with regards to undeserved areas action plan, they were implicated because of their previous work completed on a regional scale and because COIC may be aware of some funding opportunities however, because COIC is not the only lead on the project, EDCO has been leading the task with the City of Sisters. Lastly, concerning the community demographic assessment action item, COIC’s role is to utilizing existing organizations and available data sources to develop a more accurate assessment of existing community demographics. Ms. Ruehl noted that the demographic assessment will take time, but they are relying on existing data and not generating new data. She added that as with all the action plans, COIC is one of many partners taking on the lead.

Councilor Patrick asked if COIC will be able to be part of the action plan and all that is involved and still have capacity to do other services those in the community and region rely on CED to provide. Ms. Ruehl stated that the action items COIC/CED were assigned are areas that CED has expertise in and can deliver upon.

Katy Brooks, Appointed Board Member representing Deschutes County inquired about the other regions served since it was noted that the Meyer Memorial Trust capacity-building grant to support equitable economic development efforts was granted for four rural communities of Central Oregon. Mr. Rheul replied that the grant for Sisters was ¼ of the Meyer Memorial Trust grant. Other regions served include Madras, Prineville and La Pine. She added that the other projects had a different focus.
and were not on the same scale or scope as the project in Sisters.

Ms. Ruehl informed the Board that the next step is for partners to adopt and endorse the plan. She added that the plan has been adopted and endorsed by the City of Sisters, as well as Deschutes County. Once adopted and endorsed by partners, a vision implementation team will be created to guide implementation and share progress with the larger community.

Mr. Ames reported that in his experience, a vision plan can be an effective tool for tourists or businesses. Mr. Ames passed around a vision plan example from the city of Coeur d'Alene, Idaho. He noted the vision plan from Coeur d'Alene was condensed into a small easy to use publication that could be placed in schools, chamber of commerce, or around town.

Ms. Baney noted that the Sisters Vision is an example of how COIC can assist communities and serve as a resource to all to add that extra structure.

Chair Brummer asked if there was a motion to formally adopt the Sisters Country Horizons Community Vision and Action Plan and signal their commitment to participate in implementation of the plan. Councilor Abernethy made a motion for COIC to formally adopt the Sisters Country Horizons Community Vision and Action Plan by approving Resolution #303, Mayor Chavez seconded; the motion carried.

<table>
<thead>
<tr>
<th>EDA Planning Grant Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott Aycock, Community and Economic Development (CED) Manager, disseminated to the Board an overview of the EDA planning grant resolution. He noted that COIC has been receiving a planning grant from the Economic Development Administration (EDA) since 1992 in the amount of $75K for the last 10 years. Mr. Aycock noted that in order to submit the application for the grant, a resolution is required.</td>
</tr>
</tbody>
</table>

Mr. Aycock informed the Board that COIC's economic development services are generally focused on two different types of activities, community assistance and regional planning and project development. Some of the priorities for this year’s planning grant application include beginning the required 3-year update of the comprehensive economic development strategy, economic development related natural resource collaborative processes and rural community and economic development services, including project development and grant writing.

Councilor Abernethy asked for clarification regarding awarding the grant for projects based on projects COIC is currently doing or past projects. Mr. Aycock said the dollars listed as secured on the resolution have not been expended; funds will not be used until April 1.
Chair Brummer asked if anyone had a motion to approve the EDA planning Grant Resolution #302. Councilor Abernethy moved to approve EDA planning grant resolution #302, Ms. Brooks seconded; the motion carried.

| CERC Medicaid Brokerage Ride Update | Mike Derrickson, Medical Ride Brokerage Manager updated the Board with regards to the Cascades East Ride Center’s (CERC) Medicaid Ride program. Mr. Derrickson noted that CERC provides transportation services for Medicaid clients going to health related appointments, living in Crook, Jefferson and Deschutes County. To provide this service, CERC contracts with 14 external transportation providers as well as Dial-a-Ride services where appropriate. Mr. Derrickson reported that a discovery was made in December resulting in the termination of one of the providers and it has been a challenge to fill that role. Mr. Derrickson reported that a recent Bend Bulletin article noted that Best Care treatment facility reported that CERC was running late and not bringing patients to their appointments. CERC’s team discovered this to be a separate issue, of not being able to verify appointments due to a misinterpretation of HIPAA policies, thus delaying the appointments, in addition to severe weather related delays. He added that CERC is evaluating different processes, as well as bringing in other community resources to assist.

Ms. Baney informed the Board that terminating the provider was not an easy decision or one taken lightly. The provider supplied roughly 2500 of the 9500 rides per month. She added that CERC is in the process of standing up a new line of ride service called “Friendly Ride” to provide those rides as well as allow the organization a revenue stream. She noted that the way the model works is if we are not the least expensive ride, we do not provide the ride. Ms. Baney said CERC/COIC is in discussion with Pacific Source as well to ensure the organization is contractually compliant.

Mr. Derrickson is confident the organization can streamline processes and create a better project in the end.

Commissioner Fording commented that it seems no small task to cover rides lost and commended the CERC team for their hard work in a difficult time. Chair Brummer also commended the CERC team during this trying time.

| Executive Director Report | Ms. Baney informed the Board that the Regional Administrators meeting was cancelled due to weather conditions. She added that COIC is currently exploring an organization wide inclement weather policy. Ms. Baney said she is continuing to meet with all of the COIC Board members. Ms. Baney reported that recently she had a very nice visit with the folks in Metolius. She said she appreciated being able to listen |

**Motion:** Commissioner Fording made a motion to renounce the Treasurer position and approve the newly formed Finance
to the resource needs in the community as well as be able to connect people to fulfill some of those needs. Ms. Baney added that the train depot in Metolis is worth the trip.

Ms. Baney reported that she offered her staff the option of attendance at Board meetings when their departments are not on the agenda.

Ms. Baney informed the Board that she has been reviewing past Branding and Visioning material and would like to get the Branding/Visioning team together again to talk about the work previously complete, and where to go in the future. She added that if anyone is interested in being on the Branding/Visioning committee, to please let her know. Ms. Baney informed the Board that in the interim, the organization will be moving ahead with a new website. Ms. Baney passed around to the Board a website proposal memo outlining the project description and deliverables as well as the estimated cost. She said the cost for custom photography could be eliminated as she has a contract who would provide professional photography at no cost.

Councilor Abernethy inquired about the ability to add additional content to the website once developed since there may be additional information with the rebranding efforts. Ms. Baney answered that the website will be able to accommodate additional content with relative ease and minimal expense. She added that the organization will be using a temporary logo until a new logo is created; the temporary logo will consist of letters only.

Ms. Baney reminded the Board at the last meeting, the Board was asked to approve a Treasurer position and appointed Councilor Brick to fill that role. She noted that when reconciling the job description with the organization’s Articles of Incorporation, they discovered an overlap of fiduciary responsibilities between the Treasurer and Fiscal Services Manager. Ms. Baney disseminated a revised job description for a proposed Finance Committee. Councilor Brick added that he worked with the Fiscal Services Manager in crafting the job description and think’s the position would be exciting. He added that he is ready to help the Fiscal team present their material to the Board in an actionable and timely manner. Mr. Brick encouraged Board members to reach out to him if they were interested in serving on the Finance Committee with him. Ms. Baney said the “ask” from the Board would be to formally rescind the Treasurer position and adopt the Finance Committee as well as elect Councilor Brick to serve as Chair of the newly adopted Finance Committee.

Commissioner Fording made a motion to renounce the Treasurer position and approve the newly formed Finance Committee, Tim Deboodt, appointed Board Member representing Crook County seconded; the motion carried.

Commissioner Fording made a motion to nominate Councilor Brick to serve as Chair of the Finance Committee, Mr. Deboodt seconded; the motion carried.
Commissioner Fording made a motion to nominate Councilor Brick to serve as Chair of the Finance Committee, Mr. Deboodt seconded; the motion carried.

<table>
<thead>
<tr>
<th>Regional Round Table</th>
<th>Commissioners, Council members and the Director of Governmental Affairs for Warm Springs reported on the happenings in their respective areas. A common observation was how well their communities came together during the major snow event in the last week.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Business / Announcements</td>
<td>There being no further business or announcements, Chair Brummer adjourned the COIC Board meeting at 7:38 pm</td>
</tr>
<tr>
<td>Adjourn</td>
<td></td>
</tr>
</tbody>
</table>
STAFF REPORT

I. ADMINISTRATION

Executive Director Update, April 7, 2019

- Attended meetings to discuss Regional Water Plan next steps
- Attended COFO (Central Oregon Film Office) strategy meeting
- Attended a Community Mapping Project
- Attended Bend Chamber – What’s Brewing in Your Community
- Met with new and returning board members Patti Adair, Bruce Abernethy, and Connie Briese, and Katy Brooks
- Attended a Ride Bend Key Stakeholder meeting
- Participated in a Director search for ODOT
- Held a COIC Managers Meeting for March
- Attended What’s Brewing – Women in Business
- Attended COHC Board Retreat 2019
- Participated in FUSE/COIC Partnership Discussion
- Attended Facebook Grant presentation to COIC – Prineville Youth Education Program
- Attended OTC Meeting in Salem
- Attended Bethlehem Inn Board Meeting
- Attended Regional Administrators Meeting in Redmond
- Toured the Bear Creek Transportation location
- Met with PacificSource and CERC manager to discuss CCO 2.0 contract deliverables
- Reviewed all Qualified Entities STIF Grant project lists

Coming up:

- Meeting with web designer
- Meeting with Vision / Strategy Board sub-committee
II. COMMUNITY AND ECONOMIC DEVELOPMENT

Regional Board Administration

Central Oregon Area Commission on Transportation (COACT)
The last COACT meeting was held on March 14, 2019. The meeting packet, handouts, and presentations are posted on the COACT website: https://coic2.org/community-development/central-oregon-area-commission-on-transportation/. The agenda included: 1) COACT Executive Committee election (Wayne Fording, Chair; Patti Adair, Vice Chair); 2) a “COACT 101” information session; 3) an overview of emerging technology in transportation; and 5) a process for reviewing Statewide Transportation Improvement Fund (STIF) project applications. The next COACT meeting will be held May 9 from 3:00-5:00pm at the Redmond Public Works Training Room, 243 E. Antler Ave.

Technical Assistance

Jefferson County Fuels Reduction Project
We anticipate a final decision on our new application for a third phase of this project by April 10th, with a project start date of April 15th.

Regional Planning

Deschutes Basin Water Management
COIC and Deschutes River Conservancy (DRC) staff have created a proposal to develop a multi-stakeholder water management plan for the Deschutes Basin, focusing on the Upper and Middle Deschutes. COIC and DRC will be inviting a small group of stakeholders to review the proposal in April, and the proposal will then be released for wider review in May.

Economic Development Activities

Rural Equitable Economic Development Project
To support ongoing rural CED goals and projects, COIC is organizing a regional tour with The Ford Family Foundation (TFFF) on April 4th and 5th. TFFF will meet with 8 groups in 5 different communities:

- Madras: Downtown Association and Partners
- Metolius: Community Site Visit
- La Pine: Community Site Visit
- Region: COIC Board
- Prineville: Prineville Downtown Association and Partners
- Prineville: Ochoco Trails Strategy Group
- Region: Central Oregon Community Building Coalition (COIC, United Way/TRACES, St. Charles)
- Sisters: Community Visioning Project Partners
TFFF and COIC staff will present an update on this project and TFFF’s Community Building Approach to the COIC Board at the April 4 meeting.

**Local Food & Agriculture: Central Oregon Food Hub and Economic Impact of the Agriculture Sector**

COIC secured a contract with HDFFA for $10,000 in funding to provide the following services in support of the Food Hub project implementation and regional wholesale market development:

- **Data Collection**
  - COIC will work with the High Desert Food & Farm Alliance (HDFFA) and Agricultural Connections to collect data via in person and paper survey of Central Oregon food producers and wholesale buyers. The survey will build on the data collected by HDFFA in 2016 as part of the Economic Impact of Local Food study to establish baseline data and data trends. In addition, the survey will include questions developed by the Agricultural Connections to support: 1) improved operations and practices to better serve customers, 2) improved customer relations, and 3) potential new sales/ordering opportunities.

- **Market Intelligence**
  - COIC will work with HDFFA and Agricultural Connections to develop new market intelligence and share this information with local producers and buyers.

- **Research New Markets**
  - COIC will work with HDFFA, Agricultural Connections, and OSU Extension to research new market opportunities for Central Oregon Food Products, including pilot crop projects and backhaul opportunities.

**Natural Resource Activities**

**Central Oregon Forest Stewardship Foundation**

The Central Oregon Forest Stewardship Foundation (COFSF) completed its 2018 annual report, which will be printed and ready for distribution in the near future. COFSF is also exploring an opportunity to host a demonstration project showcasing forest restoration on steep terrain. The idea is to further the discussion that started at the Forest Restoration on Steep Terrain workshop that COFSF held in November 2018 by providing those interested with the chance to watch the harvesting equipment in action. Tentative dates have been set for May 22 and 23.

**Deschutes Collaborative Forest Project**

COIC staff member Vernita Ediger facilitated a visioning meeting for the Deschutes Collaborative Forest Project Steering Committee, leading the group through a thoughtful process to outline their future focus for the coming 3-5 years. The discussion highlighted DCFP’s past success at building agreement on complex ecological issues during its first 10 years and aspired toward a future that leverages that success by sharing the DCFP story with policy makers at the State and Federal levels. In the coming years, DCFP plans to expand its focus to the entire Forest, rather than the limited geography defined by the Collaborative Forest Landscape Restoration area, and to expand its reach into shaping the policies that impact the pace and scale of forest restoration.
Ochoco Forest Restoration Collaborative
OFRC received news that they were successful in their bid for a National Forest Foundation grant written by COIC staff. NFF awarded OFRC $15,000, which although less than the requested $24,000, will be very helpful in supporting the collaborative to continue supporting the Forest Service to increase the pace and scale of Forest Restoration.

