

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: September 3, 2020	Virtual Meeting - Conference call	Prepared by: C. Williams Reviewed by: T. Baney
<p>COIC Executive Committee Member: Commissioner Wayne Fording, Jefferson County; Commissioner Jerry Brummer, Crook County; Commissioner Patti Adair, Deschutes County; Councilor Bartt Brick, City of Madras; Councilor Bruce Abernethy, City of Bend; 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; Bridgette McConville, Representing Confederated Tribes of Warm Springs, and Katy Brooks, appointed member representing Deschutes County.</p> <p>COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Peter Werner, Legal Counsel; Derek Hofbauer, Outreach and Engagement Administrator; Racheal Nellis, HR Manager; Rachel Zaken, Transit Planning Specialist; Dana Dunlap, Adult Programs Manager; Andrea Breault, Interim Transportation Director, and Dustin Molieri, IT Manager.</p> <p>Guests: Jordan Ohlde, Carol Fulkerson, Brian Potwin, Gregory Bryant, Richard Ross, David Amiton, Andrew Conlon, and Sonya Littledeer-Evans</p>		
Agenda	Discussion	Action Item
Call to Order	<p>Chair Brummer called the September 3 meeting of the COIC Board of Directors to order at 5:30 p.m.</p> <p>Tammy Baney facilitated attendance and introductions by roll call.</p>	
Service Story	This item was moved to the October agenda.	
Public Comment	<p>Brian Potwin, Commute Options, emphasized the longtime partnership between Commute Option and COIC and CET. The values of both entities play a vital role for Commute Options and for the region's transit network. Commute Options supports CET's 2040 Transit Master Plan. Mr. Potwin commended CET's performance with its current resources; however, the plan will meet the population's growing and changing needs over a realistic timeline horizon. Commute Options believes that switching from a central hub and spoke network to mobility hubs with smaller buses will generate a more streamlined and more efficient transit system. Mr. Potwin acknowledged the plan's importance for next steps in the region's transit future. Commute Options urged the Board to support the 2040 Transit Master Plan. Mr. Potwin added that the plan would support K-12 transportation. Commute Options has partnered with CET to provide transit rider trainings, and they would like to see more trainings in the future.</p> <p>David Amiton, ODOT Region 4 Planning Manager, is speaking on behalf of the Region 4 Transit Coordinator, Theresa Conley. Mr. Amiton voiced ODOT's support for CET's 2040 Transit Master Plan. In partnership with DLCD, ODOT provided funding for the transit development planning through the</p>	

	<p>Transportation and Growth Management (TGM) program. This program supports planning efforts that address the intersection of transportation and land use with the goal of delivering plans that lead to more livable, sustainable, and economically vibrant communities; ODOT believes that the 2040 plan achieves these goals. The plan emphasizes improved transit service on primary transit corridors, it establishes a forward looking framework for multi-centric transit hubs and amenities, and it advances transit's supportive code language for jurisdictions throughout central Oregon. It provides practical solutions for improved service quality that will immediately benefit riders in urban and rural areas. In the short and medium term, it provides a roadmap for expanding and building out existing service. The plan's long-term recommendations create an integrated transit system that balances frequency, reliability, coverage, and fiscal responsibility in service of urban and rural residents. ODOT also recognizes that long range plans cannot be everything to everyone; to that point, the plan was not scoped to include a full capital and feasibility plan on developing multimodal hubs or transit stations. ODOT has heard the community requests for this, and a feasibility study would be the next step in responding to those requests. Mr. Potwin noted that the Bend MPO has already submitted an application for TGM funding to complete the studies. Similarly, an in-depth station sighting analyses would be appropriate for a focused and refined plan in the future. ODOT is confident that the 2040 Transit Master Plan provides a foundation for embarking on future efforts and provides flexibility for incorporating outcomes in regional transit system.</p> <p>Jordan Ohlde, transit advocate, submitted a message in the Zoom chat.</p>	
<p>Consent Agenda</p>	<p>The consent agenda, including the minutes from the August 6, 2020 Board of Directors meeting as written, was moved by Councilor Abernethy and seconded by Councilor Greiner; the motion carried.</p> <p>Vote: 11 yay, 0 nay Commissioner Fording: yay Commissioner Brummer: yay Commissioner Adair: yay Councilor Brick: yay Councilor Abernethy: yay Councilor Keeton: yay Councilor Patrick: yay Councilor Connolly: yay Councilor Greiner: yay Bridgette McConville: yay Katy Brooks: yay</p>	<p>Motion: Councilor Abernathy made a motion to approve the consent agenda and Councilor Greiner seconded; the motion carried.</p>

