

Central Oregon Intergovernmental Council

Minutes for April 3, 2008

2363 SW Glacier Place
Redmond, Oregon

COIC Board Members: John Hatfield, Jefferson County; Jay Patrick, City of Redmond; Gordon Gillespie, City of Prineville; Shawna Bell, City of Sisters; Peter Gramlich, City of Bend; Mike McCabe, Crook County; Lonny Macy, Confederated Tribes of Warm Springs; Robert Dee, City of La Pine; and Marvin Butler and John McLeod, Appointed Members.

COIC Staff: Tom Moore, Executive Director; Karen Friend, Operations Director; Kevin Bradley, Youth Program Manager; Ann Delach, Adult Program Manager; Jim MacKinnon, Loan Manager; Scott Aycock and Andrew Spreadborough, Program Administrators; and Sharon Nance, Administrative Assistant.

Guests: Irv Nygren, City of Redmond.

Vice-Chair Shawna Bell called the meeting to order at 5:30 p.m. and introductions were made. Ms. Bell moved the agenda item "Acceptance of 5311 Contract from ODOT Public Transit Division" to the Program Updates – TranSolution Team.

Consent Agenda

Mr. Patrick moved to approve the consent agenda:

- a. Approval of Board Minutes of March 6, 2008
- b. Financial Statement – February 2008
- c. Economic Development Report – March 2008
- d. Employment and Training Report – March 2008
- e. Receipt of Contracts and Grants – April 2008

Mr. McCabe seconded. Motion carried unanimously.

Administration

COIC – Cascades East Transit Drug and Alcohol Policy

Ms. Friend presented the COIC-Cascades East Transit Drug and Alcohol Policy. She stated that this policy is a requirement of the 5311 Public Transit Division funding. This policy requires that pre-employment drug and alcohol screening is completed on all COIC employees who perform safety sensitive duties. As part of the policy, these individuals agree to the random drug and alcohol testing and mandatory testing in the incidence of an accident. In answer to a question, Ms. Friend stated that COIC is part of a consortium and these individuals are part of a testing pool within the consortium. **Mr. Patrick moved to adopt the COIC – Cascades East Transit Drug and Alcohol Policy. Mr. Hatfield seconded. Motion carried unanimously.**

2008-2009 Revised Budget Calendar

Ms. Friend explained that due to a conflict with the Association of Oregon Counties meeting the week of June 2nd, it was necessary to revise the 2008-2009 Budget calendar to reflect the Budget Committee and COIC Board meetings being held on Thursday, June 19, 2008. **Mr. McCabe moved to approve the 2008-2009 Revised Budget Calendar. Mr. Patrick seconded. Motion carried unanimously.**

Loans

La Pine Corner Store - Mr. MacKinnon presented a proposed IRP loan from La Pine Corner Store in La Pine. The loan will finance construction of a new convenience/neighborhood store in La Pine. The store will not include a gas station. The project expects to create 10 new FTE job opportunities. Total project \$1,567,408; \$204,878 from COIC IRP Loan Fund; \$974,530 from Wells Fargo Bank; and \$388,000 in the owner equity. **Mr. Hatfield moved to approve the loan to La Pine Corner Store. Mr. McCabe seconded. Motion carried unanimously.**

Program Updates

National Emergency Grant Application Update

Ms. Delach reported that COIC is preparing to apply for two National Emergency Grant's (NEG's) one for Brightwood and one for Warm Spring Forest Products. She stated that applying for two "industry-wide" NEG's to run simultaneously is unique and should make the process more efficient. COIC has collected close to 70 surveys from Brightwood employees and will be forwarding them to the State to be analyzed. As soon as the results are received, COIC will be completing the NEG applications. In answer to a question, she stated that Rapid Response funding from the State will be utilized for up-front services prior to receipt of the NEG dollars. In addition, COIC will request "Additional Assistance/Gapfill Funding which is an advance on the NEG dollars. If COIC is successful in receiving the NEG's, the Additional Assistance/Gapfill Funding will be repaid to the State. Ms. Delach noted that the Department of Labor (DOL) has designated Trade Act status to Brightwood; therefore, each employee is eligible for \$20,000 to be applied to classroom or job training services.

Alternative School Update

Mr. Bradley stated that the current financial difficulties that are facing the School Districts throughout Central Oregon are having an affect on the COIC Alternative Education Programs. One area School Districts are looking to cut expenses is to absorb the Alternative Education program instead of contracting with outside programs, such as COIC. Mr. Bradley explained that another issue facing the COIC Alternative Education program is the Department of Education's required additional administrative costs that are now borne by COIC. He further explained that COIC receives 80% of the ADM per student, with the District retaining 20% for the purpose of covering administrative costs. As the Department of Education increases the responsibilities of Alternative Education Programs to perform administrative duties, the revenue remains a constant.