The collaborative also submitted formal comments on the Black Mountain project, which is in the final stages of the NEPA process, giving OFRC formal standing in any future objections resolution meetings held by the Forest Service. In these comments OFRC thanked the Forest Service for drawing on their dry forest zones of agreement in developing most aspects of the alternatives for Black Mountain. The collaborative also noted that Forest had stopped short of using the more controversial aspects of OFRC’s agreements, specifically the selective harvest of greater than 21” shade tolerant trees. Based on best available science, OFRC members collectively believe that failing to remove large shade-tolerant trees within 1.5 times the dripline of ponderosa pine trees puts these large, fire-tolerant trees at risk of being burned up during fire events and fails to set the forest as a whole on a trajectory toward long-term health and resilience. The Forest will review all public comments, including OFRC’s, and select the final alternative which will be implemented in the Black Mountain project.

Ochoco Trails Strategy Group (OTSG)
COIC staff will be assisting the OTSG in developing a Strategic Plan during the group’s April, May, and June meetings.

Crook County Firewise Project.
COIC staff met with homeowners in Brasada Ranch and Red Cloud Ranch to discuss the Firewise program and COIC assistance to help them complete certification. COIC staff arranged for Americorps volunteers from Heart of Oregon Corps to provide onsite unloading assistance at the Crook County Fire Free day on April 27th. This is the first time that Crook County will have volunteers onsite for Fire Free.

Recent and Upcoming Project and Program Development Activities
COIC applied for a grant from the USDA Rural Business Development program to support wholesale market expansion activities in Central Oregon. This application is further described in the board materials pertaining to resolution #304.

Loans
No new loans to report this month.
III. EMPLOYMENT AND TRAINING

Central Sub-region Adult Programs

Layoff Activity:
We continue to see small layoff’s mostly in the Bend area. No Rapid Responses have been conducted as employees were already laid off.

Employment Outlook:
The January unemployment rate for Oregon rose again in January to 4.3%, up from December. It remains above the national average of 3.8%. Crook County’s unemployment rate slightly to 6.3%; Jefferson County also rose to 5.9%, as did Deschutes County’s to 4.7%.

As of 03/19/2019, there were 845 jobs listed with the Oregon Employment Department; 626 in Bend, 133 in Redmond, 40 in Prineville and 46 in Madras.

Youth Education Programs:

Youth Work Crews
COIC Youth Work crews are back at it after a brief hiatus due to the large snowfall that impeded access to outdoor projects. Youth were engaged in numerous indoor projects to keep them on track with learning the valuable Work Readiness skills that will assist them in becoming work ready. The USFS in both Sisters and Bend had youth crews painting indoors along with youth learning the ins and outs of sorting valuable seed at the Bend Fort Rock Seed Extractory, which is one of the largest seed banks in the United States. Youth are trained in plant identification and Seed ID to help fill orders for customers as far away as Europe. With some warm days and snow melt crews are back in the field during the week working for local Ranches and USFS as far away as Clarno learning all aspects of planting and cutting in an official Riparian Nursery along the John Day River. As Spring arrives and access to higher elevation becomes easier, all COIC crews will be hard at work on large scale Pruning projects outside Sisters, restoration and planting projects on the Deschutes National Forest, and Fence Maintenance and Construction project on the Ochoco National Forest. All of these projects are per USFS Agreements and bring in revenue to COIC’s Youth program as all COIC youth are paid an hourly wage.

Education and Training
The Education and Training side of COIC’s Youth program will continue to enroll and serve Out of School Youth with Workforce Innovation and Opportunity Act dollars. COIC uses these Department of Labor funds to assist Drop out youth re-engage in education whether it’s pursuit of a high school diploma, GED or both. Some of these youth receive essential support service assistance helping them obtain State ID’s, Birth Certificates and other crucial documents for finding employment and starting to move toward self-sustainability. We will also look at placing WIOA Youth in paid Work Experiences from as far South as La Pine up North to Warm Springs. COIC has many business partners willing to help train these youth on site, hand on learning work skills that will help them in their Career Search. COIC Youth Employment Counselors are
working with Better Together to increase the range of local employers willing to host internships for local youth aged 16-24. Working directly with Better Together’s Internship Coordinators has been a successful partnership up to this point and we hope to continue to build this relationship. Some of our latest Work Experience placements include placing youth at Crook County Parks and Recreation, La Pine Community Kitchen, Redmond Fire Cache and even a youth working in COIC’s I.T. department working with our I.T. professionals!! Both youth at Crook County Parks and Recreation and Redmond Fire Cache will be hired on by these business partners if successful.

COIC Honored by Facebook  
Central Oregon Alternative School Awarded Community Action Grant
Facebook announced on March 20, that the COIC Youth Education Program in Prineville, under the director of Dr. John Bouchard, was the recipient of a prestigious Facebook Community Action Grant. The grant of $18,450 will be used to purchase 10 specialized laptops to integrate with their Starboard interactive whiteboard, purchased through an equally prestigious grant from the Oregon Higher Education Coordination Commission (HECC). COIC in partnership with Crook County, Bend La Pine, and Redmond School Districts delivers individualized GED and credit recovery instruction to students who have struggled in a traditional school setting. The program is based on natural resources projects in conjunction with the US Forest Service, BLM, and Oregon State Parks. Additionally, on-the-job trainings are arranged with private employers.

Dr. Bouchard stated, “This award is a fine recognition for nearly 30-years of service to the Crook County community and its youth.”
Youth Education Programs – March 21, 2019
Table 1 shows enrollment, GED and Diploma outcomes. The overall pace of enrollment is down around 12%, which still represents a normal fluctuation after last year’s increase of 10%. GED and Diploma outcomes are on track to approach those of last school year. Teachers have developed and are still developing lessons based on the seven interactive whiteboards purchased through the Higher Education Coordination Commission (HECC) grant. Also part of the HECC grant, two of the three GED recipients (ages 16, 16, and 18) successfully finished their COCC for winter term classes. And, there are eight youth GED-recipients who are enrolled for Spring Term at COCC as a continuation of the HECC grant. If successful, these youth have the option of attending COCC Summer term

Table 1
Students Referred to COIC from September-February and their Outcomes. (Numbers in parentheses are those from last year at this time)

<table>
<thead>
<tr>
<th>Classroom</th>
<th># Students referred for GED</th>
<th># Students referred for Credit to Diploma</th>
<th>Total # referred</th>
<th>GED finished</th>
<th>HS Graduates</th>
<th>GED Tests Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bend</td>
<td>227 (233)</td>
<td>23 (43)</td>
<td>250 (276)</td>
<td>97 (95)</td>
<td>25 (30)</td>
<td>43 (45)</td>
</tr>
<tr>
<td>La Pine</td>
<td>29 (38)</td>
<td>16 (12)</td>
<td>45 (50)</td>
<td>9 (17)</td>
<td>2 (0)</td>
<td>2 (1)</td>
</tr>
<tr>
<td>Redmond</td>
<td>40 (41)</td>
<td>5 (5)</td>
<td>45 (46)</td>
<td>4 (16)</td>
<td>-</td>
<td>13 (4)</td>
</tr>
<tr>
<td>Prineville</td>
<td>52 (61)</td>
<td>3 (0)</td>
<td>55 (61)</td>
<td>13 (13)</td>
<td>-</td>
<td>6 (1)</td>
</tr>
<tr>
<td>Total</td>
<td>348 (344)</td>
<td>47 (69)</td>
<td>395 (442)</td>
<td>102 (141)</td>
<td>19 (24)</td>
<td>64 (51)</td>
</tr>
</tbody>
</table>

IV. TRANSPORTATION

Cascades East Ride Center (CERC)

Team highlights and goals:
- Eligible Clients: 47,494
- Feb 2019 calls received: 8,904
- Average wait time: 2.29 (includes day office was closed during storm)
- Total Rides provided: 8,401
- Total Trips Scheduled: 12,825
- No-Shows: .04%
- Complaints: 21 total

Brokerage Update
CERC’s reported average wait time was elevated in February, primarily due to the storms. Having the office closed for most of a day, without the ability to turn the phones off, increased this time by over one minute. In addition, the call volume increase significantly during those periods as vehicles were running late, and clients were calling to cancel most rides due to medical offices being closed, or the inability to get out of their houses. Having many roads inaccessible for days added to the issue.
Additional Assets
As reported in March, CERC is continuing to work on increasing the number of vehicles available for rides. CERC will be finalizing a contract with a local taxi company, bringing on 2-3 vehicles to start. This company operates primarily in the Sisters/Redmond areas, but is willing to provide transportation to Portland, Klamath Falls, and Eugene. Additionally, CERC and CET are continuing to work on increasing the Friendly Rides assets. CET is in the process of hiring new drivers, and has identified a few vehicles to include as well. Overall, the goal by the end of April is to increase the available assets by 5 vehicles.

Long Distance Trips:
CERC is working with Pacific Source to look at some of the long distance trips (Portland, Otis, Klamath Falls, and Medford), with the hope of streamlining the process. The chief concern with these long distance rides involves not only the higher costs, but issues around hospital discharges. Frequently CERC sends a vehicle from our area to Portland, only to find out that the client was not discharged. When this happens, the driver is not reimbursed for mileage, and this causes a great deal of concern. Provider contracts stipulate that this may be the case, and that they are to “build that into their pricing.” The side effects include additional miles and one less vehicle to use in this area. COIC/CERC are considering ways to support this process by dispatching vehicles from the point of origin so that if there is a cancelation, the driver only spent a few minutes, versus 3-4 hours by dispatching a vehicle from here. CERC has some ability to dispatch vehicles that are providing services to other Brokerages in the State. These vehicles are “approved” by the other Brokerages, and are available from time to time.

Insurance
Each of our Providers are required to carry General Liability, Automotive, and Workers’ Comp insurance at all times. The amounts of insurance required is dictated contractually, and is based on the State of Oregon’s rates. Providers are asking for COIC/CERC to look into ways to reduce costs such as having COIC take on more of the risk by lowering the requirements on the Providers. In researching the request, it was discovered that there are several Insurance Providers who specialize in this field. The CERC staff is preparing a list of companies to share with all Providers.

New Hire
CERC has completed the hiring process, brought on a replacement CSR, and is in the process of training. After a training period, the new employee, Heather Church, will join our phone staff and will be setting up rides and fielding questions. We are excited to have Heather Church join the team!

Overall Assessment
As the program brings on more vehicle assets and CSR staff for the call center, we see an opportunity to streamline current processes, and provide more efficient services. COIC and the CERC team continue to work on improving our ability to serve our clients and always seek ways to improve our processes.
Cascades East Transit (CET)

Inclement Weather Update:
CET’s continuous improvement program review is in process, identifying what worked well during the record-breaking February 2019 snow storm and ongoing period of inclement weather, and what needs to change going forward in order to improve future services and execution of the CET Inclement Weather Plan. Feedback from stakeholders, riders, general public, employees and sub-contractors is included in this review. Follow-up meetings with key constituent groups and public agency partners are scheduled to facilitate improvements in multi-agency response to future snow events.

CET thanks the COIC Youth Crew and its leadership team for assisting CET staff in removing snow and ice at 234 Bend fixed-route stops and the Redmond Transit Hub. The magnitude of this February 2019 snow storm required that additional resources be brought in to restore accessibility of bus stops.

Operations Update:
- The Friendly Ride pilot program provided 120 trips in service to CERC, over thirteen days in February. Recruitment and staffing of these new driver positions continues to add capacity.
- The customer service team answered an average of 1325 calls per week in February, in addition to scheduling Dial-A-Ride trips and addressing other system-wide questions and comments.
- The dispatch team continues to work together to monitor, assist and sometimes report back information regarding an average of 50 drivers using 43 buses between 5:30 am and 7:30 pm each day. The team helps drivers stay on schedule, relays traffic information, and develops alternate routes for detours.
- Both vacant Vehicle Washer positions have been filled. These positions not only clean the buses, they also maintain the buildings and grounds including both Hawthorne Station and the Redmond Hub. Bus exterior cleaning that had to be postponed due to inclement weather is now complete.

Mt. Bachelor Recreational Service:
Ridership is at an all-time high. It is anticipated that contributing factors are record setting snowfall and CET and Mt Bachelor promotions. Mt. Bachelor and CET are working together to use Federal Lands Access Program (FLAP) funds to purchase real-time signage at Sunrise and West Village Lodges.

Special Transportation Fund (STF) and 5311 Intercity Grants:
STF grant applications were submitted on behalf of Crook and Jefferson counties, as delegated in STF IGA’s with those counties. Deschutes and Warm Springs currently administer their respective STF processes. Grant applications were also submitted for 5311 funding to sustain Community Connector service levels.
Statewide Transportation Improvement Fund (STIF):
Delegation of STIF administrative duties by all four Qualified Entities (QE’s) is now complete with recent action by both Deschutes County and the Confederated Tribes of Warms Springs. STIF advisory committees have been recruited and staffed through appointments by each QE and advisory committee meetings are in process. The first meeting for each committee was focused on orientation regarding the STIF program, advisory committee roles and by-laws, STIF project application process and next steps. At ODOT’s request, each STIF committee is also providing feedback on prioritization of ODOT Region IV discretionary grant applications that were due February 1, including the above referenced 5311 grant application to sustain Community Connector service levels and the application for funding to improve the built environment of Hawthorne Station.

Each second committee meeting is focused on reviewing proposed near-term public transit service enhancement projects that will be submitted as STIF applications by each QE. For more specific information, please see the STIF page posted on the COIC website.

- Jefferson STIF advisory committee meetings scheduled March 5 and April 2.
- Crook STIF advisory committee meetings scheduled March 7 and April 4.
- Warm Springs STIF advisory committee meetings scheduled March 28 and April 8.
- Deschutes STIF committee meetings scheduled March 21 and April 5.

Transit Master Plan Update:

The second round of community open houses were held for the Regional Master Transit Plan update, at the locations listed below. The focus of this round was to receive public input to assist in prioritizing near-term transit projects to be included in STIF applications. Information about the Regional Transit Master Plan and project deliverables can be found on the project website at www.CETTransitPlan.com.

- Sisters (March 12) with 23 attendees
- Madras (March 13) with 12 attendees
- Warm Springs (March 14) with 32 attendees
- Prineville (March 19) with 14 attendees
- Redmond (March 20) with 19 attendees
- Bend (March 21) with 29 attendees.

Local Transportation Advisory Committee (TAC) meetings were also held prior to each open house to receive feedback from stakeholder and advocacy groups. The Project Steering Committee and Regional Public Transit Advisory Committee Meeting (RPTAC) meeting is scheduled for April 3.
ODOT Capital Grants to Improve Customer Service and Employee Experience:
Procurement of the following capital equipment is in process, funded by recently awarded ODOT grants.