<p>DEI Assessment Overview</p>	<p>Prior to diving into the DEI Assessment Overview, Tammy Baney took a moment to address the incident that occurred on August 20, 2020. Ms. Baney emphasized that the event was unfortunate and unacceptable, and it further highlights the need to proceed with the DEI work to be discussed in this agenda section. Ms. Baney described the actions that COIC is taking to ensure the incident will not be repeated in the future and noted that an update will be provided at the October meeting. Ms. Baney stressed the importance of looking at our internal processes for continual reflection and evolution. On that note, Ms. Baney expressed her gratitude for Ms. Littledeer-Evans' work on phase one of the DEI Assessment.</p> <p>Next, Sonya Littledeer-Evans gave a high-level overview of the assessment process and the outcomes. The assessment process consisted of electronic assessments with a handful of in-person interviews trickled in, site assessments, review of public facing materials and communications, as well as CET's services. Ms. Littledeer-Evans noted that although there are areas to improve, she observed that the COIC staff members are committed to incorporating DEI into their work and the workforce.</p> <p>Sonya presented the recommendations from phase one: develop leaders as DEI champions; diversify the workforce and ensure equity at all levels; provide staff development trainings at all levels of the organization to increase proficiency; build community engagement; build organizational capacity; and develop strategies and benchmarks. Additional details on each recommendation can be found in her presentation slides.</p> <p>Ms. Baney concluded by commending the work of Derek Hofbauer in garnering the high amount of participation from COIC staff for the assessment. COIC's DEI Committee is growing and will be charged with creating a work plan for integrating DEI into the workforce. For Phase 2, there will be a request to bill that time somewhere, and Ms. Baney will be requesting around \$15,000 – \$20,000 at the next Board meeting.</p>	
<p>Review of Recommendations and Suggestions of COICs Bylaws and Articles of Agreement</p>	<p>Peter Werner is overseeing the updates to the COIC Bylaws and Articles of Agreement. Both documents are several decades old, and are being reviewed for areas of improvement. Mr. Werner provided recommended solutions to the outdated areas, but looks to the Board members to ultimately determine the updates.</p> <p>Prior to the meeting, Dave Doyle provided two constructive comments to the document that tighten the language and its implications. Councilor Abernathy pointed out page 184, regarding the removal of section 13.4. It would remove the governmental coordinating committee for budget processes. Mr. Abernathy's concern was that if this section were to be removed, there would be no implicit or explicit</p>	

process for presenting the budget. To which, Mr. Werner clarified that the budget process is already spelled out in local government statute, therefore it does not need to be prescribed in the Articles.

Tammy Baney asked the Board members if they would prefer to have a written statement in the Articles that declares COIC's commitment to following and upholding all state and local statutes. The Board confirmed their support for such a statement. Peter Werner will be adding the general statement to the Articles of Agreement.

One item that transcends both documents is the makeup of the appointed membership. The discussion on this topic delved into the makeup and purpose of the Executive Committee as well as the membership requirements spelled out in both the Bylaws and the Articles. Mr. Werner directed members to section 6.2 of the Articles and section III.b.2 of the Bylaws. The Board members noted that there is a need for more flexibility in the membership sections; their reasoning surrounded the constantly evolving priorities and needs for the regions and their constituents.

Board members generally agreed that all decisions be made by the Board, and not by the Executive Committee. With further discussion, the purpose and roles of each group was clarified. The Executive Committee serves to make recommendations to the Board, with the Board as the final approval. However, Councilor Greiner recommended that the Bylaws allow the Executive Committee to have emergency power in timely and urgent situations. The Board will continue this discussion and finalize roles at a later meeting.

Next, the discussion turned towards creating a more seamless leadership situation for the Board. Presently, the chair and vice chair of the Board are not the chair and vice chair of the Executive Committee, which presents issues of discontinuity. Most members agreed that this is not the most logical set up for the Board's leadership. As a result, the conversation shifted to the makeup of the Executive Committee, which will be further discussed at the next meeting. Much of today's conversation surrounded the desire for elected officials to be in the Board's leadership positions, as well as the question of whether appointed officials can be in leadership at any capacity.

There was general consensus that the Board should be expanded from two to five members, with two of the members being the chair and vice chair, and one member being the finance chair, leaving two seats to be decided on at the next meeting.

	<p>Commissioner Adair made it known that her perspective is that only commissioners should be chair of the Board and now respectively the Executive Committee. Her reasoning resided in the number of votes and constituents that commissioners inherently have in their role.</p> <p>Councilor Abernathy voiced his counter perspective, which is that the chair should be open to any elected official in the name of diversity, equity, and inclusion.</p> <p>Katy Brooks added her experience with boards and her observed best practice, which is that the general commitment be that the Executive Committee is diverse and representative however that may be accomplished.</p> <p>The Executive Committee along with Tammy Baney and Mr. Werner will be taking into account today's conversations and creating a package of suggestions and solutions for the Board to consider at the next meeting.</p>	
<p>Hawthorne Station Update</p>	<p>Tammy Baney referred the Board to her memorandum in their meeting packets.</p> <p>Hawthorne Station was purchased with a Connect Oregon Grant. With that grant, it is required that the building stays in public purpose for a 20-year period of time. That timeline began on July 29, 2011. However, Ms. Baney noted that the requirement can be requested to be transferred if there were an idea and the funding to be able to meet the transit network needs another way.</p> <p>COIC is looking at the short term needs of Hawthorne Station as well as strategizing for the future needs. Much of the short term solutions surround pressing requests from the neighboring businesses and homes. COIC has been listening, improving and accommodating the community needs where they can. Examples of this include: securing a grant to modernize the interior spaces for increased ADA accessibility and sanitization practices; prohibiting parking on the east side of 4th street; securing a grant to hire an engineer to look at the property and add value via additional parking and bus staging, as well as address any other structural improvements; establishing punitive measures for blocking the alley way; increasing the hours of security and extending the provisions of security to the neighboring homes; changing security personnel uniforms to say "security" rather than "agent", since agent can have negative connotation with community members; creating a designated smoking area; and adding a new pedestrian cross walk on Hawthorne Avenue and 3rd Street.</p>	

