

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: March 5, 2020	City of Redmond Public Works Department 243 E Antler Ave., Redmond, OR	Prepared by: B. Taylor Reviewed by: T. Baney
<p>COIC Board Members: Commissioner Patti Adair, Deschutes County; Commissioner Jerry Brummer, Crook County; Councilor Bruce Abernethy, City of Bend;; Councilor Bartt Brick, City of Madras; Councilor Denise Keeton, City of Metolius; Councilor Jay Patrick, City of Redmond; Councilor Nancy Connolly, City of Sisters; Councilor Don Greiner, City of La Pine; Brigette McConville, Confederated Tribes of Warm Springs; Katie Condit, Appointed Board Member representing Deschutes County, and Katy Brooks, Appointed Board Member representing Deschutes County.</p> <p>COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Andrea Breault, Senior Transit Planner; Derek Hofbauer, Outreach and Engagement Administrator, and Josh Lagalo, WIOA, Youth Education and Training Program Manager</p>		
Agenda	Discussion	Action Item
Call to Order	<p>Chair Brummer called the meeting of the COIC Board of Directors to order at 5:30 pm.</p> <p>Introductions were made by all those in attendance.</p>	
Service Story	<p>Josh Lagalo, WIOA, Youth Education and Training Program Manager opened the meeting by sharing a success story from one of the students the COIC Youth Education and Training Program serves. Mr. Lagalo reminded the Board that in October 2019, a work crew leader obtained his drone license from the FAA and had been using the Unmanned Aircraft System (UAS) as part of a step-by-step curriculum by which the Work Education Program assisted youth to obtain their FAA license. Mr. Lagalo noted the program to get certified was very rigorous but one 18 year old, referred to the program through DHS, not only completed the program receiving his drone license but also completed his GED. Mr. Lagalo added the 18-year old is the first to complete the program and they are excited about the opportunities the youth will have. He said the license could open doors for gainful employment with government agencies such as police and fire departments, federal agencies and private employers.</p>	
Public Comment	<p>Ken Fuller, PE, Engineering and Land Surveyors Board Director, State of Washington Agency, introduced himself to the Board. He added that he is a resident in the Hawthorne neighborhood and wanted to address the Board regarding Hawthorne Station concerns. Mr. Fuller informed the Board that he played a lead role in the creation of a fixed route transit system when he served as a Public Works Director for the City of Bend.</p> <p>He added at the time, Hawthorne Station was thought to be a temporary location that would need to be moved when the transit system grew. He reported that currently, many large busses block traffic and visibility for</p>	

Board Approved 5.7.20

	<p>neighborhood and business traffic creating a safety concern. Mr. Fuller said that the moving of the Hawthorne Station is in the CET Master Transit Plan but it is not a priority and rather considered in the 10-year plan within the Bend Transportation System Plan (TSP). He asked the Board to please push the Hawthorne Station improvement plan to the near future 2-year plan.</p> <p>Ms. Baney thanked Mr. Fuller for his knowledge and investment in transportation. She noted the Board is in receipt of a letter sent out by Hubble Communication on behalf of the Hawthorne neighbors and intends to respond to the letter.</p>	
<p>Consent Agenda</p>	<p>Chair Brummer entertained a motion from the Board to approve the consent agenda which contains minutes from the February 6, meeting as written. Councilor Patrick made a motion to approve the consent agenda, Councilor Griener seconded; the motion carried.</p>	<p>Motion: Councilor Patrick made a motion to approve the consent agenda, Councilor Griener seconded; the motion carried.</p>
<p>Public Transportation Service Provider Safety Action Plan</p>	<p>Andrea Breault, Senior Transit Planner, informed the Board that recipients of Federal Transit Administrations 5307 funds which are awarded to cities with a population of 50K or more are required to create a Public Transportation Agency Safety Plan (PTASP). She added that agencies with a relatively small fleet can choose to join their States Department of Transportation’s larger plan, and COIC chose to partner with ODOT and their consultants to create a PTASP. The PTASP identifies safety performance targets and ensures the organization is doing its best in safety operations by developing processes and procedures to implement safety management systems.</p> <p>Ms. Breault noted the plan establishes the roles and responsibilities of staff who will be providing resources necessary to achieve the goals and objectives of the plan. She added the main component of the plan details an Employee Safety Reporting Program which outlines actions required when involving a safety concern, hazard identification procedures, risk assessment and mitigation, accident review process, and on-going training. She said the Chief Safety Officer will monitor day-to-day operations and work with staff to identify and mitigate risk through evaluation, feedback, and data analysis.</p> <p>A question was asked about the roles specifically if any new jobs were created. Ms. Breault reported that no additional jobs were created, just additional roles added to current employees’ job descriptions.</p> <p>Chair Brummer added that a motion is needed to approve the Public Transportation Agency Safety Plan. Councilor Greiner made a motion to approve the Public Transportation Agency Safety Plan, Councilor Abernethy seconded; the motion carried.</p>	<p>Motion: Councilor Greiner made a motion to approve the Public Transportation Agency Safety Plan, Councilor Abernethy seconded; the motion carried.</p>