- Two-way radio dispatch console, radios for buses and upgraded repeater services
- Automatic passenger counting/ADA stop announcements for Bend fixed route buses
Hawthorne Station Neighborhood Follow-Up:
A meeting with neighbors of Hawthorne Station is scheduled for April 19, 2019. Their questions, concerns and ideas will be addressed and any new information gathered, and feedback included in CET Master Transit Plan process. In addition, staff will provide updates regarding near and long-term improvements planned to address concerns and to enhance the community, neighborhood and customer experience. A COIC Board Agenda item is planned for the April 4 Board meeting to provide additional updates and next steps.

E-Fare Marketing Efforts:
Promotion and sales of E-fare services and products continue, and are now in use by group pass stakeholders Redmond Proficiency Academy and OSU-Cascades. E-fare tickets are being used in CET’s travel training projects geared towards supporting Dial-A-Ride client transition to fixed-routes.

2019 Ride Bend Service Planning:
CET is participating in stakeholder planning meetings regarding service framework for the 2019 Ride Bend service.

CET Travel Training Program:
A travel training program developmental project funded by PacificSource teaches people with developmental disabilities how to use the Bend fixed route transit system to improve their independence and mobility. A final report of outcomes is expected to be complete summer 2019.

A travel training session with Mountain View high school students is planned for March 22. Future travel training workshops will also be held in cooperation with six senior centers across the region.

CET System Performance Update and Initiatives:
Continuous improvement review of CET bus routes and stops continue, including the following.
- Timing and logistics of the Route 30 Deschutes River Woods stop
- Utilization of the Route 24 southbound stop at Robal Road and Hwy 97
- Feasibility of adding a Cascades Mall stop along Route 29

CET Statistics (from February 2019 data):
- Incidents: 12
- Non-preventable accidents: 2
- Preventable accidents: 5
- Injuries: 2
- Total complaints: 56 (Uptick not unexpected due to impact of February 2019 snow event)
- Total compliments: 0 (Compliments from February 2019 snow event received in March and will be reported in next month’s Board report)
**Total Ridership:** 52,456 (-14%) decrease from last year (February 2019 and February 2018)

- February 2019 extended inclement weather contributed to decreased ridership.

**Demand Response Ridership:** 6,239 (-16%) decrease from last year

- February 2019 inclement weather contributed to decreased ridership as weather and mobility conditions impact rider decisions whether to take their trips.
- The pilot Friendly Ride program is expected to boost on-demand ridership over time.
**Bend Fixed Route:** 24,138 (-23%) decrease from last year

- February 2019 extended inclement weather contributed to decreased ridership.

**Community Connector:** 8,129 (-29%) decrease from last year

- The decrease in ridership can be attributed with Redmond Proficiency Academy being out of school for four days due to February 2019 inclement weather. Also due to February 2019 inclement weather Routes 20, 28, and 29 were canceled for two days.
**Recreational Services:** 13,950 (+19%) increase from last year

- The increase in ridership for Mt. Bachelor can be attributed at least in part to record-breaking snowfall and CET/Mt Bachelor promotional efforts.

![Recreation Service Ridership Graph](image_url)
## Cascades East Transit Monthly Management Report

### Ridership

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Bend</th>
<th>Rural</th>
<th>Fixed Route</th>
<th>Comm. Conctr</th>
<th>Deviated Service</th>
<th>Mountain Service</th>
<th>Lava Butte</th>
<th>Ride Bend</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bend Fixed Route</td>
<td>24,138</td>
<td>1,030.8</td>
<td>2,271.2</td>
<td>929.8</td>
<td>119.9</td>
<td>903.3</td>
<td>0.0</td>
<td>0.0</td>
<td>30,540</td>
</tr>
<tr>
<td>Community Connector</td>
<td>8,129</td>
<td>11,840</td>
<td>29,094</td>
<td>27,484</td>
<td>2,005</td>
<td>22,404</td>
<td>0.0</td>
<td>0.0</td>
<td>53,559</td>
</tr>
<tr>
<td>Recreation Service</td>
<td>13,950</td>
<td>470</td>
<td>4,660</td>
<td>3,707</td>
<td>1,025</td>
<td>1,923</td>
<td>0.0</td>
<td>0.0</td>
<td>13,950</td>
</tr>
<tr>
<td>Deviated Service</td>
<td>1,103</td>
<td>633</td>
<td>633</td>
<td>633</td>
<td>633</td>
<td>633</td>
<td>633</td>
<td>633</td>
<td>3,192</td>
</tr>
</tbody>
</table>

### Elderly/Disabled Rides

- **Demand Response**: 4,566 (February-18 7,257)
- **Community Connector**: 664
- **Recreation Service**: 335

### Service Delivery & Performance Data

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Bend DAR</th>
<th>Rural DAR</th>
<th>Fixed Route</th>
<th>Comm. Conctr</th>
<th>Deviated Service</th>
<th>Mountain Service</th>
<th>Lava Butte</th>
<th>Ride Bend</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Hours</td>
<td>1,154.7</td>
<td>1,030.8</td>
<td>2,271.2</td>
<td>929.8</td>
<td>119.9</td>
<td>903.3</td>
<td>0.0</td>
<td>0.0</td>
<td>30,540</td>
</tr>
<tr>
<td>Revenue Miles</td>
<td>12,618</td>
<td>11,840</td>
<td>29,094</td>
<td>27,484</td>
<td>2,005</td>
<td>22,404</td>
<td>0.0</td>
<td>0.0</td>
<td>53,559</td>
</tr>
<tr>
<td>Rides/ Revenue Hour</td>
<td>2.4</td>
<td>3.4</td>
<td>10.6</td>
<td>8.7</td>
<td>9.2</td>
<td>15.4</td>
<td>0.0</td>
<td>0.0</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Safety & Security

- **Incidents**: 0
- **Non-Prev Accidents**: 1
- **Prev. Accidents**: 1
- **Injuries**: 2

### Customer Service

- CET Calls Received: 5,849
- CET ADA Denials: 0

### Complaints & Compliments (Feb - 19)

- Total Complaints: 56
- Total Compliments: 0

### Cumulative Operations Financial Data (February '19 Fiscal Year To Date)

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Bend DAR</th>
<th>Rural DAR</th>
<th>Fixed Route</th>
<th>Comm. Conctr</th>
<th>Mtn. Service</th>
<th>Ride the River</th>
<th>Lava Butte</th>
<th>Warm Springs</th>
<th>Ride Bend</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Contract Cost (hours)</td>
<td>$66,952</td>
<td>$0</td>
<td>$142,250</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$209,244</td>
</tr>
<tr>
<td>Gen Admin Cost (hours)</td>
<td>$35,596</td>
<td>$102,423</td>
<td>$75,657</td>
<td>$92,480</td>
<td>$33,416</td>
<td>$31,843</td>
<td>$3,185</td>
<td>$13,325</td>
<td>$0</td>
<td>$1,198</td>
</tr>
<tr>
<td>Driver Cost (hours)</td>
<td>$302,552</td>
<td>$321,689</td>
<td>$643,016</td>
<td>$290,460</td>
<td>$77,338</td>
<td>$159,185</td>
<td>$5,917</td>
<td>$3,083</td>
<td>$0</td>
<td>$537,578</td>
</tr>
<tr>
<td>Other Ops Wages &amp; Benefits</td>
<td>$217,440</td>
<td>$230,696</td>
<td>$462,127</td>
<td>$208,300</td>
<td>$30,469</td>
<td>$20,558</td>
<td>$5,917</td>
<td>$3,083</td>
<td>$0</td>
<td>$1,206,367</td>
</tr>
<tr>
<td>Fuel Cost (miles)</td>
<td>$48,798</td>
<td>$29,647</td>
<td>$142,617</td>
<td>$72,985</td>
<td>$14,102</td>
<td>$5,917</td>
<td>$3,083</td>
<td>$0</td>
<td>$0</td>
<td>$537,578</td>
</tr>
<tr>
<td>Vehicle Maint. Cost (miles)</td>
<td>$28,137</td>
<td>$20,934</td>
<td>$61,665</td>
<td>$51,535</td>
<td>$5,550</td>
<td>$5,446</td>
<td>$1,242</td>
<td>$0</td>
<td>$0</td>
<td>$163,732</td>
</tr>
<tr>
<td>Other Operating Costs (hours)</td>
<td>$48,714</td>
<td>$61,227</td>
<td>$103,532</td>
<td>$55,283</td>
<td>$6,535</td>
<td>$6,838</td>
<td>$8,248</td>
<td>$0</td>
<td>$0</td>
<td>$313,991</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$746,192</td>
<td>$766,616</td>
<td>$1,590,850</td>
<td>$711,044</td>
<td>$167,410</td>
<td>$74,787</td>
<td>$34,327</td>
<td>$121,665</td>
<td>$87,597</td>
<td>$4,360,487</td>
</tr>
</tbody>
</table>

### Farebox Revenue

- **2019 YTD Rides**: 24,174
- **2019 YTD Miles**: 117,899

### Cost/Revenue Hour

- **2019 YTD Rides**: 24,174
- **2019 YTD Miles**: 117,899

### Cost/Revenue Hour

- **2019 YTD Rides**: 24,174
- **2019 YTD Miles**: 117,899

### % Farebox Recovery (ops)

- **2019 YTD Rides**: 24,174
- **2019 YTD Miles**: 117,899

### % Change over last February

- **Bend Fixed Route**: -7.6%
- **Community Connector**: 9.0%
- **Recreation Service**: 1.2%
- **Deviated Service**: -16.5%
- **Mountain Service**: 9.2%
- **Warm Springs**: -1.0%
- **Ride Bend**: -12.0%

### % Change over last February -7.6%

- **Bend Fixed Route**: -7.6%
- **Community Connector**: 9.0%
- **Recreation Service**: 1.2%
- **Deviated Service**: -16.5%
- **Mountain Service**: 9.2%
- **Warm Springs**: -1.0%
- **Ride Bend**: -12.0%
## CET - Customer Concerns and Complaints by Service Type

### Feb-19

<table>
<thead>
<tr>
<th>CET Service</th>
<th>Missed Ride</th>
<th>Late Pickup or Drop Off</th>
<th>Other Timing Concern</th>
<th>Driver Concern</th>
<th>Dispatching/Scheduling Concern</th>
<th>CSR / Ride Center Concern</th>
<th>Program/Rule Concern</th>
<th>Vehicle Concern</th>
<th>Safety Concern</th>
<th>Security Concern</th>
<th>No Show Concern</th>
<th>Service Change Concern</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bend Fixed Route</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 1 - South 3rd St</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 2 - Brookwood</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 3 - Newport</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 4 - North 3rd St</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 5 - Wells Acres / Reed Market</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 6 - Reed Market / Wells Acres</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 7 - Greenwood</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route - 10 - Colorado</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route - 11 - Galveston / 14th</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route - 12 - COCC / OSU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route Unkn or Multiple Identified</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Bend Fixed Route</strong></td>
<td>0</td>
<td>1</td>
<td>10</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bend Dial-A-Ride</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rural Community Connector</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 20 - Warm Spgs ↔ Madras</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 21 - Madras ↔ Culver</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 22 - Madras ↔ Redmond</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 23 - Redmond ↔ Bend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 26 - Prineville ↔ Redmond</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 28 - Sisters ↔ Redmond</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 29 - Sisters ↔ Bend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route 30 - Bend ↔ La Pine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Route Not Identified</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total RCC Fixed Route</strong></td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>15</td>
</tr>
<tr>
<td><strong>Rural Dial- A-Ride</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>La Pine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madras</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prineville</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Redmond</td>
<td></td>
<td>1</td>
<td>4</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sisters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Area not Identified</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Rural DAR Fixed Route</strong></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td><strong>Recreational Service</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lava Butte</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mt Bachelor</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ride the River</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ride Bend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Recreational Services</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>Unable to Identify Service/Route</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CSR / Ride Center Service</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dispatch / Scheduling Service</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General Service Concern - Other</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL of all Service Concern</strong></td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>29</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>50</td>
</tr>
</tbody>
</table>
## Cascades East Ride Center

"Your Transportation Specialist"

