Attachment A

**Central Oregon Intergovernmental Council**
**Board Meeting Minutes**

| **Date:**<br>**December 2, 2021** | Virtual Meeting - Conference call | Prepared by: H. Bullock<br>Reviewed by: T. Baney |
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**COIC Board Committee Members:** Commissioner Patti Adair, Deschutes County; Commissioner Wayne Fording, Jefferson County; Commissioner Jerry Brummer, Crook County; Councilor Anthony Broadman, City of Bend; Louie Pitt Jr., 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; Councilor Jay Patrick, City of Redmond; Councilor Gail Merritt, City of Prineville; Councilor Gretchen Schlie, City of Culver; Tim Deboodt (representing Timber & Wood Products);
**COIC Staff**: Tammy Baney, Executive Director; Michelle Williams, Deputy Director and Fiscal Services Manager; Peter Werner, Legal Counsel; Hannah Bullock, Executive Administrative Assistant; Scott Aycock, CED Director; Patrick Germick, Loan Officer; Andrea Breault, Transportation Director; Hofbauer, Outreach & Engagement Administrator; Jeff Warren, Youth Employment Councilor; Josh Lagalo, Youth Employment & Training Manager; Ciara Williams, RARE Program Assistant; Rachel Zakem, Transit Planning Specialist;
**Guests:** none

| **Agenda** | **Discussion** | **Action Item** |
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| **Call to Order** | Chair Broadman called the December 2nd meeting of the COIC Board of Directors to order at 5:33 p.m. Chair Broadman facilitated attendance and introductions by roll call. A quorum was present during the meeting. | |
| **Public Comment** | None | |
| **Service Story** | Jeff Warren shared a service story of how COIC was able to help connect an individual with job experience opportunities which has led to a successful career. The individual initially reached out to COIC looking for a summer job after high school. Jeff connected him with a work experience with the City of Prineville. The individual has worked for the City for the last 11 years in different roles and was recently offered the position of Public Works Superintendent. | |
| **Consent Agenda** | The consent agenda, including the minutes from the November 4, 2021 Board of Directors meeting, was moved, seconded, and approved unanimously by the board. | The consent agenda was approved. Tim Deboodt motioned and |

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| | | Commissioner Patti Adair seconded; the motion passed unanimously. |
| **Administrative** | Executive Director Tammy Baney shared a recognition of Jeff Warren who recently received the Creating Outstanding Student Opportunities Award by the Crook County School District. Tammy shared how proud COIC is to have Jeff on the team who is now championing the Crook County Compass Program with Crook County School District.<br><br>Tammy Baney then went over the options for selecting Board leadership. The Board decided to wait until the January meeting to select positions not to temporarily fill the Vice-Chair position for the month of December. | |
| **Program Updates** | **Covid-19 Economic Recovery Plan Consideration for Adoption**<br><br>Scott Aycock, Scott Aycock, Community & Economic Development Director, presented on the Covid-19 Economic Recovery Plan which COIC received funding to prepare by the Economic Development Administration. COIC's CEDS Strategy Committee built the Plan from Spring through Fall 2021 to assess the economic impact of the pandemic, to develop strategies to address it, and to increase resilience to future economic shocks. Scott presented on the draft Final Economic Recovery Plan, identified impacts and the priority strategies, and provided the plan to the COIC Board to consider for adoption.<br><br>Councilor Jay Patrick motioned to approve the Covid-19 Economic Recovery Plan; Commissioner Patti Adair seconded; the motion passed unanimously.<br><br>**Request for approval of loans under EDA Cares Act**<br><br>Patrick Germick, Loan Officer, brought three loans to the Board for approval.<br><br>The first loan brought to the Board was to High Desert Scenario for $49,000. Commissioner Patti Adair motioned to approve that COIC loan High Desert Scenario $49,000 from the EDA CARES ACT revolving loan fund administered by COIC; Commissioner Jerry Brummer seconded; the motion passed unanimously. | **Motion:** Councilor Jay Patrick motioned to approve the Covid-19 Economic Recovery Plan; Commissioner Patti Adair seconded; the motion passed unanimously.<br><br>**Motion**: Commissioner Patti Adair motioned to approve that COIC loan High Desert Scenario $49,000 from the EDA CARES ACT revolving loan |