<p>Regional Public Transportation Advisory Committee Member Recruitment</p>	<p>Derek Hofbauer, Outreach and Engagement Administrator reminded the Board that the Regional Public Transportation Advisory Committee (RPTAC) is a committee that assists COIC/CET regarding public transportation needs, services, planning efforts, initiatives, outreach rider concerns, and policies. He reported that RPTAC members are appointed by the COIC Board and serve two-year terms; not to exceed more than three consecutive two-year terms.</p> <p>Mr. Hofbauer reported that in January they launched a recruitment process encouraging people to apply through many different avenues including newsletters, social media, partner emails, meetings, flyers, etc. He added that 36 applications were submitted by the due date with most being completed via the online form. Applications of qualified individuals were received from each major city of the region indicating successful outreach recruitment efforts.</p> <p>Mr. Hofbauer reported that a scoring committee comprised of COIC Board members, staff of COIC, ODOT, and Central Oregon Coalition on Access scored the applicants based on many different criteria. He added that the RPTAC bylaws state the committee shall consist of at least 13 members consisting of five members representing Bend; two representing Redmond; one member each representing La Pine/Sunriver; Sisters; Prineville/Powell Butte; Madras; Culver/Metolius, and Warm Springs.</p> <p>A question was asked if the committee was a new committee or if there are any current members or returning members. Mr. Hofbauer reported that the committee is being refreshed thus all new members will be appointed. Ms. Baney added that the interaction with the committee will be advisory in nature to the COIC Board. The number of committee members was discussed. A comment was made that it is important to have geographic interest on the committee but not sure a bigger committee would be beneficial.</p> <p>Mr. Hofbauer noted the next step would be for the Board to review the applicants for consideration of appointments. After discussion, the Board agreed that a sub-committee should be created to review the applications and consideration of appointments to determine if any follow-up calls or interviews with applicants are needed. The committee would then narrow down the field for a final recommendation to the Board members for appointment.</p> <p>COIC Board members interested in serving on the subcommittee include Councilor Abernethy, City of Bend; Tribal Council Member, Brigette McConville, Confederated Tribes of Warm Springs; and Katie Condit, Appointed Board Member representing Deschutes County. Mr. Hofbauer said he would email the sub-committee the applicants with their scores to determine if additional information is needed prior to a final recommendation to the Board.</p>	
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<p>CET 2040 Master Plan Update</p>	<p>Andrea Breault, Senior Transit Planner, reviewed with the Board the updated 2040 CET Transit Master Plan. She informed the Board that agencies such as CET need to have the plan to project future projects and allow CET/COIC to apply for future funding; a mechanism to get more money to operate an expanding system. Ms. Breault said this plan will be referenced in the new Statewide Transportation Improvement Fund (STIF) for service expansions.</p> <p>Ms. Breault reviewed with the Board deliverables of the plan including the service and capital plans. She added the service plan notes what we can implement with funding scenarios and the capital plan speaks to infrastructure.</p> <p>Councilor Brick inquired if the capital plan is the one that would speak to the Hawthorne Station concern specifically, relocating the building? Ms. Breault added that the capital plan is specific to the fleet, maintenance, and amenities. She added the service plan, and other plans talk about service-related solutions such as relying less dependently on a hub and spoke model and more on mobility hubs to allow the transition of some routes, eliminating congestion of the Hawthorne station. She noted that they have mapping and visual locations identified in Bend for small transit centers or mobility hubs and regionally, the concept of mobility hubs and small transit centers are beginning to enter the conversation as well. Ms. Breault noted they are working with major partners like St. Charles and OSU to help build up the mobility hub locations making them more attractive for the identified locations in Bend. Ms. Breault added that the Bend Specific Needs Assessments speaks to the concept of mobility hubs in greater detail however, the details do not include a timeline for the relocation of the building.</p> <p>Ms. Breault reported the next steps include the implementation plan noting how to make the goals of service a reality as well as a development plan which will begin to bring in policies and goals that tie into the vision of CET. In addition, the community pull out sections will also be developed. Ms. Breault said cities have Transportation System Plans (TSP) which is what they use for funding for pavement, street repairs, etc., the efficiency of CET’s plan is it allows cities to pull out sections of the main plan to insert into their TSP plan so the language is consistent.</p> <p>Ms. Breault gave the Board a summary of public outreach including the committees, local open houses, and a local agency briefing scheduled for the summer. She noted public outreach engagements bring people together to understand transportation needs and get feedback. Ms. Breault gave the Board a summary of internal work as well including project management team meetings, project steering committees and coordination with on-going regional plans.</p> <p>Goals and policy highlights were reviewed including embracing technology to be more competitive in the transportation field, smaller more nimble fleets to match service models, coordination with all other on-going</p>	
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plans in the region, the ability to display real-time transportation information in areas throughout Central Oregon and having more robust mobile apps for customer-facing information. Ms. Breault added that CET/COIC is going out for procurement for a new Computer Automatic Dispatch (CAD) technology which will allow them to see where busses are in real-time. She added that the hope is to have the CAD implemented by 2021.