### FEBRUARY 2019 Monthly Management Report

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Calls Received</td>
<td>8,904</td>
</tr>
<tr>
<td>Number Calls Abandoned</td>
<td>1275</td>
</tr>
<tr>
<td>Percent Abandoned</td>
<td>14.3%</td>
</tr>
<tr>
<td>Total Outgoing Calls</td>
<td>9,106</td>
</tr>
<tr>
<td>Average Incoming Calls Per Day</td>
<td>445.2</td>
</tr>
<tr>
<td>Average Outgoing Calls Per Day</td>
<td>455.3</td>
</tr>
<tr>
<td>Average Wait Time (minutes)</td>
<td>2:29</td>
</tr>
<tr>
<td>Total Medicaid Rides Provided</td>
<td>8,401</td>
</tr>
<tr>
<td>Other Ambulatory</td>
<td>6,026</td>
</tr>
<tr>
<td>Volunteer Ambulatory-Cent OR</td>
<td>535</td>
</tr>
<tr>
<td>Total Ambulatory Rides</td>
<td>6,561</td>
</tr>
<tr>
<td>Wheelchair</td>
<td>1,070</td>
</tr>
<tr>
<td>Stretcher</td>
<td>29</td>
</tr>
<tr>
<td>Secured</td>
<td>0</td>
</tr>
<tr>
<td>Fixed Route Bus</td>
<td>741</td>
</tr>
<tr>
<td>Travel Reimbursement Ride Payments</td>
<td>1,875</td>
</tr>
<tr>
<td>% of Ambulatory Rides Provided by Vols</td>
<td>8.2%</td>
</tr>
<tr>
<td>Shared Rides</td>
<td>850</td>
</tr>
<tr>
<td>After Hours Rides</td>
<td>493</td>
</tr>
<tr>
<td>Cancellations</td>
<td>3,695</td>
</tr>
<tr>
<td>No-Show</td>
<td>346</td>
</tr>
<tr>
<td>Total Trips Scheduled</td>
<td>12,825</td>
</tr>
<tr>
<td>Substantiated Provider Complaints</td>
<td>5</td>
</tr>
<tr>
<td>Substantiated CERC Staff Complaints</td>
<td>3</td>
</tr>
<tr>
<td>Unsubstantiated/Inconclusive/Incomplete Complaints</td>
<td>21</td>
</tr>
<tr>
<td>Compliments</td>
<td>1</td>
</tr>
<tr>
<td>Eligible Clients</td>
<td>47,494</td>
</tr>
<tr>
<td>Unduplicated Clients Served - Ride Req’t</td>
<td>1,652</td>
</tr>
<tr>
<td>% of All Eligible Using NEMT Services</td>
<td>3.48%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ride Policy Denials-Total</td>
<td>142</td>
</tr>
<tr>
<td>TR Policy Denials - Total</td>
<td>270</td>
</tr>
<tr>
<td>** Not Eligible</td>
<td>230</td>
</tr>
<tr>
<td>Unable to Verify Appt</td>
<td>14</td>
</tr>
<tr>
<td>Untimely Reimbursement Request</td>
<td>26</td>
</tr>
<tr>
<td>Other</td>
<td>24</td>
</tr>
<tr>
<td>Capacity Denials -Total by Area</td>
<td>32</td>
</tr>
<tr>
<td>Deschutes Co</td>
<td>24</td>
</tr>
<tr>
<td>Crook Co</td>
<td>3</td>
</tr>
<tr>
<td>Jefferson Co</td>
<td>5</td>
</tr>
<tr>
<td>North Klamath</td>
<td>0</td>
</tr>
<tr>
<td>Capacity Denials -Total by Reason</td>
<td>33</td>
</tr>
<tr>
<td>*** Under 48 Hour Ride Request</td>
<td>20</td>
</tr>
<tr>
<td>Other (all other reasons)</td>
<td>13</td>
</tr>
<tr>
<td>Medicaid Rides by County</td>
<td></td>
</tr>
<tr>
<td>Crook County</td>
<td>861</td>
</tr>
<tr>
<td>Deschutes County</td>
<td>5769</td>
</tr>
<tr>
<td>Jefferson County</td>
<td>937</td>
</tr>
<tr>
<td>North Klamath</td>
<td>109</td>
</tr>
<tr>
<td>Out of Area</td>
<td>13</td>
</tr>
<tr>
<td>Total</td>
<td>7,689</td>
</tr>
<tr>
<td>Other Programs</td>
<td></td>
</tr>
<tr>
<td>FlexFund Rides</td>
<td>0</td>
</tr>
<tr>
<td>Veterans Program Rides</td>
<td>n/a</td>
</tr>
<tr>
<td>DHS Special Pay Rides</td>
<td>0</td>
</tr>
</tbody>
</table>

* Time reported is inflated due to the office closing early due to weather on 2/25/19. The phones could not be shut off and clients remained in the hold queue. Excluding this day, average hold time was 1:45.

** Includes non-covered service, not medicaid eligible, non-eligible reimbursement, and not closest provider.

*** Includes same day and under 48 hour requests.
<table>
<thead>
<tr>
<th>Complaints</th>
<th>Feb-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Rule</strong></td>
<td></td>
</tr>
<tr>
<td>Unsubstantiated/Incomplete/Inconclusive</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL COMPLAINTS</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Provider Late to Client Pickup</strong></td>
<td></td>
</tr>
<tr>
<td>Substantiated</td>
<td>2</td>
</tr>
<tr>
<td>Unsubstantiated/Incomplete/Inconclusive</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL COMPLAINTS</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Provider Missed Pickup</strong></td>
<td></td>
</tr>
<tr>
<td>Substantiated</td>
<td>1</td>
</tr>
<tr>
<td>Unsubstantiated/Incomplete/Inconclusive</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL COMPLAINTS</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Driver Inappropriate</strong></td>
<td></td>
</tr>
<tr>
<td>Substantiated</td>
<td>2</td>
</tr>
<tr>
<td>Unsubstantiated/Incomplete/Inconclusive</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL COMPLAINTS</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Miscellaneous Issue</strong></td>
<td></td>
</tr>
<tr>
<td>Substantiated</td>
<td>0</td>
</tr>
<tr>
<td>Unsubstantiated/Incomplete/Inconclusive</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL COMPLAINTS</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Provider Safety Issue</strong></td>
<td></td>
</tr>
<tr>
<td>Substantiated</td>
<td>0</td>
</tr>
<tr>
<td>Unsubstantiated/Incomplete/Inconclusive</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL COMPLAINTS</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>CERC Staff</strong></td>
<td></td>
</tr>
<tr>
<td>Substantiated</td>
<td>3</td>
</tr>
<tr>
<td>Unsubstantiated/Incomplete/Inconclusive</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL COMPLAINTS</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL SUBSTANTIATED COMPLAINTS</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>TOTAL UNSUBSTANTIATED COMPLAINTS</strong></td>
<td>21</td>
</tr>
<tr>
<td><strong>TOTAL COMPLAINTS</strong></td>
<td>29</td>
</tr>
<tr>
<td><strong>Total Provider Complaints</strong></td>
<td>17</td>
</tr>
<tr>
<td><strong>Total Brokerage Complaints</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Program Rule Complaints</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total TR Complaints</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Compliments</strong></td>
<td></td>
</tr>
<tr>
<td>Provider Complimented</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL COMPLIMENTS</strong></td>
<td>1</td>
</tr>
</tbody>
</table>
On April 19, 2019, COIC Executive Director Tammy Baney and I will be meeting with Hawthorne Neighbors to update regarding efforts to address the concerns listed in the letter received from Hawthorne Avenue Neighbors dated January 22, 2018.

Action requested by the COIC Board is to approve a revised policy that will allow one or more proposed remedies to be executed related to COIC Policy HR-A7 Smoke, Tobacco and Vapor Free Campus, hereinafter referred to as Policy HR-A7. This is not intended to diminish the overall purpose and goals of Policy HR-A7, rather it is to acknowledge that business and neighborhood needs have evolved over time. COIC strives to be a good neighbor and partner in the community. This is one step towards addressing Hawthorne neighbor concerns.

Summary of Proposal:
- COIC Board approval of a revision to Policy HR-A7 to allow development and communication of a designated smoking area on the Hawthorne campus.
- Site proposed is the open space located at the SE corner of the campus, in close proximity to the staging area of CET and intercommunity bus services. There is an existing bench, and it is accessible (including ADA) and convenient to the potential users, allowing them to remain in close proximity to their bus.
- Cost to install this designated space is minimal and can be accommodated within current operating budget. This includes signage, pavement markings, a receptacle for depositing waste and potentially incurring cost/installation of signage on the South side of Hawthorne as well, in a good faith gesture for Hawthorne neighbors.
- Actions already taken: Reminders have already been issued to COIC employees and subcontractor Paratransit Services employees that use of Hawthorne neighbor property for this activity is prohibited. Bus customers are to be reminded of the same prohibition. COIC staff is regularly cleaning the South side of Hawthorne to help in the short-term.

Background:
In May 2015, the COIC board approved Policy HR-A7 with the “intent is to provide a healthy environment for employees, customers, visitors and vendors of COIC; to promote tobacco cessation assistance and resources to any staff members seeking them; and to increase awareness of the harmful effects of second-hand smoke and tobacco use.”

In January 2019, COIC received a letter from Hawthorne Avenue Neighbors dated January 22, 2018 (note: 2018 was listed however it was 2019) expressing numerous concerns and the one that is subject to this staff report stating that the “station is a non-smoking campus, sending
riders and bus drivers onto our properties to smoke cigarettes under our overhangs and near our doorways... Hawthorne Station is non-smoking, so people move to other nearby properties to smoke cigarettes and vape...” and our neighbors recommended that “bus drivers smoking on adjacent properties can be reduced...”

Recommendation:
That the COIC Board approve a revision to COIC Policy HR-A7 to allow an area at the Hawthorne campus to be designated permissible to smoke, vape and/or use tobacco. A proposed revision is attached.

Attachment: Proposed Revision to COIC Policy HR-A7 Smoke, Tobacco and Vapor Free Campus Policy
CENTRAL OREGON INTERGOVERNMENTAL COUNCIL POLICY

POLICY TITLE: Smoke, Tobacco and Vapor Free Campus Policy

POLICY NUMBER: HR-A7

EFFECTIVE DATE: 11/5/15

REVISION DATE: TBD

BOARD APPROVED: 11/5/15, TBD

REFERENCE:
- Oregon Indoor Clean Air Act and Penalties, ORS 433.835 to 433.875; 433.990 (penalties).
- In 2010, the US Court of Appeals ruled that "e-cigarettes" and other products made or derived from tobacco can be regulated as tobacco products.
- Prohibition of Tobacco Smoking in Public Places and Workplaces, OAR 333-015-0030-OAR 333-015-00855
- Center for Tobacco Control Research & Education. 9 chemicals identified so far in e-cig vapor that are on the California Prop 65 list of carcinogens and reproductive toxins.

PURPOSE:
Central Oregon Intergovernmental Council’s (COIC) intent is to provide a healthy environment for employees, customers, visitors and vendors of COIC; to promote tobacco cessation assistance and resources to any staff members seeking them; and to increase awareness of the harmful effects of second-hand smoke and tobacco use.

BACKGROUND:
Smoking and the use of other tobacco products is the number one cause of preventable death in the United States. Secondhand smoke exposure is also a major health risk. In addition to the direct health risks of smoke inhalation, smoking is estimated to be the number one cause of fire-related death and injury in the United States, and also a major cause of wild fires. The environmental impact of smoking is also large, as toxic cigarette filters are the most frequently littered item in the United States, and have negative impacts on the environment and wildlife. Preliminary testing of e-cigarettes has identified chemicals known to cause cancer and birth defects in first and secondhand e-cigarette vapor. However, e-cigarettes remain under studied and unregulated, which means manufacturers can make, market and sell them without transparency or consistency. Most e-cigarettes are made overseas where manufacturing and safety standards may differ, making it difficult to know what is in e-cigarettes.

POLICY: It is the policy of COIC to encourage a smoke and tobacco free environment through positive and educational messaging that promotes the long-term health and safety of COIC employees and the public. This policy applies to all COIC employees, volunteers, customers, visitors, and vendors.

Smoke, tobacco and vapor free on designated areas off campus
The use of all smoking, tobacco and vaping products is prohibited at all times within any area designated as prohibited including interior space and all outside property or grounds owned, controlled, leased, or shared by COIC, including parking areas; sidewalks; in private vehicles while on COIC property; in vehicles owned by COIC; and Cascades East Transit bus stops.

It is not the intent of this policy to shift tobacco use to neighboring private property without the owner's consent, therefore the use of smoking, tobacco and vaping products may be designated as permissible within an campus area approved by the COIC Board to include outside property or grounds owned, controlled, leased, or shared by COIC, including parking areas; sidewalks.
DEFINITIONS For the purposes of this policy, unless otherwise specified, the following definitions shall apply:

- Tobacco free: Tobacco is not smoked, ingested nor consumed in any manner.
- Tobacco: Cigarettes, cigars, pipes, and any other smoking product; dip, chew, snuff, snus, and any other smokeless tobacco product; and nicotine delivery devices, such as electronic cigarettes, excluding FDA-approved nicotine replacement therapy products for the purpose of tobacco cessation.
- Vapor: The substance produced by an electronic cigarette or similar device such as a vape pen.
- Vape pen: An e-cigarette containing a battery powered heating element that vaporizes a liquid, or “juice” that contains nicotine.

Communication of Policy

Signs will be used to designate a COIC owned or occupied facility as a "Smoke, Tobacco and Vapor Free Campus" or “Smoke, Tobacco and Vapor Permitted Area.” Signs bearing these messages will be clearly posted throughout the property at those prominent locations. Any additional language on these signs should promote the success of the policy through education and be delivered in a positive tone. The tobacco-free policy applies at all facilities and grounds owned or occupied by COIC regardless of whether or not signs are posted, except where specifically permitted by COIC policy or action. A copy of this policy will be made available to customers and visitors whenever it is deemed to be necessary to effectively communicate the requirements of this policy.

Responsibilities

This policy is the shared responsibility of all COIC personnel. Employees are authorized to communicate this policy with courtesy, respect and diplomacy. If difficulties arise with compliance, an employee should notify security or management-level staff.

Adherence to this policy is the responsibility of all COIC employees. Contractors, customers, students, visitors, and others must also comply with this policy while on COIC owned or occupied property. Employees who do not conform to this policy may be subject to discipline. Contractors in violation of this policy will be reported to their supervisor at the contracting organization.

Employees are provided materials to help communicate this policy to co-workers, volunteers, contractors, customers and visitors with courtesy, respect, and diplomacy.

COIC is responsible for providing educational materials and cessation resources, addressing policy related questions, feedback, and concerns, as well as the ongoing monitoring of this policy. COIC, in collaboration with the Deschutes County Health Services, Crook County Health Department and Klamath County Public Health, has completed pre-assessments of COIC locations, evaluating signage and smoking or tobacco litter located around the properties. One year after the policy’s effective date, all parties will perform a post-assessment evaluation using the same criteria, in order to measure the policy’s success within the first year. Ongoing monitoring of the policy is the responsibility of COIC.

RESOURCES:

Tobacco Use Cessation Support

COIC is committed to providing tobacco use cessation support to all COIC employees, contractors, volunteers, customers and visitors who wish to stop using tobacco products. Tobacco use cessation resources will be provided to any employee who expresses an interest in seeking help to stop using tobacco products. Contact the Wellness Coordinator for COIC located at the Deschutes Onsite Clinic.

COIC volunteers, contractors, customers and visitors may be referred to the Oregon Tobacco Quit Line (1-800-QUIT-NOW [English] or 1-877-2NO-FUME [Spanish]), a free tobacco cessation resource available to all Oregonians, operated by the OHA Public Health Division.
Community Building Approach

Roles, Resources, Focus Areas, Next Steps

A Community Building Approach puts rural residents and local groups at the center of the process as they build their community's future in an inclusive and comprehensive way. It is centered on four Community Building Principles:

1. Go to where the people are
2. Start with what you know and build on what you have
3. Be profoundly inclusive
4. Keep the community at the center of the work

Real and lasting change wells up from the community since the community is the best positioned to know its own needs.

Community Building Approach Roles are some of the ways the Ford Institute can support you as you increase connections, build capacity and take community-led action. Doing this work takes purpose, passion and persistence.

The Ford Institute for Community Building is here to learn and partner with you.