	<p>Next, COIC will be exploring land availability for future transit or mobility hubs. They are currently working with ODOT to evaluate surplus lands that may no longer be of utility to them. Ms. Baney sought a broker’s opinion on Hawthorne Station in order know the value of the asset when proceeding with strategic planning and value added improvements to the property. They will also be establishing a Facilities Committee to ensure that improvements add value and are not a loss of public funds. Moreover, their decisions would be strategically aligned with the needs of the 2040 Transit Master Plan and the needs of the Hawthorne Avenue Neighbors.</p> <p>COIC supported the City of Bend’s Transportation Bond, and there is \$9 million for transit funding included in the bond. Ms. Baney noted that the funds are for capital projects and not operations, which provides an opportunity to leverage funds. Furthermore, there is an estimated tax revenue of \$500,000 - \$1 million with COIC’s support of the Bend Urban Renewal Advisory Board’s transit streetscape.</p>	
<p>RPTAC Planning Effort Update</p>	<p>At the RPTAC meeting on August 19, 2020, the members unanimously recommended the plan for adoption to the COIC Board of Directors.</p> <p>Mr. Hofbauer provided a CET funding overview, which can be found in his presentation slides. He noted the amount coordination and alignment with other plans, namely Bend’s Climate Action Plan, TSP, MPO MTIP Goals, and the Deschutes’ ITS Plan. Mr. Hofbauer mentioned the robust level of outreach, participation and input that went into designing the plan.</p> <p>The Bend Metropolitan Planning Organization (MPO), in partnership with COIC, is seeking funding for a Mobility Hub Feasibility Study through an ODOT grant. The Transportation Bond revenue will partially be allocated to enhancing transit corridors, creating mobility hubs, and procuring a smaller, more nimble bus fleet. Mr. Hofbauer emphasized the need for a new tax base, which begs a future discussion of evolving into a transit district.</p> <p>The 2040 Transit Master Plan incorporates DEI language and a DEI lens in each initiative. Revisions to the plan were based on public comments and feedback from the Hawthorne Avenue Neighbors and include reducing transfers at Hawthorne Station, expanding connections, exploring the use of alternative fuel vehicles, hiring bi-lingual staff, designing well-lit and accessible bus stops, and accelerating project timelines if funding becomes available sooner than anticipated.</p> <p>Although there was wide support for the 2040 Transit Master Plan, there were corresponding recommendations that the plan be more aspirational. With that request, staff and a subgroup of the Regional Public Transportation Advisory Committee (RPTAC) will likely add an “aspirational” component</p>	

	<p>of the plan to capture the vision of transit evolving into a major player in the region's infrastructure and a project list unconstrained by funding needs.</p> <p>After the vote on CET's 2040 Transit Master Plan, Richard Ross delved into the details of the aspirational component of the plan. Mr. Ross informed the Board the RPTAC will be returning to the Board with an aspirational statement to be considered. Councilor Abernathy commended this decision and looks forward to the results.</p>	
CET Transit Master Plan	<p>Councilor Abernathy motioned to approve the CET 2040 Transit Master Plan, Councilor Greiner seconded; the motion carried.</p> <p>Votes: 10 yay, 0 nay Commissioner Fording: yay Commissioner Brummer: yay Commissioner Adair: yay Councilor Brick: yay Councilor Abernathy: yay Councilor Keeton: yay Councilor Connolly: yay Councilor Greiner: yay Bridgette McConville: yay Katy Brooks: yay</p>	<p>Motion: Councilor Abernathy motioned to approve the CET 2040 Transit Master Plan, Councilor Greiner seconded; the motion carried.</p>
Regional Roundtable	No updates or comments were shared.	
Other Business / Announcements	Ms. Baney thanked Mr. Hofbauer and the entire team of people who worked diligently on creating the 2040 Transit Master Plan. Ms. Baney also expressed her utmost gratitude the Barbara Taylor who will no longer be employed with COIC. Ms. Baney acknowledged all of Ms. Taylor's hard work and help provided throughout her time with COIC.	
Adjourn	Chair Brummer adjourned the meeting at 7:45 p.m.	