Ms. Breault highlighted the top service enhancements for the region including more frequent service along transit corridors in Bend; increase service to Redmond in Madras; implementing service to Mt. Hood in Warm Springs; expanding the service areas in Sisters; connecting Juniper Canyon to Prineville in Prineville; servicing Sunriver Resort for La Pine, and introducing intra-city services including service to the airport and COCC in Redmond. Top capital needs for the various locations were highlighted including mobility hubs and the future of Hawthorne Station in Bend; small hub at the new St. Charles campus in Madras; small hub at the Commissary site in Warm Springs; future hub site northwest of downtown Sisters; adding more bus stops in Prineville; adding features to the La Pine bus station, and expanding future hub maintenance sites in Redmond. Ms. Breault informed the Board that the full list of material can be found at CETtransitplan.com.

A question was asked if the material in the plan is the same as when the plan started back in 2018 or if there are any provisions in place for when or if the plan needs change. Ms. Breault noted they have provisions in place to make projects come to fruition including a 4% escalator in terms of operating costs per year, a 3-4% increase in estimates in STIF and a 2-3% increase in fares.

Ms. Breault informed the Board that they will be asking the Board to adopt the plan in June or August.

A question was asked if there will be ample reading time prior to the Board being asked to make decisions specifically with regards to the Hawthorne conversation. Ms. Breault said this plan addresses funding needs without pigeonholing us to certain locations. She said the Bend TSP is doing their job to create placeholders to help with our capital needs and CET plans to apply for funds through STIF; three outlets for future sites. She noted that although the neighborhood association would like specifics, the organization is setting up steps for funding at this time.

A question was asked if there is a plan going forward to eliminate bigger busses in the Hawthorne area. Ms. Breault said the purchasing of fleets has taken on a different philosophy and they are looking at shorter, more user-friendly buses.

	<p>Ms. Baney added that at the last meeting, the Board approved the application for replacement vehicles. She said the application was submitted and the organization was able to leverage funding to have hybrid kits on those buses as well as smaller more nimble fleets.</p>	
<p>Adult and Youth Program RFP</p>	<p>Josh Lagalo, WIOA, Youth Education and Training Program Manager informed the Board that on February 24, East Cascades Works publically released the Request for Proposals for the WIOA grant funds for both Youth and Adult Dislocated 1B programs. Mr. Lagalo added that both Youth and Adult have been the recipient of these funds for over a decade and the funds help support youth work experiences and adult training expenses for Crook, Deschutes, Jefferson Counties and the Confederated Tribes of Warm Springs. Mr. Lagalo said he is seeking Board approval to apply for the grants since the deadline for submission of the required intent to apply is Monday, March 23.</p> <p>Mr. Lagalo noted if the funds are not granted to COIC, they would need to be inventive on new lines of business since they would not be able to run the youth programs in a similar manner as they do currently.</p> <p>Councilor Patrick made a motion to approve the submission of required intent for both Youth and Adult, Katie Condit, Appointed Board Member representing Deschutes County seconded. The Board was asked to hold their vote until after another fund request was reviewed.</p> <p>Michelle Williams, Fiscal Services Manager informed the Board that there is a Request For Proposal due March 17, from the State of Oregon Department of Human Services –Office of Self-Sufficiency Programs. She added the request is a late addition to the meeting material and a handout of the request was disseminated.</p> <p>Ms. Williams said the State of Oregon, acting through the Department of Human Services is issuing a request for proposal for expanding services under the Temporary Assistance for Needy Families (TANF) program. She said TANF offers low-income Oregonians cash assistance support to meet basic needs as well as access to employment and training services under the Job Opportunity and Basic Skills (JOBS) program. Ms. Williams said we currently have the TANF JOBS contract and would not be an extension of our current services. She added that the request of the Board is to approve \$2,500 in regional capacity funds (dues funds) to support COIC staff time to respond to the RFP. She added that staff will obtain 2 letters of recommendation stating we are in good standing with our current JOBS program, document our program, delivery method, and tracking process, and work with fiscal to determine the program delivery cost spending no more than 80% staff time and at least 20% support services towards training and education.</p>	<p>Motion: Councilor Patrick made a motion to approve the submission of required intent for both Youth and Adult as well as the capacity fund request of \$2500 to support staff time to respond to the DHS RF, Katie Condit, Appointed Board Member representing Deschutes County seconded; the motion carried.</p>