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| | | fund administered by COIC; Commissioner Jerry Brummer seconded; the motion passed unanimously. |
| | The second loan brought to the Board was to Tomahawk Electric for $125,000. Commissioner Jerry Brummer motioned to approve that COIC loan Tomahawk Electric $125,000 from the EDA CARES ACT revolving loan fund administered by COIC; Tim Deboodt seconded; the motion passed unanimously. | **Motion**: Commissioner Jerry Brummer motioned to approve that COIC loan Tomahawk Electric $125,000 from the EDA CARES ACT revolving loan fund administered by COIC; Tim Deboodt seconded; the motion passed unanimously. |
| | The third loan brought to the Board was to Quality Builders Electric/Bend Lighting for $125,000. Commissioner Wayne Fording motion to approve that COIC loan Quality Builders Electric/Bend Lighting $125,000 from the EDA CARES ACT revolving loan fund administered by COIC; Tim Deboodt seconded; the motion passed unanimously. | **Motion**: Commissioner Wayne Fording motion to approve that COIC loan Quality Builders Electric/Bend Lighting $125,000 from the EDA CARES ACT revolving loan fund administered by COIC; Tim Deboodt seconded; the motion passed unanimously. |
| | **Informational Update on Bus Stop Improvements**<br><br>Rachel Zakem, Strategic Programs and Partnerships Coordinator, provided an informational update on bus stops. CET completed improvements to a number of bus stops in Bend, as well as the surrounding communities. In Bend, the lack of seating at stops has been a contentious issue that has led some citizens to take matters into their own hands. Community members have been placing their own seating at | |

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| | various bus stops throughout the city. The unsanctioned and non-ADA-compliant seating is both hazardous and unsightly. Over the last month, CET's maintenance team has installed 16 benches at stops throughout the Bend Fixed Route network, through a new provision in the City of Bend/COIC Right-of-Way agreement. CET is in the process of ordering more benches in order to improve more stops with seating amenities.<br><br>CET has also completed laying concrete pads at ten stops throughout Crook, Deschutes, and Jefferson counties. These bus stop pads are a major step in enhancing our Community Connector bus stops. All of the new pad locations were stops that lacked most or all stop amenities, from ADA-compliant loading pads to signage. The new enhancements will provide ADA accessible boarding and alighting pads as well as signage, seating, and in some locations, shelters. There were three stop locations in Madras that required a slight adjustment of their physical location on their respective properties. Outreach was conducted to alert passengers of these changes. | |
| **Executive Director Update** | Tammy Baney, Executive Director, shared the following updates:<br>• Hawthorne water incident repairs are underway<br>• COIC has struggled with workforce in terms of drivers and continues to work creatively with partners to meet the need for transportation<br>• The IT transition to a 3rd party provider is going well and Brette Mahan in IT has been doing an excellent job<br>• Strategic planning is moving forward and we have received one proposal and hoping for a couple more. | |
| **Regional Round Table** | Councilor Jay Patrick – shared a thank you to Patrick Germick for getting the loans program going again to help support local business owners. Chair Broadman also shared thanks and appreciation to Patrick for the loans program.<br><br>Andrea Breault, CET Director- shared that CET is moving forward with the first Bend Mobility Hub and sending out a statement of qualifications to firms and anticipates construction in 2024/2025.<br><br>Councilor Jennifer Letz shared appreciated for Tammy Baney and Scott Aycock for coming to Sisters to share about COIC and what COIC does as an important partner. | |

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| | Louie Pitt Jr. shared an update that the Confederate Tribe of Warm Springs has a new council coming on in May.<br><br>Commissioner Jerry Brummer also shared thanks to Tammy and Scott for the COIC Roadshow and presentation. He also shared an update on the budget passing for the New Justice Center. He also shared that the museum is expanding and an update on the location of statues in the community.<br><br>Chair Broadman shared that the Bend City Council approved the first 5-year Capital Improvement Plan (CIP) for the transportation bond.<br><br>Commissioner Wayne Fording shared that Jefferson County passed a jail levy and school bond. He also shared appreciation for Tammy and Scott presenting the COIC Roadshow.<br><br>Commissioner Patti Adair shared an update on Terrebonne that the State is giving Smith Rock 5-million dollars to upgrade facilities. There will also be road updates in Terrebonne and discussion to reassess the septic/sewer system for Terrebonne. There will be a community meeting in Terrebonne on December 15th. She also shared an update on the Veteran's Village in Bend. 15 veterans have moved into their own personal bungalows with a half bath. The facilities have help give these veteran's dignity and provide them with services to help transition into better living situations. | |
| **Adjourn** | Chair Broadman adjourned the meeting at 7:00pm. | |
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