

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: November 4, 2021	Virtual Meeting - Conference call	Prepared by: H. Bullock Reviewed by: T. Baney
<p>COIC Board Committee Members: Commissioner Patti Adair, Deschutes County; Commissioner Wayne Fording, Jefferson County; Commissioner Jerry Brummer, Crook County; Councilor Bartt Brick, City of Madras; Councilor Anthony Broadman, City of Bend; Louie Pitt, representing Confederated Tribes of Warm Springs; James Lewis (representing Tourism & Recreation); Councilor Jennifer Letz, City of Sisters; Councilor Cathi Van Damme, City of La Pine; Jay Patrick, City of Redmond; Gail Merritt, City of Prineville; Katy Brooks (representing Business & Industry);</p> <p>COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Deputy Director and Fiscal Services Manager; Peter Werner, Legal Counsel; Hannah Bullock, Executive Administrative Assistant; Racheal Nellis, HR Manager; Scott Aycock, CED Director; Patrick Germick, Loan Officer; Andrea Breault, Transportation Director; Hofbauer, Outreach & Engagement Administrator; Ashley Mohni, Strategic Programs and Partnerships Coordinator; Dustin Gurley, Lead Classroom Instructor; Dana Dunlap, Adult Program Manager;</p> <p>Guests: Raymond Lang CPA, Audit Manager, MSP Certified Public Accountants;</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Brick called the November 4th meeting of the COIC Board of Directors to order at 5:48 p.m. Chair Brick facilitated attendance and introductions by roll call. A quorum was present during the meeting.	
	The meeting briefly went into Executive Session pursuant to <i>ORS 192.660(2)(b)</i> . Executive Session ended at 5:56 p.m.	
Public Comment	None	
Consent Agenda	The consent agenda, including the minutes from the September 2, 2021 Board of Directors meeting, was moved, seconded, and approved unanimously by the board.	Motion: The consent agenda was approved. Commissioner Patti Adair

		<p>motioned and Commissioner Jerry Brummer seconded; the motion passed unanimously.</p>
Service Story	<p>Dustin Gurley, Lead Classroom Instructor shared a service story from the Youth Education program.</p>	
Program Updates	<p>Overview of 2019-2020 Fiscal Year Financial Audit <i>Raymond Lang CPA, Audit Manager of MSP Certified Public Accountants</i> provided an overview of the recently completed 2019-2020 Fiscal Year audit. The auditing firm reported no findings for FY 19-20 and that COIC was in compliance with federal and state reporting requirements.</p> <p>Loans Program Overview Patrick Germick, Loan Officer, provided an overview on the loans program. The overview covered the different types of loans offered including Economic Development Administration (EDA) loans and Intermediary Relending Program (IRP) loans. He also provided an overview on the process for loans and the role of the Loan Committee.</p> <p>Request for approval of loans under EDA Cares Act Patrick Germick, Loan Officer, brought two loans to the Board for approval.</p> <p>The first loan brought to the Board was to Bend Landscape for \$81,200. Katy Brooks motioned to approve that COIC loan Bend Landscape \$81,200 from the EDA CARES ACT revolving loan fund administered by COIC; Commissioner Patti Adair seconded; the motion passed unanimously.</p> <p>The second loan brought to the Board was to Sierra James Construction for \$163,899. Commissioner Jerry Brummer motioned to approve that COIC loan Sierra James Construction \$163,899 from the EDA CARES ACT revolving loan fund administered by COIC; Vice-Chair Anthony Broadman seconded; the motion passed unanimously.</p>	<p>Motion: Katy Brooks motioned to approve that COIC loan Bend Landscape \$81,200 from the EDA CARES ACT revolving loan fund administered by COIC; Commissioner Patti Adair seconded; the motion passed unanimously.</p> <p>Motion: Commissioner Jerry Brummer motioned to approve that COIC loan Sierra James Construction \$163,899 from the EDA CARES ACT revolving loan fund administered by COIC; Vice-Chair Anthony</p>

	<p>Electric Technology Feasibility Study Update</p> <p><i>Ashley Mohni, CET Strategic Programs and Partnerships Coordinator</i> provided an update on an Electric Technology Feasibility Study. CET was awarded funding from Pacific Power to do the study which will provide CET with the foundational knowledge and long-term planning foresight to transition to electric technology. The study will explore the following areas:</p> <ul style="list-style-type: none"> • Guide partner involvement through best practices and relevant case studies, which will ensure successful community collaboration for electrification • Analyze CET’s existing (and future) services for electrification feasibility through an operational review • Recommend the necessary charging infrastructure and facility improvements for electric technology • Provide a market assessment and recommendation of available electric fleet options to best fit CET’s service needs • Provide a financial/economic analysis to determine the most cost-effective procurement model for electrification, as well as recommend competitive grants that support transit agencies to transition to electric technology. <p>The initial results of the operational review were released by the consultants for the project (Center for Transportation and the Environment), which staff requests to share with the board. The key metric for feasibility is the number of service miles in a given day. For many of CET’s routes, the current daily mileage is too high and not feasible for electrification. However, some of the lower mileage routes (Bend Dial-A-Ride and some recreational routes), have the potential to transition. The overall takeaway from the operational review is that CET’s movement away from the hub-and-spoke model and progression toward a mobility hub model will create more opportunities for future routes to be powered by electric technology (shorter routes and increased charging opportunities).</p>	Broadman seconded; the motion passed unanimously.
	Tammy Baney, Executive Director shared the following updates:	

Executive Director Update	<ul style="list-style-type: none"> • COIC is continuing internal Diversity Equity and Inclusion (DEI) work. Small groups have been formed and there has been great participation. In the future, we hope to identify training needs and develop a budget as an investment to support the team. • Strategic planning efforts have been moving forward. COIC has begun outreach to strategic planning consultants and we anticipate selection towards the beginning of 2022. • COIC will be affected by the Federal mask mandate requirements since we have over 100 employees. We are watching requirements closely and are preparing to meet the deadlines. • There will be a Board leadership change with Chair Brick leaving. Per COIC bylaws, Vice-Chair Broadman will take on Chair responsibilities. There will be two options for the Board to consider at December meeting: the Board may either select a new Vice-Chair to serve for the month of December or may choose to go without a Vice-Chair for December. New Board leadership will be selected at the January meeting. • Chair Brick was thanked for his time and leadership on the COIC Board. 	
Regional Round Table	<p>Commissioner Jerry Brummer and Councilor Jay Patrick also shared appreciation for Chair Brick.</p> <p>Commissioner Jerry Brummer shared the following updates:</p> <ul style="list-style-type: none"> • Crook County has been moving forward with plans for the new Justice Center, including \$15 million in funds received from the State. • The City and County received a grant for grant for biomass feasibility study. • It has been decided that the War Paint statue will stay in the plaza near the Courthouse. 	
Adjourn	Chair Brick adjourned the meeting at 7:27 p.m.	