

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: April 7, 2022	Virtual Meeting - Conference call	Prepared by: H. Bullock Reviewed by: T. Baney
<p>COIC Board Committee Members: Commissioner Phil Chang, Deschutes County; Councilor Anthony Broadman, City of Bend; Commissioner Wayne Fording, Jefferson County; Councilor Jay Patrick, City of Redmond; Councilor Jennifer Letz, City of Sisters (present for the loans agenda item through end of meeting); Councilor Gretchen Schlie, City of Culver; Councilor Barb Campbell, City of Bend; Councilor Denise Keeton, City of Metolius; Councilor Gabriel Soliz, City of Madras; Councilor Gail Merritt, City of Prineville; Tim Deboodt (representing Timber & Wood Products); James Lewis (representing Tourism & Recreation);</p> <p>COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Deputy Director and Fiscal Services Manager; Peter Werner, General Counsel; Hannah Bullock, Executive Administrative Assistant; Andrea Breault, Transportation Director; Josh Lagalo, Youth Employment & Training Manager; Scott Aycock, CED Director; Patrick Germick, Loan Officer; Derek Hofbauer, Outreach & Engagement Administrator;</p> <p>Guests: Shawn Stanfill; Bill Reynolds; Ken Keeton; Jillian Taylor;</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Anthony Broadman called the April 7 th meeting of the COIC Board of Directors to order at 5:35 p.m. Chair Broadman facilitated attendance and introductions by roll call. A quorum was present during the meeting.	
Public Comment	<p>Shawn Stanfill with the Veteran Healing Memorial shared about a bricklaying ceremony that will be happening at the Veteran’s Healing Memorial on Saturday April 9th. He also shared a story of a vet in the community and his experiences getting to the appointments and emphasized the need for reliable transportation for Veteran’s.</p> <p>Councilor Barb Campbell asked a clarifying question about the qualifications needed for Veteran’s becoming drivers.</p>	
Service Story	Derek Hofbauer, Outreach and Engagement Administrator, shared a service story about two CET drivers who received awards for outstanding performance and dedication to serving the community. The awards were presented during the virtual Oregon Public Transportation Conference that was held on March 29th and 30th. Rondha Madrigal received the prestigious “Public Transportation Hero Award” for providing	

	<p>safe and reliable Dial-A-Ride service within Madras. Rondha has operated buses for Cascades East Transit (CET) since the inception of public transportation in Central Oregon nearly 15 years ago. She goes above and beyond to make passengers feel welcome and appreciated. Her generosity and compassion for others has helped many CET riders overcome challenges and barriers to riding the bus.</p> <p>Courtney O'Connor received the 2022 "Driver of the Year Award" for her contributions to the public transportation industry as a bus operator. Courtney works for MTM-Transit (CET's Bend services contractor) and enjoys taking passengers to and from their destinations within Bend. She takes great pride in getting to know her riders on a more personal level and often greets them by their first name when they board the bus.</p>	
Consent Agenda	<p>It was noted that one item, the updated EEO program, was added to the consent agenda. The consent agenda, including the minutes from the March 3, 2022 Board of Directors meeting, was moved, seconded, and approved unanimously by the board.</p>	<p>Motion: The consent agenda, was approved. Vice-Chair Jay Patrick motioned and Councilor Denise Keeton seconded; the motion passed unanimously.</p>
Administrative	<p><u>FISCAL</u></p> <p>Executive Director Tammy Baney shared an update on the Budget Committee and presented information for two new citizen members for the Board's consideration. The first person was Leona Ike and the second person was Mike Daly. Councilor Denise Keeton motioned to approve both individuals to the COIC Budget Committee; Vice-Chair Jay Patrick seconded; the motion passed unanimously.</p> <p>Michelle Williams, Deputy Director and Fiscal Manager, shared the proposed budget calendar for approval. Councilor Gabriel Soliz motioned to approve the proposed budget calendar; Councilor Denise Keeton seconded; the motion passed unanimously.</p>	<p>Motion: Councilor Denise Keeton motioned to approve both individuals to the COIC Budget Committee; Vice-Chair Jay Patrick seconded; the motion passed unanimously.</p> <p>Motion: Councilor Gabriel Soliz motioned to approve the proposed budget calendar; Councilor Denise Keeton seconded; the motion passed unanimously.</p>

