

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, FEBRUARY 1, 2017  
4:00 p.m.  
MCEDD Office and Teleconference

**ATTENDANCE:**

*In Person:* Rod Runyon, Bill Schmitt and Eric Proffitt

*Teleconference:* Jan Brending and Bob Hamlin

*Guest:* Les Ruark (teleconference)

*Staff:* Sherry Bohn and Amanda Hoey

**CALL TO ORDER:**

Jan Brending called the meeting to order at 4:03 p.m. A quorum was present.

**EXECUTIVE COMMITTEE MINUTES:**

Bill Schmitt moved to approve the January 4, 2017 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

Eric Proffitt moved to approve the January 17, 2017 Executive Committee meeting minutes as presented. Bill Schmitt seconded the motion. Motion carried unanimously.

**FINANCE REPORT:**

Amanda Hoey presented the December 2016 financial reports. Amanda reported that MCEDD's operational cash continues to decrease from the usage of its reserved match funds, primarily for the Agora Investment Platform expansion project. She noted that the trend of higher loan fund cash and lower loans receivable balances persists, due to principal repayments and fewer new loans made in FY17, with line 1300 Loans Receivable down about \$500,000.

Amanda reviewed MCEDD's Operations Budget vs. Actual report. She reported that Total Loan Fund Revenue, excluding the Attainable Housing RLF funds, is below projections by \$7,223.45. Bonds & Insurance and Other Materials/Services are above budget due to expenses that are included for FY18 and will be transferred at year-end.

Bill Schmitt moved to accept the financials as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

*Discussion:* Rod Runyon asked about the Antelope project. Amanda explained that it is a water project with Community Development Block Grant funding for which MCEDD provides grant administration. Rod asked if staff had been in contact with Lisa Gambee about the status of Antelope's city council. Amanda stated that staff had in the past been in conversation on the status and would follow up on the most current status.

**BUDGET COMMITTEE:**

Amanda Hoey reported that two of the three board positions on the Budget Committee transition this year. The first is the position held by Dana Peck. Amanda reported that Dana was appointed to fill the last year of the term vacated by Barbara Briggs. She also reported that the second position vacant is the position which was held by Nick Hogan. Amanda reported that Nick is no longer serving on the board and thus can no longer fill that position. Amanda reported that Dana Peck and Sue Knapp are interested in seeking appointment.

Amanda reported that one at-large position, held by Marcus Denny, expires this year. She reported that notification of the expiring at-large position was sent to local newspapers with interest forms due by January 25, 2017. Amanda reported that Fritz Ellett expressed interest in serving on the budget committee.

Eric Proffitt moved to recommend appointing Fritz Ellet to the MCEDD Board for the at-large Budget Committee position. Bill Schmitt seconded the motion. Motion carried unanimously.

Rod Runyon moved to recommend reappointing Dana Peck to the MCEDD Board for the Budget Committee position ending February 2020 and to recommend appointing Sue Knapp for the Budget Committee position ending February 2019. Bill Schmitt seconded the motion. Motion carried unanimously.

### **NADO ALERT:**

Amanda Hoey reported on an alert received from the National Association of Development Organizations (NADO) on risks to funding for the US Economic Development Administration. She noted that this agency is a crucial resource for MCEDD's rural economically distressed communities as it provides public works and technical assistance funding. Amanda also noted that it is a resource for MCEDD's annual planning grant allocation. Amanda requested the Executive Committee discuss the value of EDA programs in the region and to identify opportunities for members of the Executive Committee to support messaging of the importance of the Agency.

*Discussion: Eric Proffitt asked about the potential ramifications to MCEDD and its region. Amanda explained that it could be up to a ten percent loss to the MCEDD budget. She also noted that the long term effect would be to a loss in innovative program development and a loss of public works programs and projects. Rod Runyon stated that he would be willing to write letters in his capacity seeking clarification.*

### **REGIONAL ECONOMIC DEVELOPMENT STRATEGY SESSION**

Amanda Hoey provided an update to the Executive Committee on the status of the Regional Economic Development Strategy development, noting that the Data and Demographics Review, Vision and Goals and SWOT Analysis had been completed. She reported that staff is working on finalizing Strategies/Action Plans that were outlined at the regional strategy meeting in Moro and refined on January 26<sup>th</sup> at a meeting in The Dalles. Amanda reported that the initial draft outlines were presented in the overall priority ranking order and are available on the MCEDD website.

