

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: December 3, 2020	Virtual Meeting - Conference call	Prepared by: H. Bullock Reviewed by: T. Baney
<p>COIC Board Committee Members: Commissioner Jerry Brummer, Crook County; Commissioner Patti Adair, Deschutes County; Commissioner Wayne Fording, Jefferson County; Councilor Bartt Brick, City of Madras; Councilor Bruce Abernethy, City of Bend; Councilor Don Greiner, City of La Pine; Bridgett McConville, Representing Confederated Tribes of Warm Springs; Nancy Connolly City of Sisters; Katy Brooks Bend Chamber of Commerce</p> <p>COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Deputy Director and Fiscal Services Manager; Peter Werner, Legal Counsel; Andrea Breault, CET Transportation Director; Dana Dunlap, Adult Programs Manager; Scott Aycock, Community and Economic Development Director; Derek Hofbauer, Outreach and Engagement Administrator; Hannah Bullock, Executive Administrative Assistant; Ashley Thunell, Adult Education Department; Sienna Fitzpatrick, CED Department;</p> <p>Guests: “The Brubakers”</p>		
Agenda	Discussion	Action Item
Call to Order	Vice Chair Abernethy called the November meeting of the COIC Board of Directors to order at 5:33 p.m. Tammy Baney facilitated attendance and introductions by roll call. A quorum was present during the meeting.	
Service Story	Ashley Thunell, Employment Counselor with the Adult Education and Training Department shared a service story: A client recently laid off applied for unemployment and reached out to COIC to apply for scholarship opportunities. She enrolled in the medical assistance program at COCC and used it as a learning experience and to make helpful industry connections. She made the Dean’s list and graduated with honors, passed exams and found employment as a certified medical assistant. The scholarship she received helped provide this client with an opportunity to grow professionally in her career and to be more self-sufficient.	
Public Comment	No public comment	

Consent Agenda	The consent agenda, including the minutes from the November 5, 2020 Board of Directors meeting as written, was moved, seconded, and approved unanimously by the board.	Motion: The consent agenda was approved. Councilor Bruce Abernethy motioned and Councilor Don Greiner seconded, the motion passed unanimously.
		Motion: Motion:
Executive Director Update	<p>Tammy Baney and Michelle Williams explained that due to our auditor passing away, COIC will follow the process of filing for an extension and looking for a new auditing firm.</p> <p>Update on Board appointment process. Executive Committee discussed areas of representation which will remain the same. Crook will have Timber and Wood, Deschutes Unemployed and Underemployed, Business and Industry, and Recreation, Jefferson county Agriculture/Agri-business. Letters will go out next week that outline process for appointment. We hope to have members approved in January to be prepared for the first meeting of 2021 in February. We will not have a Board meeting in January 2021.</p> <p>Congratulations to Michelle Williams as Deputy Director – re-establishing the position for COIC.</p> <p>Regional economic development district – Scott Aycock will change title to CED Director to better line up with how other districts title that position around the state.</p> <p>Introduced new Executive Administrative Assistant Hannah Bullock.</p> <p>Thank you to Derek Hofbauer for filling in with helping with the Board meetings.</p>	
Transportation Updates Andrea Breault	CET Grant updates Andrea Breault:	Motion:

<p>Derek Hofbauer</p>	<p>Currently heavily in grant application season. Working on variety of transportation funds and grant applications from Dec – Feb. Changes will occur first of the year for Route 11, will also be starting Mt. Bachelor service, additional Dial-a-ride services for City of Sisters (due to demand) which will take people from their homes in Sisters to three main shopping areas in Bend.</p> <p>Discussed a newly formed Hawthorne Committee which will focus on facilities – meeting next week. Provide priorities for future of facilities, constraints, and Hawthorne station parking lot redesign to possibly bring buses off the main roads, more ADA friendly sidewalks. Goal is to increase safety, reduce impacts.</p> <p>Councilor Bruce Abernethy stated that he plans to attend the meeting but asked if there is another who is interested in taking his place or if he should continue with the committee in a non-Board role after January? Tammy Baney replied we would like to continue to have both Councilor Abernethy and Commissioner Adair in the conversations and meetings regarding the committee.</p> <p>Additional updates from Derek Hofbauer: Proposed Routes 8 and 9:</p> <p>Discussed new routes proposed for city of Bend route 8 and 9. Discussed several concepts for the new routes which would connect directly to other routes but not Hawthorne station. Another proposed scenario would be 8th street (which is not currently being served) and would connect to Hawthorne station. COIC has been doing neighborhood surveys and rider surveys to get feedback on where service is needed, currently in public outreach phase. Implementation is planned for Summer of 2021. 30-45 minute headways serving a lot of schools, parks, and connections to other routes. Smaller buses will be used for these planned routes which were purchased with statewide transportation improvement fund. Also working with the City to make sure the infrastructure is there to support and will work with City of Bend on the final proposal.</p> <p>Redmond: Currently working on fixed route feasibility study. It is a consultant led study funded through Deschutes County Statewide Transportation Fund to implement a City wide transit system that meets the needs of the community.</p>	
<p>Scott Aycock CED Updates</p>	<p>CED Presented on: Regional Emergency Services Coordination Center</p>	<p>Motion:</p>