Mr. Bradley presented a Memorandum of Understanding (MOU) between COIC and the Redmond School District. This MOU states that the Redmond School District is committed to

develop Full-Service Community Schools throughout the Redmond School District. This partnership will develop a program that promotes academic enrichment, remedial education, mentoring and job training. **After discussion, Mr. Patrick moved to accept the MOU between COIC and the Redmond School District. Mr. McLeod seconded. Motion carried unanimously.**

TranSolutions Team

Mr. Aycock stated that due to the confusion that surrounded the transportation discussion at the last meeting, he has prepared a presentation that outlines the recent history of transportation activities in Central Oregon including Regional Transportation, COIC and the TranSolutions Team.

Recently, COIC has facilitated the Crook, Jefferson, and Deschutes County Transportation Coordination projects and the Confederated Tribes of Warm Springs Transportation Coordination project. Common regional needs surfaced in all four plans:

- *Connectivity between communities
- *Regional coordination and leadership
- *Ongoing planning and coordination
- *Client awareness of public transportation options and abilities to access them

When participants in all four projects were asked to identify failures to the planning process, the lack of a “coordinating entity” to take on the responsibility of ensuring implementation and pool resources regionally and leverage state and federal funds was identified.

The Deschutes County Transportation Coordination Project selected two priority projects: 1) establish a regional coordinating entity; and 2) deliver coordinated Public Transportation services linking La Pine-Bend-Redmond. These priorities intertwine perfectly with: other regional plans, COIC’s regional public transportation expansion projects; services already offered by Central Cascade Lines (CCL); and TranSolutions Team Priorities. The participants of the Deschutes County Transportation Coordination Project identified COIC as the appropriate entity to serve as the regional coordination entity noting COIC’s role as a Council of Governments and having vast experience in intergovernmental coordination.

In answer to a question, Mr. Gramlich expressed his views, as a Bend City Counselor and on a personal level, in relation to the recent Bend City Council’s decision to decline signing the “Declaration of Coordination” at the Deschutes County Transportation Coordination Project Signing Ceremony.

Ms. Friend stated that as of January 1, 2008 COIC assumed the Dial-A-Ride (DAR) Bus Service from Central Oregon Council on Aging (COCOA). COCOA approached COIC last fall regarding COIC operating the DAR bus service citing the following reasons:

- *Coordination Plan participants recognized opportunities for this action
- *Recognized COIC’s program delivery and coordination strengths
- *Transportation wasn’t COCOA’s main operational purpose

- *COIC was better positioned to bring in new sources of funding
- *Creates the platform for a new regional public transportation system

Ms. Friend noted that COIC has bus operations in Madras, Prineville, Redmond, Sisters and La Pine.

Acceptance of 5311 Contract from ODOT Public Transit Division

Ms. Friend distributed the draft 5311 contract between COIC and the Oregon Department of Transportation. The contract is coming before the board as a draft due to the timeliness of accepting this contract. Staff is anticipating receiving the final contract on April 5 with contract operational dollars to be no less than \$275,000. Under this contract, COIC will offer a combination of general public local demand-response transit and intercommunity shuttles for the following communities: La Pine, Madras, Prineville, Redmond and Sisters. Initially, local demand-response services in Madras, Prineville and Redmond will be offered Monday through Friday from 7:30 a.m. to 5:30 p.m.; in La Pine Monday through Friday from 7:30 a.m. to 4:00 p.m., and in Sisters on Tuesdays only from 9:30 a.m. to 3:30 p.m. Intercommunity services will be offered via one round-trip/day between Madras-Redmond and Prineville-Redmond. Service will be offered between Sisters-Redmond every Thursday. All services to Redmond connect to service from Redmond to Bend. Additionally, COIC will partner with CCL to provide a La Pine-Bend round-trip twice daily. In answer to a question, Ms. Friend stated that COIC has a contract with the City of Redmond to service the buses. **After discussion, Mr. Patrick moved to accept the final 5311 contract with ODOT upon receipt. Mr. Dee seconded. Motion carried unanimously.**

TranSolutions Work Plan

Mr. Aycock stated that the TranSolutions Team is a COIC Board Subcommittee, advisory to the Board. The subcommittee is comprised of Public Transportation providers, human service agencies, funders, local government and private sector members. Three goals of the TranSolutions Team are: 1) Coordinate existing services; 2) Take advantage of immediate expansion opportunities; and 3) Develop a long-term approach to addressing regional public transportation needs. Referring to the TranSolutions Team Draft Work Plan, Mr. Aycock stated that the Team will focus on Goals 1 and 2 deferring work on Goal 3 until late summer/fall, 2008. Noted objectives in Goal 1 are: 1) stabilize existing services; 2) identify opportunities to pool resources, share services; 3) Pick-up and drop-off coordination; and 4) mobility management including central website and call center, dispatch-scheduling, ticketing. Board discussion included subcommittee responsibilities, role of the COIC Board in approving direction of the subcommittee, and the subcommittee vision. **After discussion, Mr. Hatfield moved to approve the TranSolutions Team Work Plan as presented subject to periodic reviews. Mr. Butler seconded. Motion carried unanimously.**

As there was no further business, the meeting adjourned at 7:15 p.m.