Ford Institute Roles

Support will look different based on your community's needs. There is no cookie-cutter approach to community building. While the specifics of the work vary from place to place, we always follow the Community Building Principles and Practices (see diagram). We can serve in four basic roles:

- **Participant**: Being in the room and providing an outside perspective. Invite us to a community gathering to listen and learn more about your work or project.
- **Practitioner**: Offering experience from the community-building field. Arrange a time to discuss a challenge or opportunity,
and to help you make connections. Sign up for our Facebook Group and our monthly e-newsletter, the Community Builder eXchange (CBX).

- **Learning Partner:** Bringing a willingness to listen, learn and innovate. Join (or help us initiate) a group to explore learnings on community-building topics, such as online engagement, community visioning and catalytic community organizations.

- **Funder:** Providing financial resources and due diligence. After a relationship is established between the Ford Institute and a community group, a next step may be funding. Community Building Approach funding supports work in our three focus areas:
  
  - Increasing **CONNECTIONS**
  - Building **CAPACITY**
  - Taking **COMMUNITY-LED ACTION**

**Examples of funding:** convenings; group process and engagement; community data collection and listening work; local project coordination; coaching; and facilitation.

**COMMUNITY BUILDING GRANTS typically range from $2,500 - $25,000 per year.** While there are exceptions, we can fund up to 50% of a proposed budget. We support single and multi-year efforts.

---

**Ford Institute Focus Areas for FUNDING**

**Increasing **CONNECTIONS:** By *Increasing Connections*, communities foster more supportive, caring, inclusive and lasting relationships among people and across groups. The Ford Institute looks for *Connections* with a clear purpose—ones that are likely to lead directly or indirectly to community-led action. We seek to support communities as they:

**Organize a Local Gathering:** Bring people together to start or restart a conversation. These gatherings can be small and informal. They are a good way to begin community building. Also consider larger gatherings that are inclusive and address priority community opportunities, challenges or needs.

**Engage the Hard to Reach:** Create goals and take coordinated actions to ensure all voices are engaged to work on priority community topics.

**Maintain and Strengthen Relationships:** Support efforts that keep conversations going, continue to build and strengthen relationships, and unite and celebrate the community.
Building **CAPACITY:**

*Capacity* is the ability to move community work forward efficiently and effectively. Acquire a new skill set, use data for decision making, have enough and the right people-power, or expand the ability to access and develop funding and other resources. By *Building Capacity*, rural communities gain power to shape their future. We seek to support communities as they:

**Organize Just-In-Time Learning:** Learn a new skill right when you need it. This effort may include targeted trainings, workshops, forums or learning exchanges that will help you take action.

**Branch Out:** Bring new and diverse leadership and participants into a project or effort. This work may include succession planning or including more sectors of the community.

**Access Expertise:** Engage local and/or external expertise to facilitate, coordinate or coach community-building efforts.

**Use Data and Stories as Learning and Working Tools:** Assess, collect and interpret the data and stories you need to make well-informed decisions, monitor progress, be responsive to new conditions and document your journey.

By taking *Community-led Action*, rural residents catalyze change and maintain the momentum. We seek to support communities as they:

**Develop a Vision:** Facilitate a long-term and inclusive community vision and plan. Unite all the smaller efforts, synthesize them, and build in processes for success.

**Plan and Implement:** Engage and mobilize people with a shared actionable goal to build the community’s future. Gain confidence and experience to take on more comprehensive efforts in the future.

**Align and Stabilize:** Coordinate the project to keep the work moving, the various parts aligned, and the wider community engaged.
Next Steps:

1. Imagine the best fit for your community’s needs with these roles and funding resources. Remember, Ford Institute resources are focused on a community building approach. Consider resources and grants from other Ford Family Foundation departments: Children, Youth and Families, Postsecondary Success (including scholarships), and Community Economic Development.

2. Connect with us. Call Yvette Rhodes (541) 957-2571, or email fordinstitutesprograms@tfff.org, or reach out to others you may already know at the Ford Institute. You don’t need to have everything figured out before contacting us. We are happy to explore ideas and next steps with you through an informal conversation.

3. Take the lead in mobilizing your community and moving its priorities forward.

(541) 957-5574
fordinstitutesprograms@tfff.org
www.tfff.org

The Ford Institute for Community Building is one of five departments of The Ford Family Foundation.

The Ford Institute is well known for the Ford Institute Leadership Program, which launched in 2003 with a goal of reaching 5,000 community leaders in 80 hubs around rural Oregon and Siskiyou County, Calif. The goal was exceeded 13 years later — 6,000 graduates in 88 community hubs. In 2016, the Ford Institute began to transition from leadership development to community development.
House Bill 3110
Sponsored by Representative BONHAM

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor’s brief statement of the essential features of the measure as introduced.

Creates Oregon Rural Service Center within Oregon Business Development Department to assist rural counties, and cities and special districts located in rural areas, to apply for and manage public and private funding opportunities for purposes of workforce and economic development. Authorizes department to enter into agreement with Association of Oregon Counties and League of Oregon Cities to operate center. Requires department to submit annual report to interim legislative committees related to economic development setting forth findings related to operation of center by association and league, if applicable, and metrics related to assistance given by center to counties, cities and special districts.

Appropriates moneys to Oregon Business Development Department for purposes related to operation of Oregon Rural Service Center.

A BILL FOR AN ACT

Relating to a rural service center for economic development.

Be It Enacted by the People of the State of Oregon:

SECTION 1. (1) As used in this section:

(a) “Rural area” means an area located in this state that is entirely outside the acknowledged Portland Metropolitan Area Regional Urban Growth Boundary and the acknowledged urban growth boundaries of all cities with populations of 30,000 or more.

(b) “Rural county” means an Oregon county with a population of 75,000 or less.

(2) There is created the Oregon Rural Service Center within the Oregon Business Development Department for the purpose of assisting rural counties, and cities and special districts located in rural areas, to learn about, successfully apply for and manage grants and other funding opportunities available from any public or private source in order to attain the staffing and financial and technical capacity necessary to carry out proactive strategies for workforce and economic development in their communities.

(3) The Oregon Business Development Department may enter into an agreement with the Association of Oregon Counties and the League of Oregon Cities pursuant to which the association and the league will operate the Oregon Rural Service Center and carry out the purposes of this section. The agreement must require the department to supervise and audit the performance of the association and the league under the agreement.

(4) The Oregon Rural Service Center shall assist rural counties, and cities and special districts located in rural areas, by means that include, but are not limited to:

(a) Outreach to the counties, cities and special districts about grants and other funding opportunities;

(b) Employment of grant writers to provide direct assistance to the counties, cities and special districts in applying for grants and other funding opportunities; and

(c) Direct assistance in managing funding obtained by the counties, cities and special districts.

NOTE: Matter in boldfaced type in an amended section is new; matter [italic and bracketed] is existing law to be omitted. New sections are in boldfaced type.

LC 2845
(5)(a) Not later than September 15 of each year, the Oregon Business Development Department shall provide a report, in the manner required under ORS 192.245, to the interim committees of the Legislative Assembly related to economic development, that describes in detail the activities and results of the Oregon Rural Service Center's activities in carrying out the duties and authority conferred on the center under this section.

(b) If the Association of Oregon Counties and the League of Oregon Cities operate the center pursuant to an agreement entered into under subsection (3) of this section, the report shall include the department's findings from its supervision and auditing of the performance of the association and league in operating the center.

(c) In addition, the report shall identify, at a minimum, for the previous 12-month period:
    (A) The counties, cities and special districts that requested assistance from the center;
    (B) The counties, cities and special districts that received assistance from the center;
    (C) The populations served by the counties, cities and special districts that requested assistance from the center;
    (D) The populations served by the counties, cities and special districts that received assistance from the center;
    (E) The number of funding opportunities, and the dollar amount of private and public funds, separately stated, that the counties, cities and special districts applied for with assistance from the center;
    (F) The number of funding opportunities, and the dollar amount of private and public funds, separately stated, that the counties, cities and special districts received with assistance from the center; and
    (G) Any other information that the department considers important to include in the report.

SECTION 2. There is appropriated to the Oregon Business Development Department, for the biennium beginning July 1, 2019, out of the General Fund, the amount of $_______ for the purpose of carrying out the provisions of section 1 of this 2019 Act.
PROPOSED AMENDMENTS TO

HOUSE BILL 3110

On page 1 of the printed bill, line 2, before the period insert “; and declaring an emergency”.

Delete lines 4 through 27 and delete page 2 and insert:

“SECTION 1. As used in sections 1 to 7 of this 2019 Act, unless the context clearly requires another meaning:

“(1) ‘City’ means a city, town or other community located in this state with a population of 2,500 or less.

“(2) ‘District association’ means Oregon’s Economic Development Districts, an organization consisting of member districts designated by the United States Economic Development Administration.

“(3) ‘District member’ means a district that is a member of Oregon’s Economic Development Districts.

“(4) ‘Grant administrator’ means a person that provides fiscal administration, grant compliance, grant reporting and other similar administrative services required by grant-awarding entities.

“(5) ‘Rural area’ means an area located in this state that is entirely outside the acknowledged Portland Metropolitan Area Regional Urban Growth Boundary and the acknowledged urban growth boundaries of all cities with populations of 30,000 or more.

“(6) ‘Rural capacity builder’ means a person that assists communities in rural areas:
“(a) To determine local priorities for community and economic development;
“(b) To develop tools, processes and partnerships to address local needs; or
“(c) By providing grant writing services.
“(7) ‘Rural county’ means a county of this state with a population of 12,000 or less.
“(8) ‘Rural grant services’ means assistance to communities in rural areas in identifying funding opportunities to meet community and economic development needs and in applying for grants.
“(9) ‘Rural jurisdictions’ means rural counties and cities, school districts and special districts located in rural areas.

SECTION 2. (1) The Oregon Business Development Department shall expend moneys in the Oregon Rural Capacity Fund established under section 7 of this 2019 Act to provide resources to Oregon’s Economic Development Districts for the purposes of assisting rural jurisdictions to learn about, successfully apply for and administer grants and other forms of funding available from any public or private source. The rural jurisdictions shall use such resources to attain the staffing and financial and technical capacity necessary to carry out proactive strategies for workforce, infrastructure, economic and community development in the rural jurisdictions.
“(2) The district association shall assist, or provide for assistance to, rural jurisdictions by means that include, but are not limited to:
“(a) Outreach to the rural jurisdictions about grants and other forms of funding;
“(b) Employment of grant writers or grant administrators to directly assist the rural jurisdictions in applying for grants and other forms of funding;
“(c) Direct assistance in administering grants awarded to the rural
jurisdictions; and
“(d) Working with state agencies to coordinate investments in water and sewer systems, roads and other elements of basic infrastructure needed in cities in rural areas.

“SECTION 3. (1) The Oregon Rural Capacity Advisory Board is established and consists of nine members appointed as follows:
“(a) The Director of the Oregon Business Development Department shall appoint:
“(A) One member representing the League of Oregon Cities from among individuals recommended by the league;
“(B) One member representing the Association of Oregon Counties from among individuals recommended by the association;
“(C) One member representing the Oregon School Boards Association from among individuals recommended by the association;
“(D) One member representing the Special Districts Association of Oregon from among individuals recommended by the association; and
“(E) One member representing a philanthropic foundation with a focus that includes rural Oregon.
“(b) The President of the Senate shall appoint two nonvoting members as follows:
“(A) One member from the Senate who is a member of the majority party; and
“(B) One member from the Senate who is a member of the minority party.
“(c) The Speaker of the House of Representatives shall appoint two nonvoting members as follows:
“(A) One member from the House of Representatives who is a member of the majority party; and
“(B) One member from the House of Representatives who is a member of the minority party.
“(2) The term of office of each member is two years.

“(3) The advisory board shall meet at least quarterly at a time and place determined by the advisory board. The advisory board may also meet at other times and places at the call of the presiding officer or of a majority of the voting members of the advisory board.

“(4) Five members of the advisory board constitute a quorum for the transaction of business.

“(5) A majority of the voting members of the advisory board must approve official action to be taken by the advisory board.

“(6) The voting members shall select one of the advisory board’s voting members as chairperson and another voting member as vice chairperson, for such terms and with such duties and powers as the advisory board adopts.

“(7) In case of a vacancy among the members for any cause, the authority that appointed the former member shall appoint an individual to fill the position for the unexpired portion of the member’s term.

“(8) A vacancy among the voting members of the advisory board does not impair the right of the remaining voting members to exercise all the powers of the advisory board. If the remaining voting members are unable to reach a decision by majority vote, the Director of the Oregon Business Development Department shall have the right to vote as a member of the advisory board in order to resolve the question.

“SECTION 4. The Oregon Rural Capacity Advisory Board shall:

“(1) Develop the policy guiding the implementation of sections 1 to 7 of this 2019 Act.

“(2) Communicate the policy of the advisory board and the purposes set forth in section 2 of this 2019 Act to underserved rural jurisdictions.

“(3) Determine the amount of moneys available for distribution to Oregon’s Economic Development Districts under this section.
“(4) Consult and coordinate with the district association on the
distribution of moneys under this section. When consulting with the
district association on the use of moneys for the purposes set forth in
section 2 of this 2019 Act, the advisory board and the district associ-
ation shall take into consideration:

“(a) Which rural jurisdictions are most in need of the assistance
provided under sections 1 to 7 of this 2019 Act; and

“(b) The geographical balance of the distributions and assistance.

“(5) Work with the district association to determine the number
and location of the grant writers and rural capacity builders to be
hired with the moneys distributed under this section.

“(6)(a) Notify the Oregon Business Development Department of the
distributions to be made as determined under this section.

“(b) As soon as practicable after receipt of the notice required un-
der paragraph (a) of this subsection, the department shall make the
distributions from moneys in the Oregon Rural Capacity Fund estab-
lished under section 7 of this 2019 Act.

“(7) Oversee the rural grant services provided under sections 1 to 7
of this 2019 Act.

“SECTION 5. (1) This section applies to a district member that re-
ceives moneys pursuant to section 4 of this 2019 Act.

“(2)(a) The district member shall expend the moneys solely to pro-
vide grant writing, grant administration, rural grant and rural capac-
ity building services to rural jurisdictions for the purposes set forth
in section 2 of this 2019 Act.

“(b) The moneys received by the district member, and the activities
of the district member in expending the moneys, shall supplement and
may not supplant the resources and activities of the district member.