<p>Scott Aycock presented information on a proposed facility in Redmond adjacent to the airport to address training needs for public safety personnel and backup/emergency facilities for Deschutes county. The proposal includes a backup center for 911 and dispatch among other uses. Strategic business plan has been created for the proposed facility. The proposed site is the old public range site in Redmond, currently owned by Deschutes County. Next steps include site securement and land use studies. It is in the urban area reserves but not in Urban growth boundary (UGB) so there are some additional steps to go through. There are no adjacent land use issues. In order to move it into the UGB would need to pursue some special legislation at an upcoming session. There are not many properties that are inside the UGB that are large enough to meet this need. It will be meeting a regional (and even Statewide) need. DEQ is working on a study regarding the land use as well.</p> <p>Commissioner Wayne Fording asked how many acres? Scott Aycock answered that it is about 200 acres that are planned to be used, but it could perhaps could be larger.</p> <p>Councilor Bruce Abernethy asked for additional information to help understand what CED's role in the project and are we taking advantage of COIC network to bring players to the table? Scott Aycock answered COIC's role has been as a neutral convener and a bit of project management function.</p> <p>It was discussed if there any questions or hesitations from the Board or are they willing to issue a letter of support? Approval of chair signature pending approval of the language of the letter that comes via email (edits could be offered).</p> <p>Councilor Abernethy put a motion to authorize, Katy Brooks seconded, motion passed.</p> <p>Patti Adair requested to abstain from voting until it goes to the Board of Deschutes County.</p> <p>Scott Aycock clarified that COIC will not move forward on letter unless Deschutes County board of Commissioners approves it.</p> <p>There is another small business grant program and all three counties have asked COIC to manage the grant program on their behalf. It will be a quick turn around and money distributed in December. Information will be on website www.coic.org/grant. There will committees for each County reviewing applications. This time it will not be first come first serve, but rather a window of time to turn in</p>	<p>Letter in support for Regional Emergency Services Coordination Center: Councilor Abernethy put a motion to authorize, Katy Brooks seconded, motion passed. Note this is contingent on approval of the language of the letter that comes via email and approval from Deschutes County Board of Commissioners.</p>
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	<p>applications and then they will be reviewed and decided on. Patrick Germick will be project managing it and will be reaching out to convene the committees.</p> <p>Katy Brooks and Scott Aycock discussed the different aspects of funding and documentation needed for issuing the grants. Commissioner Adair Commissioner Fording confirmed they have their legal teams looking at the requirements as well.</p>	
Regional Roundtable	<p>Katy Brooks – Next week Bend Chamber is hosting a webinar sharing Governor’s new guidelines, hospital availability of ICU units, and dissemination of vaccines.</p> <p>Councilor Don Greiner shared that representing the La Pine community has been an honor and he appreciates all that COIC has done for the City of La Pine. Tammy thanked Don for his dedication and commitment to this work and for serving on the Board.</p> <p>Tammy Baney also thanked Councilor Abernethy for serving on the Board and Abernethy replied that he has really enjoyed his time with the Board and has confidence that his successor will continue to do things in a regional fashion.</p> <p>Chair Brummer thanked Greiner and Abernethy for serving on the committee and the committee for their support.</p>	
Adjourn	Chair Brummer adjourned the meeting at 7:00 p.m.	