	<p>Michelle Williams, Deputy Director and Fiscal Manager, shared an update on the Small Business Grant Program and requested the Board to approve and adopt resolution #326, allowing COIC to expend \$2,500,000 in Deschutes County small business grant funds for fiscal year 2021/2022. This amount will be added to the materials and services budget for 2021/2022.</p> <p>COIC's Community Economic Development Department, Fiscal Department and OSU Cascades Innovation Lab in partnership with Deschutes County have been instrumental in standing up the Deschutes County Small Business Grant Program. This opportunity has enabled Deschutes County and COIC to provide \$2.5 million dollars in grant funds to local businesses in Deschutes County.</p> <p>Since COIC could not predict that this small business grant program was going to come our way at the time we developed the 2021/2022 budget, COIC is asking the board approve a resolution allowing COIC the authority to spend these special purpose grant funds that are not included in the original budget. Per Budget Law, if entities receive special purpose grants or there are unforeseen circumstances that arise, the Board of Directors is allowed to approve the additional spending even though it wasn't in the original budget, and may be over a 10% change in budgeted expenditures by adopting a resolution. COIC believes this grant program falls under both the special purpose clause and the unforeseen circumstances clause.</p> <p>Commissioner Wayne Fording motioned to approve and adopt resolution #326, allowing COIC to expend \$2,500,000 in Deschutes County small business grant funds for fiscal year 2021/2022; Vice-Chair Jay Patrick seconded; the motion passed unanimously.</p> <p>Commissioner Phil Chang expressed his thank you to COIC for the work on the Small Business Grant Program and noted that Deschutes County was able to provide funding for the time COIC spent on this project.</p> <p><u>STRATEGIC PLAN</u></p> <p>Executive Director Tammy Baney introduced Jillian Taylor Business Consultant & Coach from Jillian Taylor Consulting to the Board. Jillian Taylor shared about the upcoming Strategic Planning process including what to expect for each session as well as an estimated timeline and understanding of the goals for outcomes and deliverables. It was discussed to set up an ad hoc committee which would meet on some frequency and Chair Broadman and Vice-Chair Patrick both expressed interested in joining. It was noted that COIC staff will reach out to the full Board to solicit interest from additional participants.</p>	<p>Motion: Commissioner Wayne Fording motioned to approve and adopt resolution #326, allowing COIC to expend \$2,500,000 in Deschutes County small business grant funds for fiscal year 2021/2022; Vice-Chair Jay Patrick seconded; the motion passed unanimously.</p>
--	---	---

Program Updates	<p><u>TRANSPORTATION</u></p> <p>Update on New CET Asset and Facility Guide Rachel Zakem, CET Transit Planning Specialist, provided an update on a newly developed a set of naming and numbering conventions to label bus stops, routes, and vehicles within CET’s CAD/AVL system, as well as the CET’s General Transit Feed Specification (GTFS). These conventions establish uniformity across CET’s service network and ensure that new routes, stops, and vehicles are in alignment with existing CET fleet and amenities.</p> <p>Rachel also shared that CET staff also developed a Bus Stop Infrastructure Guide to set standard requirements for bus stops in CET’s service area. This set of guidelines provides standards for bus stop construction throughout the Cascades East Transit network to encourage consistency in bus stop study, design, and implementation. Some details on the guide were discussed.</p> <p><u>CED + YOUTH EMPLOYMENT</u></p> <p>Update on Central Oregon Wildfire Workforce Partnership Scott Aycocock, Community & Economic Development Director & Josh Lagalo, Youth Employment & Training Manager, provided an update on the Central Oregon Wildfire Workforce Partnership. This project includes a grant application for Senate Bill 762 which brings funds to the State to reduce wildfire risk to communities and critical infrastructure and to help create wildfire adapted communities and engage youth and young adults in workforce activities. COIC is partnering with Heart of Oregon Corp on this work.</p> <p>Outcome goals for year 1 include:</p> <ul style="list-style-type: none"> • Fuels reduction projects on 500+ acres of high wildfire risk lands in the wildland urban interface • 160 total youth served – gaining significant soft and technical workforce skills, exposure to a variety of occupations, etc. • Development and demonstration of a new program for Central Oregon that can grow significantly to treat more acres and serve more youth in the future. <p><u>LOANS</u></p>	