“(c) The district member may not use moneys received pursuant to
section 4 of this 2019 Act to apply for grants for purposes unrelated to
the purposes set forth in section 2 of this 2019 Act.

“(d) For purposes of a district member’s assistance to rural jurisdictions under this section, the Oregon Business Development Department may enter into an agreement with a regional solutions advisory committee appointed pursuant to ORS 284.754 for a region in which the district member is located in order to coordinate the activities of the district member, including the use of the moneys distributed to the district member, and the regional solutions team for the region.

“(e) The district member shall manage, document and submit quarterly reports to the advisory board about the assistance the district member provides to rural jurisdictions under this section.

“(3)(a) The district member may hire an individual under this section as an employee or an independent contractor.

“(b) The district member may assign individuals hired under this section to provide the services described in subsection (2)(a) of this section to more than one rural jurisdiction.

“SECTION 6. (1) Not later than September 15 of each year, the Oregon Rural Capacity Advisory Board shall provide a report, in the manner required under ORS 192.245, to the interim committees of the Legislative Assembly related to economic development, and to the Oregon Business Development Department, that describes in detail the activities that Oregon’s Economic Development Districts engaged in for the previous 12-month period under sections 1 to 7 of this 2019 Act and the results of those activities.

“(2) At a minimum, the report required under this section shall identify:

“(a) The rural jurisdictions that requested assistance funded by the district association;

“(b) The rural jurisdictions that received such assistance;
“(c) The populations served by the rural jurisdictions that requested assistance funded by the district association;

“(d) The populations served by the rural jurisdictions that received such assistance;

“(e) The number of funding opportunities, and the dollar amount of private and public funds, separately stated, that the rural jurisdictions applied for with assistance funded by the district association;

“(f) The number of funding opportunities from which the rural jurisdictions received funding with such assistance, and the dollar amount of private and public funding so received, separately stated;

“(g) The multiplier effects of grants and other forms of funding received by the rural jurisdictions with assistance funded by the district association;

“(h) The expected effect of grants and other forms of funding received by the rural jurisdictions with assistance funded by the district association on the timing of the commencement and completion of projects; and

“(i) Any other information the advisory board considers important to include in the report.

“SECTION 7. (1) The Oregon Rural Capacity Fund is established in the State Treasury, separate and distinct from the General Fund. Interest earned by the Oregon Rural Capacity Fund shall be credited to the fund.

“(2) Moneys in the fund consist of:

“(a) Amounts appropriated or otherwise transferred or credited to the fund by the Legislative Assembly;

“(b) Moneys from the federal government, state agencies or local governments transferred or otherwise credited to the fund;

“(c) Amounts donated or otherwise given to the fund;

“(d) Earnings received on moneys in the fund; and
“(e) Other amounts from any source transferred or otherwise credited to the fund.

“(3) Moneys in the fund are continuously appropriated to the Oregon Business Development Department for the purposes set forth in section 2 of this 2019 Act.

“(4)(a) The department may retain an amount equal to five percent of moneys appropriated or otherwise transferred or credited to the fund to pay the for the administrative and operational expenses of department under sections 1 to 7 of this 2019 Act.

“(b) The department shall distribute the balance of the moneys in accordance with section 4 of this 2019 Act.

“SECTION 8. There is appropriated to the Oregon Business Development Department, for the biennium beginning July 1, 2019, out of the General Fund, the amount of $918,750, to be expended in accordance with sections 1 to 7 of this 2019 Act.


“(2)(a) As used in this subsection, ‘person’ means each of:

“(A) The Oregon Business Development Department;

“(B) The appointing authorities listed in section 3 of this 2019 Act;

“(C) The Oregon Rural Capacity Advisory Board; and

“(D) Oregon’s Economic Development Districts.

“(b) Notwithstanding the date specified in subsection (1) of this section, a person may take any action before the date specified in subsection (1) of this section that is necessary for the person to exercise, on and after the date specified in subsection (1) of this section, all of the duties, functions and powers respectively conferred on the person by sections 1 to 7 of this 2019 Act.

“SECTION 10. This 2019 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is
declared to exist, and this 2019 Act takes effect on its passage.”.
March 22, 2019

House Committee on Economic Development  
900 Court St. NE  
Salem OR 97301

RE: COIC Support for HB 3110

Dear Chair John Lively and Members of the Committee:

The Central Oregon Intergovernmental Council (COIC) Board of Directors strongly supports passage of HB 3110 – in order to support Oregon’s smallest and most rural communities to identify, apply for, and obtain funding for needed infrastructure and capital projects. As a Council of Governments and a federally-designated Economic Development District (EDD), COIC recognizes the great need for these types of services in Central Oregon and beyond. The existing statewide network of COGs and EDDs are well-situated to deliver these services because we already work with the communities, we understand their needs, and we know the funding sources. For this reason, we also support the Dash-2 Amendments dated March 13, 2019 and which are attached to this letter. We do not need to establish a new delivery system when there is already one in place in Oregon.

HB 3110 also provides a three to one return on investment to the state, as conservatively estimated in the legislation. COIC is currently developing other resources that could provide significantly more leverage.

In August 2017, the COIC Board adopted COIC’s Comprehensive Economic Development Strategy (CEDS), which included a list of priority projects for our rural communities. In the absence of funding to support rural capacity, it is very difficult for COIC to deliver on our mission to support these communities and their priority projects.

We are convinced that HB 3110 will provide tangible benefits to our rural communities and we strongly urge passage.

Sincerely,

Jerry Brummer, Chair  
COIC Board of Directors
USDA, Rural Business Development Grant:

Central Oregon Wholesale Expansion Project

Staff Report

April 4, 2019

Background

COIC identified Agriculture and Local Food Systems development as a community and economic development priority in the Comprehensive Economic Development Strategy (CEDS) for Central Oregon, and has worked for nearly a decade in this sector. Following the completion of the Food Hub Business Plan in December 2018, CED staff researched funding opportunities to support the 5-year growth targets outlined in the plan. The United States Department of Agriculture, Rural Business Development Grant program is a good fit for these objectives and CED staff worked with our private-sector food hub partner, Agricultural Connections, to develop an appropriate scope of work. The Central Oregon Wholesale Market Expansion project will provide technical assistance to 14 small to mid-size local farmers currently selling (at any level) into the wholesale market through Agricultural Connections. Project activities in summary:

- **Product/Service Improvements for Regional Wholesale Suppliers**
  - Pilot project: regional Reusable Plastic Crate (RPC) program for all wholesale suppliers currently selling product through Agricultural Connections.
  - Pilot project: regional wholesale traceability and branding program

- **Market Research**
  - Backhaul opportunities for Central Oregon food products to new markets in Eugene and Portland

- **Project Planning**
  - Design project plans for large-quantity processing of local food products to wholesale markets

- **Technical Assistance and Training**
  - Hire a subcontractor to serve as Central Oregon’s Wholesale Production Coordinator to:
    - monitor supply and demand production expectations
    - improve quality control and food safety standardization,
    - identify gaps in production to better meet demand,
    - generate local food promotions,
    - facilitate relationships between Central Oregon producers and wholesale buyers
• **Grant facilitation and Project Management**
  o COIC to provide fiscal administration, manage the RFP and contract, and fulfill all reporting requirements

**RBDG Grant Application**

CED has previously applied for and received a number of RBDG grants. Unfortunately, between COIC board meetings, CED learned of a new requirement for RBDG applications: a board resolution authorizing the application. Obtaining this resolution was complicated by a number of factors:

- This is a new requirement for RBDG grants this cycle.
- Due to staff turnover at USDA, we have a new staff program officer who is less familiar with this grant’s eligibility requirements. After proposing our project on February 15th, we waited four full weeks to get final confirmation of our project eligibility on March 15th.
- We could not proceed with our application before final determination of our eligibility.
- The application deadline was prior to the next scheduled board meeting.

In light of these extenuating circumstances, we asked COIC’s Executive Committee to sign a stop-gap resolution authorizing our application. We now present the resolution to the full board to review, and request adoption of this resolution.

**Recommended Motion:** “I move that COIC Board adopt Resolution #304.”
Council Board Resolution # 304

WHEREAS, the Central Oregon Intergovernmental Council (COIC) has identified Agriculture and Local Food Systems development as a community and economic development priority in the Comprehensive Economic Development Strategy (CEDS) for Central Oregon; and

WHEREAS, COIC wishes to apply for financial assistance from the United States Department of Agriculture, Rural Development to finance the Central Oregon Wholesale Expansion project to support this priority sector.

NOW, THEREFORE BE IT RESOLVED that the Central Oregon Intergovernmental Council:

1. Authorizes the Executive Director of Central Oregon Intergovernmental Council to submit an application for financial assistance to the United States Department of Agriculture, Rural Development to finance the Central Oregon Wholesale Expansion project in the amount of $50,000.

2. Further authorizes the Executive Director of Central Oregon Intergovernmental Council to sign all documents relating to the USDA Rural Development grant.

APPROVED AND ADOPTED by the

Central Oregon Intergovernmental Council

on this the 22nd day of March, 2019.

Signed:

______________________________
Jerry Brummer, Chairman
Central Oregon Intergovernmental Council

Attest:

______________________________
Tammy Baney, Executive Director
Central Oregon Intergovernmental Council
### Central Oregon Intergovernmental Council

**General Fund Expenditures by Program**

**Fiscal Year** 2018-2019

#### For the Period Ending February 28, 2019

<table>
<thead>
<tr>
<th>BUDGET FY 18-19</th>
<th>PRORATED BUDGET 66.67%</th>
<th>EMPLOYMENT AND TRAINING</th>
<th>ECONOMIC DEVELOPMENT &amp; LOANS</th>
<th>CASCADE EAST TRANSIT</th>
<th>CASCADE EAST RIDE CENTER</th>
<th>OTHER ADMINISTRATIVE</th>
<th>FACILITIES RESERVE</th>
<th>TOTAL COIC INCOME STATEMENT</th>
<th>BUDGET VS. ACTUAL YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers from Other Funds</td>
<td>348,403</td>
<td>232,269</td>
<td>-</td>
<td>225,952</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>225,952</td>
</tr>
<tr>
<td><strong>Grants &amp; Contracts with Other Agencies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Oregon</td>
<td>3,805,592</td>
<td>2,537,061</td>
<td>403,525</td>
<td>64,213</td>
<td>732,600</td>
<td>840,924</td>
<td>-</td>
<td>3,106,718</td>
<td>486,181</td>
</tr>
<tr>
<td>County &amp; Local Government</td>
<td>3,930,805</td>
<td>2,620,537</td>
<td>888,794</td>
<td>198,122</td>
<td>1,954,568</td>
<td>-</td>
<td>65,234</td>
<td>3,106,718</td>
<td>486,181</td>
</tr>
<tr>
<td>Federal Government</td>
<td>2,800,703</td>
<td>1,867,135</td>
<td>923,050</td>
<td>116,615</td>
<td>884,651</td>
<td>-</td>
<td>-</td>
<td>1,924,318</td>
<td>57,180</td>
</tr>
<tr>
<td>Other Grants &amp; Contracts</td>
<td>5,139,296</td>
<td>3,599,531</td>
<td>-</td>
<td>394,959</td>
<td>3,095,251</td>
<td>3,849,811</td>
<td>-</td>
<td>290,281</td>
<td></td>
</tr>
<tr>
<td>Investment Revenue</td>
<td>30,664</td>
<td>20,436</td>
<td>2,785</td>
<td>27,641</td>
<td>914</td>
<td>104</td>
<td>2,725</td>
<td>38,691</td>
<td>18,255</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>1,648,232</td>
<td>1,022,815</td>
<td>83,758</td>
<td>-</td>
<td>1,841,153</td>
<td>-</td>
<td>128,174</td>
<td>868,480</td>
<td>(254,175)</td>
</tr>
<tr>
<td><strong>Total Revenue Subtotal</strong></td>
<td>17,939,676</td>
<td>11,959,784</td>
<td>2,301,881</td>
<td>969,055</td>
<td>4,636,022</td>
<td>3,922,121</td>
<td>65,338</td>
<td>130,898</td>
<td>12,035,316</td>
</tr>
<tr>
<td><strong>Total Resources</strong></td>
<td>21,888,356</td>
<td>15,908,464</td>
<td>2,582,451</td>
<td>1,431,604</td>
<td>7,376,827</td>
<td>4,114,701</td>
<td>87,255</td>
<td>427,879</td>
<td>16,020,718</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>5,306,582</td>
<td>3,537,721</td>
<td>967,968</td>
<td>323,229</td>
<td>1,609,613</td>
<td>464,195</td>
<td>78</td>
<td>3,365,083</td>
<td>(172,638)</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>3,051,001</td>
<td>2,034,001</td>
<td>533,197</td>
<td>159,941</td>
<td>852,725</td>
<td>293,752</td>
<td>1,537</td>
<td>1,841,153</td>
<td>(192,848)</td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td>8,357,583</td>
<td>5,571,722</td>
<td>1,501,166</td>
<td>483,170</td>
<td>2,462,338</td>
<td>757,948</td>
<td>1,615</td>
<td>5,206,236</td>
<td>(365,486)</td>
</tr>
<tr>
<td><strong>Total Contracting</strong></td>
<td>5,852,464</td>
<td>3,901,643</td>
<td>39,820</td>
<td>134,295</td>
<td>1,236,553</td>
<td>2,826,907</td>
<td>5,500</td>
<td>4,243,075</td>
<td>341,432</td>
</tr>
<tr>
<td><strong>Total Materials &amp; Services</strong></td>
<td>2,590,953</td>
<td>1,727,302</td>
<td>594,084</td>
<td>88,449</td>
<td>954,581</td>
<td>51,743</td>
<td>3,052</td>
<td>1,691,909</td>
<td>(35,552)</td>
</tr>
<tr>
<td><strong>Total Capital Outlay</strong></td>
<td>695,616</td>
<td>463,744</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>(5,052)</td>
<td>(5,051)</td>
</tr>
<tr>
<td><strong>Total Debt Service</strong></td>
<td>138,500</td>
<td>92,333</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>90,482</td>
<td>90,482</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>17,635,116</td>
<td>11,756,744</td>
<td>2,135,070</td>
<td>705,913</td>
<td>4,653,473</td>
<td>3,636,597</td>
<td>10,167</td>
<td>85,430</td>
<td>11,226,650</td>
</tr>
<tr>
<td><strong>Net Profit</strong></td>
<td>304,560</td>
<td>203,040</td>
<td>166,811</td>
<td>-</td>
<td>263,142</td>
<td>64,414</td>
<td>285,524</td>
<td>55,172</td>
<td>45,469</td>
</tr>
</tbody>
</table>