	<p>Councilor Patrick made a motion to approve the submission of required intent for both Youth and Adult as well as the capacity fund request of \$2500 to support staff time to respond to the DHS RFP, Katie Condit, Appointed Board Member representing Deschutes County seconded; the motion carried.</p>	
<p>Executive Director Report</p>	<p>Ms. Baney reminded the Board that jurisdictional dues invoices will be mailed out soon.</p> <p>Ms. Baney reported that a letter from Hubble Communication was sent to the COIC Board of Directors regarding the Hawthorne Station. She said they are asking for clarity for when the station will be moved; a question that cannot at this time be answered. Ms. Baney said the building was purchased using ConnectOregon funds with restrictions on the building for 20-years. She added that they have secured a grant to help renovate the interior of the building including floors, lighting, restrooms, and update the front ADA compliant door. She noted that alongside Hubble Communications, they walked the exterior of the building and identified ways to improve the flow of buses. Ms. Baney said the organization does not have capacity funds, bonds, or STIF funds to be able to move the facility at this time. She said at a recent City Club event, she spoke about how transportation is moving more to a hub and spoke model rather than one central location dispersing access around the city.</p> <p>Ms. Baney reminded the Board that COIC has increased security around the Hawthorne campus, opened a smoking area to discourage folks from smoking in the parking lots of adjoining businesses or neighborhoods. She said they have also been working with the City of Bend to make street safety improvements by removing parking on one side of the street on 4th street. Ms. Baney said they will continue to communicate with Hubble Communications but at this time cannot commit to a timeline. Ms. Baney noted that ODOT is also watching the situation closely, reminding COIC of the restrictions on the building.</p> <p>A question was asked if additional hub and spoke locations are an allowable expense for STIF money. Ms. Baney replied yes. She added that once a plan is in place showing funding streams, etc, they can take the plan to the Transportation Commission for approval. Councilor Abernethy added that if the bond fund passes in May there may be some flexible funds for additional improvements. He added that the City is being as responsive as they can albeit it is not as fast as some may want.</p> <p>Ms. Baney reminded the Board that the Medicaid Brokerage contract with PacificSource sunsets March 31. They will be dissolving the CERC department and rebuilding the transportation department keeping the fee for service part which amounts to approximately 10% of the current business. Ms. Baney added that they recently renegotiated the PacificSource contract to cover costs, which includes the incentive, and severance for current employees of CERC. She reported that PacificSource is hiring for 50 positions and they are working with them to conduct on-site interviews with the current CERC team. In addition, our WorkSource rapid response team will be</p>	

	<p>on the premise to help CERC employees with resume training, resilience building and to ensure they feel supported.</p> <p>Ms. Baney added that the Strategic Plan including timelines will be brought to the Board in April. She said they are still currently working on timelines for deliverables.</p> <p>Ms. Baney reported that an HR Manager was hired for COIC and will begin March 23. She added the Manager came to COIC from PacificSource and we are all excited to have her on-board. Ms. Baney noted that the ¾ time legal counsel will be coming on board the end of the month. The legal counsel position will help tighten internal controls regarding contracts and labor laws.</p> <p>Ms. Baney informed the Board that they had a 95% response rate for the Diversity Equity and Inclusion survey. She noted the results will be summarized and brought to the Board in the near future.</p>	
Executive Session	Chair Brummer called the Meeting of the COIC Board of Directors into executive session at 6:58 pm pursuant to ORS.192.660 (2) (a) to consider the employment of a public officer, employee, staff member or individual agent. The Board came out of executive session at 7:26 pm, no motions were made.	
Regional Round Table	Some in attendance shared with the group happenings, successes, and challenges in their communities.	
Other Business Announcements	Chair Brummer informed the Board that the Executive Committee met with Ms. Baney for her annual review. He noted the review was very positive and the Committee agreed to a \$5K yearly incentive as written in her contract. Chair Brummer thanked Ms. Baney for her leadership and goal setting for this year and next.	
Adjourn	Chair Brummer adjourned the meeting of the COIC Board of Directors at 7:35 pm	