	<p>Request for approval of loans under EDA Cares Act</p> <p>Patrick Germick, Loan Officer, brought four loans to the Board for approval.</p> <p>The first loan brought to the Board was to Bolling Ventures, LLC for \$50,000. Commissioner Wayne Fording motioned to approve that COIC loan Bolling Ventures, LLC \$50,000 from the EDA CARES ACT revolving loan fund administered by COIC; Councilor Jay Patrick seconded; the motion passed unanimously.</p> <p>The second loan brought to the Board was to Midtown Events for \$450,000, subject to final appraisal evaluation not lower than \$940,000. Councilor Gabriel Soliz motioned to approve that COIC loan Midtown Events \$450,000, subject to the appraisal terms, from the EDA CARES ACT revolving loan fund administered by COIC; Councilor Gail Merritt seconded; the motion passed unanimously.</p> <p>The third loan brought to the Board was to My Lucky House, Inc. for \$500,000, subject to no material changes in financial position and final acceptable appraisal evaluation not lower than \$1,000,000. Tim Deboodt motioned to approve that COIC loan My Lucky House, Inc. \$500,000, subject to the appraisal terms, from the EDA CARES ACT revolving loan fund administered by COIC; Councilor Denise Keeton seconded; the motion passed unanimously.</p>	<p>Motion: Commissioner Wayne Fording motioned to approve that COIC loan Bolling Ventures, LLC \$50,000 from the EDA CARES ACT revolving loan fund administered by COIC; Councilor Jay Patrick seconded; the motion passed unanimously.</p> <p>Motion: Councilor Gabriel Soliz motioned to approve that COIC loan Midtown Events \$450,000, subject to the appraisal terms, from the EDA CARES ACT revolving loan fund administered by COIC; Councilor Gail Merritt seconded; the motion passed unanimously.</p> <p>Motion: Tim Deboodt motioned to approve that COIC loan My Lucky House, Inc. \$500,000, subject to the appraisal terms, from the EDA CARES ACT revolving loan fund administered by</p>
--	---	--

	<p>The fourth loan brought to the Board was to Oregon Precast, Inc. for \$475,000, subject to final appraisal evaluation not lower than \$593,750. Councilor Denise Keeton motioned to approve that COIC loan Oregon Precast, Inc. \$475,000, subject to the appraisal terms, from the EDA CARES ACT revolving loan fund administered by COIC; Councilor Jay Patrick seconded; the motion passed unanimously.</p>	<p>COIC; Councilor Denise Keeton seconded; the motion passed unanimously.</p> <p>Motion: Councilor Denise Keeton motioned to approve that COIC loan Oregon Precast, Inc. \$475,000, subject to the appraisal terms, from the EDA CARES ACT revolving loan fund administered by COIC; Councilor Jay Patrick seconded; the motion passed unanimously.</p>
Executive Director Update	<p>Tammy Baney, Executive Director, shared the following updates:</p> <ul style="list-style-type: none"> The moving of the Warm Springs commissary building has been completed and the meaningful impact of this project was noted. There is a plan to make the building a small business incubator for tribal entrepreneurs. 	
Regional Round Table	<p>Tim Deboodt shared about a juniper working group project that started years ago and recent developments in juniper milling and watershed work that has been successful.</p> <p>Chair Anthony Broadman shared about a meeting with the City of Bend, Deschutes County, and other groups that is happening regarding ending homelessness.</p> <p>Councilor Jennifer Letz shared that the City of Sisters is working on launching a Destination Management Organization.</p>	
Adjourn	Chair Broadman adjourned the meeting at 7:47 p.m.	