**Department Actual YTD Expense Compared To Prorated Department Expense Budget** | 96% | 91% | 93% | 99% | 0% | 93% | 95% |
### Capacity Fund Balance as of February 28, 2019

**PRIOR YEAR CARRY FORWARD**
- 21,673.99

**CURRENT YEAR CONTRIBUTIONS**
- Deschutes County: 19,516.00
- Jefferson County: 4,518.00
- Crook County: 3,750.00
- City of Culver: 436.00
- City of Prineville: 3,030.00
- City of La Pine: 531.00
- City of Metolius: 227.00
- City of Sisters: 779.00
- City of Madras: 1,932.00
- City of Redmond: 8,869.00
- City of Bend: 26,612.00
- Dues not used during current year, transferred back to dues account: 157.05

**TOTAL FY18-19 CONTRIBUTIONS**: 70,157.05

**TOTAL FUNDS AVAILABLE FY18-19**: 91,831.04

### FY 18-19 EXPENDITURES

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
<th>Date Approvd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Administrators Meeting</td>
<td>$7,500.00</td>
<td>02/01/2018</td>
</tr>
<tr>
<td>Project and Program Development Activities</td>
<td>$12,500.00</td>
<td>02/01/2018</td>
</tr>
<tr>
<td>Food Hub</td>
<td>$5,000.00</td>
<td>09/06/2018</td>
</tr>
<tr>
<td>Regional Disaster Resilience</td>
<td>$5,000.00</td>
<td>09/06/2018</td>
</tr>
<tr>
<td>Meyer Memorial Trust Equitable Economic Development Project</td>
<td>$3,750.00</td>
<td>12/06/2018</td>
</tr>
<tr>
<td>Regional Transit Master Plan Update Project</td>
<td>$10,000.00</td>
<td>12/06/2018</td>
</tr>
<tr>
<td>U.S. Census Participant Statistical Area Program Support</td>
<td>$3,000.00</td>
<td>12/06/2018</td>
</tr>
</tbody>
</table>

**TOTAL FY18-19 EXPENDITURES**: $46,750.00

**PROJECTED BALANCE AT YEAR END**: 45,081.04

### Capacity Fund Considerations

**OTHER CRITERIA**
- Creates economies of scale
- Leverages additional resources
- Supports regional coordination

**The proposed project is appropriate for COIC**

**The project falls within the scope of the COIC purpose statements**

**The project is of regional significance**
PORTFOLIO STATEMENT COIC EDA FUNDS

<table>
<thead>
<tr>
<th></th>
<th>BEGINNING</th>
<th>SOURCES</th>
<th>USES</th>
<th>ENDING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/1/2018</td>
<td>7/1/18 to 2/28/19</td>
<td>7/1/18 to 2/28/19</td>
<td>2/28/2019</td>
</tr>
<tr>
<td>CASH AVAILABLE</td>
<td>427,200.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Year Interest Receivable</td>
<td>4,336.83</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Year Fees Receivable</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Repayment</td>
<td>73,402.34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repayment Interest</td>
<td>61,356.15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Penalty/Loan Fees Income</td>
<td>1,316.27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invested Interest Income</td>
<td>7,195.16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charges for Services</td>
<td>53,426.77</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes Transferred To Other Funds</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans Advanced</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$427,200.75$</td>
<td>$147,606.75$</td>
<td>$53,426.77$</td>
<td>$521,380.73$</td>
</tr>
</tbody>
</table>

NOTES RECEIVABLE

<table>
<thead>
<tr>
<th></th>
<th>7/1/2018</th>
<th>7/1/18 to 2/28/19</th>
<th>2/28/2019</th>
<th>Interest</th>
<th>Fees/ Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decreases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Write-Off</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cascade Rack, LLC</td>
<td>97,596.18</td>
<td>8,965.50</td>
<td>88,630.68</td>
<td>4,714.50</td>
<td>0.00</td>
</tr>
<tr>
<td>LOHA Investments dba Marshall's Auto</td>
<td>13,942.29</td>
<td>1,156.63</td>
<td>12,785.66</td>
<td>539.37</td>
<td>0.00</td>
</tr>
<tr>
<td>Stringham Investments, LLC</td>
<td>94,745.63</td>
<td>6,060.45</td>
<td>88,685.18</td>
<td>4,299.95</td>
<td>0.00</td>
</tr>
<tr>
<td>Vintage Cottage</td>
<td>21,489.77</td>
<td>2,475.06</td>
<td>19,014.71</td>
<td>1,082.62</td>
<td>187.28</td>
</tr>
<tr>
<td>7 Peaks Investment Group, LLC</td>
<td>94,406.07</td>
<td>2,239.15</td>
<td>92,166.92</td>
<td>3,474.19</td>
<td>82.80</td>
</tr>
<tr>
<td>Barnes dba Gone Fishing</td>
<td>3,064.12</td>
<td>3,064.12</td>
<td>0.00</td>
<td>37.31</td>
<td>151.50</td>
</tr>
<tr>
<td>Concept Retail - Syncopation, Inc</td>
<td>37,365.74</td>
<td>1,788.26</td>
<td>35,577.48</td>
<td>1,756.05</td>
<td>0.00</td>
</tr>
<tr>
<td>David Flier</td>
<td>169,719.42</td>
<td>6,292.81</td>
<td>163,426.61</td>
<td>7,737.43</td>
<td>0.00</td>
</tr>
<tr>
<td>ILA Grace dba Dana Signs</td>
<td>89,467.58</td>
<td>2,844.97</td>
<td>86,622.61</td>
<td>3,555.03</td>
<td>0.00</td>
</tr>
<tr>
<td>Shawn Heather Armstrong/Panacea</td>
<td>226,220.68</td>
<td>4,968.42</td>
<td>221,252.26</td>
<td>10,149.94</td>
<td>95.08</td>
</tr>
<tr>
<td>The Meat Locker</td>
<td>120,533.39</td>
<td>8,982.15</td>
<td>111,551.24</td>
<td>5,459.37</td>
<td>0.00</td>
</tr>
<tr>
<td>R.E.G. Properties, LLC</td>
<td>139,060.21</td>
<td>1,232.59</td>
<td>137,827.62</td>
<td>4,862.76</td>
<td>406.30</td>
</tr>
<tr>
<td>Strictly Organic Coffee Co.</td>
<td>94,742.23</td>
<td>1,717.60</td>
<td>93,024.63</td>
<td>3,067.40</td>
<td>165.00</td>
</tr>
<tr>
<td>Warm Hearts, LLC</td>
<td>368,769.98</td>
<td>21,614.63</td>
<td>347,155.35</td>
<td>14,957.06</td>
<td>228.31</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,571,123.29</td>
<td>-</td>
<td>$73,402.34</td>
<td>$1,497,720.95</td>
<td>$65,692.98</td>
</tr>
</tbody>
</table>

RECEIVABLES

<table>
<thead>
<tr>
<th></th>
<th>7/1/2018</th>
<th>7/1/18 to 2/28/19</th>
<th>2/28/2019</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest</td>
<td>4,336.83</td>
<td>0.00</td>
<td>4,336.83</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$4,336.83</td>
<td>-</td>
<td>$4,336.83</td>
<td>-</td>
</tr>
</tbody>
</table>

PORTFOLIO BALANCE

|                   | 7/1/2018 | 2,002,660.87 | 2/28/2019 | 2,019,101.68 |
### PORTFOLIO STATEMENT INTERMEDIARY RELENDING PROGRAM

<table>
<thead>
<tr>
<th></th>
<th>BEGINNING BALANCE</th>
<th>SOURCES OF FUNDS</th>
<th>USES OF FUNDS</th>
<th>ENDING BALANCE</th>
<th>7/1/18 to 2/28/19</th>
<th>7/1/18 to 2/28/19</th>
<th>2/28/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CASH AVAILABLE</strong></td>
<td>708,241.55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Year Interest Receivable</td>
<td>3,079.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Year Fees Receivable</td>
<td>-1,188.67</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Repayment</td>
<td>157,890.99</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repayment Interest</td>
<td>51,555.38</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Penalty/Loan Fees Income</td>
<td>6,057.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invested Interest Income</td>
<td>218,484.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charges for Services</td>
<td>871.65</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Expense</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans Advanced</td>
<td>350,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CASH</strong></td>
<td>708,241.55</td>
<td>218,484.40</td>
<td>387,553.49</td>
<td>539,172.46</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>7/1/18 to 2/28/19</th>
<th>2/28/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTES RECEIVABLE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jamie &amp; Angel Roscoe-Cowboy Dinner Tree</td>
<td>179,783.83</td>
<td>3,984.99</td>
</tr>
<tr>
<td>Kerry &amp; Sue Fuller</td>
<td>124,040.03</td>
<td>0.00</td>
</tr>
<tr>
<td>Madras Point/Triple L Pizza</td>
<td>185,950.94</td>
<td>8,428.70</td>
</tr>
<tr>
<td>Shawn Heather Armstrong /Panacea</td>
<td>225,644.94</td>
<td>4,995.44</td>
</tr>
<tr>
<td>Robert E. Goss &amp; R.G. Remanufacturing</td>
<td>78,396.87</td>
<td>1,909.35</td>
</tr>
<tr>
<td>Suttle Lake Resort &amp; Marina</td>
<td>87,229.87</td>
<td>884.70</td>
</tr>
<tr>
<td>Syncopation/Concept Retail</td>
<td>105,010.25</td>
<td>9,874.79</td>
</tr>
<tr>
<td>Sean S &amp; Onya K Remer</td>
<td>44,461.77</td>
<td>884.70</td>
</tr>
<tr>
<td>RJL Venture Mgmt dba Ace Hardware Newport</td>
<td>0.00</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Bradley Forseth dba Sunrise Pool &amp; Patio</td>
<td>0.00</td>
<td>250,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1,030,518.50</td>
<td>350,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2/28/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAYABLES</strong></td>
<td></td>
</tr>
<tr>
<td>Rural Development Principal</td>
<td>999,485.55</td>
</tr>
<tr>
<td>Rural Development Interest</td>
<td>3,103.12</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1,002,488.67</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2/28/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PORTFOLIO BALANCE</strong></td>
<td>745,607.09</td>
</tr>
</tbody>
</table>
## PORTFOLIO STATEMENT COIC LOCAL JOB CREATION

<table>
<thead>
<tr>
<th></th>
<th>BEGINNING BALANCE</th>
<th>SOURCES (7/1/18 to 2/28/19)</th>
<th>USES (7/1/18 to 2/28/19)</th>
<th>ENDING BALANCE (2/28/2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CASH AVAILABLE</strong></td>
<td>$69,032.14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Year Interest Receivable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Year Fees Receivable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Repayment</td>
<td>8,104.96</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repayment Interest</td>
<td>1,129.52</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Penalty/Loan Fees Income</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invested Interest Income</td>
<td>1,110.30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charges for Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers to IRP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes Transferred To Other Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>69,032.14</strong></td>
<td></td>
<td><strong>10,344.78</strong></td>
<td><strong>2,239.82</strong></td>
</tr>
</tbody>
</table>

## NOTES RECEIVABLE

<table>
<thead>
<tr>
<th></th>
<th>Beginning Balance</th>
<th>Principal Advances</th>
<th>Principal Repayment</th>
<th>Ending Balance</th>
<th>Interest Payments</th>
<th>Fees/Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>COIC Intermodal Center</td>
<td>45,141.04</td>
<td>0.00</td>
<td>8,104.96</td>
<td>37,036.08</td>
<td>1,129.52</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>45,141.04</strong></td>
<td></td>
<td><strong>8,104.96</strong></td>
<td><strong>37,036.08</strong></td>
<td><strong>1,129.52</strong></td>
<td><strong>-</strong></td>
</tr>
</tbody>
</table>

## RECEIVABLES

<table>
<thead>
<tr>
<th></th>
<th>Beginning Balance</th>
<th>Increases</th>
<th>Decreases</th>
<th>Write-Off</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Late Fees</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>

## PAYABLES

<table>
<thead>
<tr>
<th></th>
<th>IRP Commitment</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>0.00</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## PORTFOLIO BALANCE

|                        | $114,173.18       |                             |                             | $114,173.18                 |                             |

---

**CENTRAL OREGON INTERGOVERNMENTAL COUNCIL**

**FISCAL YEAR:** JULY 1, 2018 - JUNE 30, 2019

**REPORT DATE:** JULY 1, 2018 - FEBRUARY 28, 2019
BEND, OR -- The Great Thaw began in Central Oregon Thursday, making most streets passable and sending Central Oregon students back to school Friday after four days of closures. Sisters Schools opened two hours late, Friday, and Culver school buses are running on snow routes. Trash pick-up in Deschutes County is expected to return to normal Monday. Unfortunately, the snow isn't quite done with us yet, with another system expected next week.

The city of Bend called off contract plows working in neighborhoods, Thursday night, in response to complaints they were creating ice berms across driveways. Redmond Public Works asks residents to shovel snow and ice away from storm drains to prevent localized flooding, and to clear hydrants for firefighters. Visit the Public Works website for the latest on Redmond's snow clearing efforts, and to view a map of storm drain and hydrant locations. Cascades East Transit offers free rides on Bend Fixed
Route and Community Connector buses Friday to celebrate the end of the massive storm. Buses will operate on snow routes. Click HERE for details.

Governor Kate Brown has declared a State of Emergency in Deschutes. Coos, Curry, Douglas, Jackson, Josephine, Klamath, Lane, Linn and Marion counties, due to near-record snowfall. It allows state resources, like police the National Guard and ODOT to help the counties recover from the storm. State Senator Tim Knoop (R-Bend) issued a statement expressing appreciation for the declaration and improved coordination, saying, "It's about safety. Given the record-breaking amount of snow fall, we need to ensure that our community is equipped to handle the conditions." The Oregon Office of Emergency Management will coordinate the response.

Photo: courtesy Katie Reece of Redmond
CET Wants Feedback On Possible Expansion

Posted: 2019-03-11 05:47:00 by Danise Lee

BEND, OR -- Cascades East Transit's 2013 Mast Plan needs updating. The agency is now working on a transit plan to take it through 2040. There was a first round of open house events in January, but CET Senior Planner Andrea Breault says six more are scheduled for this month, "The first set, in January, was to get some general feedback on what the public thought in terms of expansion of services. The second round is bringing project ideas, and narrowing the scope." She adds, "An expansion could be expanded service hours of the day, or expanded service meaning we've never provided service to a particular area, or it can mean weekend service, or it could also mean increased frequency."

Breault tells KBND News hearing from people who actually use the service, managed by the Central Oregon Intergovernmental Council, is invaluable, "What I'm really eager to hear back is details to help me understand how the service will be most used." The first of the next round of open house meetings is Tuesday in Sisters. Breault says events will also take place across the region because every county could be impacted by state transportation improvement dollars that are up for grabs, "All three counties, as well as the Confederate Tribes of Warm Springs, will be applying; and we'll be helping those counties apply for those funds and ask for specific expansion of services." Click HERE for a complete schedule of CET open houses.

The data will be compiled and Breault expects a final draft of the Master Plan will be complete and available later this spring.
An Update on Recreation Planning

By Forest Supervisor Shane Jeffries

Despite the record amount of snow we received last month, March and April are sure to bring warmer temperatures and before long people will start planning their summer hiking and camping adventures. This month, I’d like to provide some updates on our recreation program for the Ochoco National Forest and the Crooked River National Grassland.

One question we commonly receive is whether visitation is trending upward. Many people feel like it must be, as do many of us who work for the land management agency, but depending on the location visitation can be difficult to measure. National Forests are very different from National Parks in this regard. There are multiple points of entry to a National Forest, and no one is standing in a ticket booth counting vehicles as they enter and leave.

We sometimes look to the cash receipts and visitation records at our fee sites as one indicator. This only accounts for a portion of our campgrounds (many are free), and entirely misses dispersed campers and other visitors. According to fees collected, visitation at our concessionaire-operated campgrounds has steadily increased by 4 or 5 percent each year. Visitation at Skull Hollow Campground on the Grassland, our busiest recreation site, has increased by about 15 percent each year.

We’ve undertaken other efforts recently to better understand how people are using the Forest and Grassland. Last year, we took part in a yearlong survey called National Visitor Use Monitoring. Employees patrolled select locations throughout the season administering surveys to visitors who wished to provide answers. The survey seeks to measure the volume of recreation visitation and produce descriptions of what types of activities people are pursuing, where they’re travelling from, and how much money they’re spending in local businesses on their trips. The report is not yet available but will be posted to our website once it’s finished.

We also took part in a multi-year online survey that invited people to weigh in on what places they visit across the Ochoco, Grassland and Deschutes National Forests, what they value about different locations, and what types of activities are important to them. That survey, called Human Ecology Mapping, yielded many different responses and emphasized that certain areas of the Forest and Grassland are widely used by many different people, and for a variety of recreation types and uses.

Finally, a 2016 study by the University of Oregon and the US Forest Service, titled “National Forests and Communities: The relationships between land and people in the Pacific Northwest Region,” estimated 172,000 visitors per year to the Ochoco and the Grassland between 2010 and 2015.
Even though we don’t have exact visitation numbers, we are preparing for continued increases in recreation use. The fact that the population across Central Oregon continues growing at a steady clip means we will likely experience something similar on our public lands. To that end, I want to update you on two recent efforts that seek to get out in front of the growth with recreation planning.

Last year, I issued a decision for the Skull Hollow Campground and Trailhead Improvement Project that authorizes up to 32 additional campsites and a number of other improvements to the parking area and trailhead. Skull Hollow has long been a favorite camping spot for overflow visitors to Smith Rock State Park, and a popular recreation area during the spring when other public lands are still under snow. It’s close proximity to Madras, Prineville, Terrebonne and Redmond mean large numbers of people can easily get there. For many years, we’ve been challenged to manage the many different uses taking place in the Skull Hollow area while protecting the natural resources and ensuring visual scenic quality. For instance, tent campers can often scatter across the trailhead blocking access for hikers and equestrians while horse trailers are often parked in multiple directions because there is no defined parking area. We also struggle to control invasive weed infestations, and the fire danger they cause, without well-defined trails, parking and camping areas. Overall, this project will help to alleviate many of these issues and make the experience more enjoyable for visitors.

You may have also heard about a recent proposal from the Ochoco Trails Strategy Group to designate a number of non-motorized trails or trail extensions in the Ochoco Mountains. The National Forest has been working with this group for more than a year, mostly in a technical advisory role, as the group worked through ideas from different user groups for expanded recreation trail opportunities. Last fall, the group’s work culminated in a proposal. They held a public meeting in Prineville to share their ideas. The meeting was well-attended and the group further refined their proposal based on conversations with the public.

The group’s work is very useful for several reasons. Different user groups frequently come to the Forest Service requesting new trails, such as a new equestrian experience or more mountain biking opportunities. It can be difficult to coordinate and balance individual trail proposals with the various other user groups, the conservation community, and the public at large. The Ochoco Trails Strategy Group has done all the coordination on the front end by bringing the different interest groups together for lengthy dialogue and reaching consensus before making a proposal. Their work has the added benefit of originating with local users and groups for a community-based vision, rather than a plan the Agency tries to create for them. The Crook County Chamber of Commerce played an integral role in bringing the group together and the Central Oregon Intergovernmental Council provided professional, third-party facilitation to ensure a fair, transparent process.

Moving forward, the Forest Service plans to take the group’s proposal and apply the customary analysis, which includes seeking and responding to public comments. Our hope is to land on a trail expansion plan that accommodates growing and future use, while protecting the natural and scenic qualities that people enjoy about the Ochoco National Forest. I want to thank the group for all of their hard work on this proposal, and I look forward to more conversation with them, the public, and our new Recreation Program Manager Chris Joosen, as we consider the proposal.
Clearing Bend bus stops took two weeks after snow stopped

It took more than two weeks after record-breaking snowstorms receded for Bend’s bus provider to clear piles of ice, snow and slush from bus stops.

Cascades East Transit, which receives about $1.3 million per year from the city of Bend to operate bus service within city limits, is responsible for maintaining bus stops. By Friday afternoon, the provider had cleared snow and ice from all 234 bus stops, said Michelle Rhoads, the agency’s transportation manager.

“We’ve been clearing them out as quickly as we could,” Rhoads said.

Cascades East Transit taking weeks to clear bus stops meant some people who rely on the buses were unable to make it to work, school or other commitments.
One of those people is Jordan Ohlde, a Bend resident born with cerebral palsy who uses a motorized wheelchair.

Ohlde was not available for an interview by press time, but Carol Fulkerson, a disability advocate with the Central Oregon Coalition for Access and a friend of Ohlde’s, said he was unable to go to work for two weeks. Even if sidewalks were passable, the bus stops were not, Fulkerson said.

“People like Jordan who lost two weeks of work because the sidewalks were impassable, that’s just not acceptable,” she said. “It affects every one of us when Jordan can’t get to work or a student can’t get to school.”

This winter highlighted the need to better prepare for snow, Fulkerson said. A goal of having all bus stops cleared within 24 to 36 hours — which is on par with the city’s requirement that residential sidewalks be clear within 24 hours after snow stops falling — makes sense, she said.

“They need to have a solid plan to get those stops cleared,” Fulkerson said. “There’s got to be some solid action by the city of Bend.”

Karin Morris, the city’s accessibility manager, said she didn’t receive any requests to remove snow from unreachable bus stops, but she knew they existed because she’s seen examples in her own neighborhood.

The responsibility for keeping bus stops clear is spread among three entities: the city, Cascades East Transit and private property owners, she said. The city of Bend plows roads; property owners are required to clear sidewalks adjacent to their properties, and Cascades East Transit is responsible for maintaining bus stops under the 2018 intergovernmental agreement it has to provide bus service within city limits.

“There’s always been discussions about coordinating a better response, but then the snow melts,” Morris said.
The Bend City Council will discuss snow and ice removal during its Wednesday night work session, and Councilor Chris Piper said he wants to talk about transit. That’s in part because of an experience he had March 11.

“I was going down Brookswood and there was an older lady standing on the street, not in the bike lane but in the actual travel lane in front of a bus stop,” he said.

Piper turned around in the roundabout at the intersection of Brookswood Boulevard and Powers Road and drove back to the woman to offer her a ride. She was headed downtown for work, Piper said, and was standing in the road waiting for a bus.

She told him she didn’t feel safe waiting in the road, but she also couldn’t keep asking her friends for rides to work. When Piper drove back by the bus stop later, he saw that it still wasn’t accessible for people with disabilities.

“It’s preventing a lot of people that need transit to get to work from getting to work,” he said. “I want to make bus stops as equal a priority as roads.”

Rhoads, the Cascades East Transit manager, said the bus provider has an inclement weather plan in place. The agency is reviewing the plan and what went well, she said.

Bend has a Dial-A-Ride program for people with disabilities, Rhoads said. It’s only for people who can’t use the fixed-route buses because of a disability.

Four Cascades East Transit employees maintain facilities. With the snow, additional youth crews from the Central Oregon Intergovernmental Council assisted in clearing ice with ice picks from bus stops, Rhoads said.

She said Bend residents need to clear sidewalks as well.

“Our role is to clear the bus stops,” she said. “However, people need to get to the bus stops.”

— Reporter: 541-633-2160; jshumway@bendbulletin.com
Facebook in Prineville announces community grant recipients

PRINEVILLE, Ore. - Facebook's Prineville Data Center has announced its 2019 Local Community Action Grant recipients.

Last Wednesday, Facebook hosted a celebration for the 2019 recipients at the Prineville Data Center, and we were joined at the reception by Mayor Steve Uffelman.

"When Facebook first arrived in Prineville, no one knew quite what to expect of this tech giant," Uffelman said. "From my perspective, it has been a very positive experience. Facebook created jobs, both construction and long term, in a town desperate for an economic boost. It brought revenue through the jobs to local merchants. It purchased land from the county to help heal the county’s reserves.

"Through franchise fees of power consumption, Facebook expanded a revenue stream to the city which has permitted us to address fundamental shortages in police, infrastructure and debt. And, Facebook created the
visibility of Prineville to help us attract more industry while being stewards of and assisting us with environmental issues."

"One of the many benefits Facebook brought was its active, participatory presence in the community. Facebook has contributed significantly to the schools on a variety of fronts by helping with technology as well as providing sports uniforms among other contributions. Above and beyond all negotiated agreements, Facebook provides community grants to aid local projects and needs. Facebook has treated the city well.”

Andrew Gold, Facebook Prineville Data Center Site Manager: "The Community Action Grants initiative is an important program that allows Facebook to promote STEM education and positively impact the community. We are incredibly proud to work with these schools and nonprofits who share our goal of helping Prineville be a wonderful place to live and work.”

Steve Forrester, City Manager: “Facebook being in Prineville started with a conversation, and today I am amazed when I tour the facility how many local people from millworkers, to retail workers, are now transitioned to the tech industry. The tech job opportunities have changed peoples lives for the better, and strengthened this community.”

2019 Facebook Prineville Data Center Local Community Action Grant Recipients

Barnes Butte STEM Club
$1,000
This grant will support a variety of STEM projects, including Arduino kits, rockets for an aerospace unit lesson and materials for building projects.

Better Together Central Oregon
$10,000
This grant will help establish an internship coordination system in Prineville, linking the business community and schools with meaningful internship opportunities.

Central Oregon Trail Alliance (COTA)
$44,641.12
This grant will support building mountain bike skills pods along the trail, to be built by volunteers. Additional budget will go toward maps, a kiosk, benches and picnic tables.

Central Oregon Intergovernmental Council (COIC)
$18,450
This grant will support COIC's ability to serve students through smart-board
technology interfaced with laptops to create an interactive learning experience.

**Crook County High School - Art Department**  
**$5,650**  
This grant will provide photo and video equipment, software, drone cameras, and licensing for the art department to create a semester-long, project-based elective every semester.

**Crook County High School - Eugene Southwell Auditorium**  
**$14,000**  
This grant will provide a professional-level lighting system for the auditorium, which also serves as a community performing-arts space.

**Crook County High School - Script Writing Software**  
**$2,600**  
This grant will provide site licenses for the high school computer lab, to be used by several classes including the Advanced Drama, Creative Writing and Playwriting programs.

**Crook County Kids**  
**$6,497.98**  
This grant will help with STEM learning through the purchase of Spherorobotics kits, which teach programming and coding skills through customized lesson plans.

**Crook County Middle School**  
**$3,059.90**  
This grant will support computer hardware and software to enhance movie-making, storytelling, and writing and editing skills.

**Crook County Parks and Recreation Foundation**  
**$5,000**  
This grant will help to support a Movies in the Park series.

**Crook County School District**  
**$12,916**  
This grant will support literacy in Crook County by using Educational Software for Guiding Instruction, a web-based assessment and reporting system.

**Crook County School District**  
**$9,500**
This grant will support creation of a Growing Spaces greenhouse for STEM education.

**Crook County School District**  
**$6,225**  
This grant will support the school district's benchmark assessments through the use of the Leveled Literacy Intervention (LLI) system.

**Crook County School District**  
**$14,660**  
This grant will help provide Lego® Mindstorm kits, solar car challenge kits, windfarm kits, and additional hardware and software to support STEM and literacy in the school district.

**Crooked River Watershed Council**  
**$22,300**  
This grant will support local participation in the Oregon State Career Technical Education (CTE) program, helping students realize professional development opportunities in Technology, Agriculture, Culinary Arts, Business/Marketing and Mechanics, and Natural Resources Management.

**High Desert Museum**  
**$5,000**  
This grant will support art and landscape design projects for Crook County High School students, fostering a passion for the arts, connecting them to their community, and challenging them to explore innovative approaches to the arts.

**Stepping Stones**  
**$3,500**  
This grant will help combat generational poverty by providing access to technology, after-school programs, financial education, and more to thousands of low-income families, veterans, refugees, seniors and people with disabilities. The local program will focus on senior residents at Ochoco Manor in Prineville.

**Prineville Kiwanis Foundation**  
**$25,000**  
This grant will help support construction of a community splash park.

Learn more and follow us at [facebook.com/prinevilledatacenter](http://facebook.com/prinevilledatacenter).