Amanda reported that staff is compiling information from the meeting in January, and will send out opportunities for public feedback. She reported that participants reviewed and refined the plans, identified quick wins and drafted the top three priority actions for each goal area. She also reported that simultaneously, staff has solicited priority projects from each County and will have those prepared to present at the February full board meeting. Amanda noted that one evaluation criteria will be the extent to which the projects tie directly to the priorities expressed in the strategies

Amanda noted the upcoming meetings in February and March, their locations and topics.

### **EXECUTIVE DIRECTOR REPORT:**

Amanda reported that the MCEDD Loan Administration Board approved a new loan to Austen Martin for an \$111,000 loan using the Attainable Housing Development RLF funds. She also reported that the board recommended that Sherman County approve a separate loan for the project, up to \$117,000. Amanda reported that the Sherman County Court met today and approved the loan. She noted that the project would construct two duplexes in Sherman County. She also reported that the Loan

Administration Board had approved a new loan to Steelhead Enterprises for a \$150,000 to expand their wildland firefighting business, which is based in The Dalles. Amanda reported that MCEDD had received notification of an anticipated additional loan payoff request from Northwest Pediatrics and had received very small early payoffs from Lupin Construction and Cruz Thru Grocery.

Amanda Hoey also noted the following from the Executive Directors report:

- Sherman County approved entering into an Intergovernmental Agreement with MCEDD to manage their funds to support workforce housing.
- Crystal Springs Water District received funding through the safe drinking water RLF program. MCEDD has been in contact to offer support for grant administration.
- The Ash Center for Democratic Governance and Innovation at the John F. Kennedy School of Government, Harvard University recognized the Agora Investment Platform as part of the 2017 Bright Ideas in Government initiative. The Bright Ideas program recognizes creative and promising government programs and partnerships.  
*Discussion: Rod Runyon asked if South Wasco County Parks and Recreation had an Agora account, noting that the County is working on deeding land to the newly formed district. Amanda noted that she would check with Carrie Pipinich to verify, but believed they had an account and if not, staff would provide technical assistance to get the District registered.*
- MCEDD and the City of The Dalles executed an IGA to support grant administration of the City of The Dalles Wastewater Plant project. Amanda reported that staff will not proceed until given the final notice from City staff.
- Bid opening for the Columbia Gorge Regional Airport project was postponed to January 26, 2017 due to weather. Amanda noted that they have experienced a delay due to additional consultation which is necessary to meet EDA's requirements.
- IFA approved the methodology proposed by PSU for an income survey. The survey will be used to determine eligibility of funding through CDBG for a Sherman County project for the South Sherman Fire District.
- The contract for David Van't Hof, contracted Government Affairs Specialist for CGBREZ, has been extended with the remaining funds. MCEDD has also paid AWEA membership for 2017.
- GTA activities include: Planning for the annual STEM Career Day scheduled for April 28th. Jessica Metta and Jacque Schei have been actively engaged with Google in planning the Wind Challenge scheduled for March 11, 2017. The registration deadline for teams has been extended and we are seeking volunteers to assist at the event.
- MCEDD received three responses to the RFP for the Columbia Gorge Winegrowers Association to support training needs. Given the qualifications of respondents, MCEDD decided to divide up the trainings and contract with two separate companies.
- Carrie Pipinich received concurrence from the Oregon Department of Agriculture to travel for Cidercon.
- MCEDD staff met with Dee Holzman of Gorge Web Design to review intent for the updated MCEDD website and draft site architecture. She noted one point of public feedback was to the draft site architecture related to the calendar. Staff will propose modifying the site architecture to "Meetings" for more intuitive navigations but the content intent remains the same.
- The Sherman County Court appointed Judge Gary Thompson to serve as their MCEDD Board representatives, replacing the position vacated by Mike Smith.
- Amanda reported that with extended winter weather, the MCEDD office building roof partially failed in January. This led to flooding of the office bathroom and part of the back room. The building owner has agreed to reimburse MCEDD for any damages and costs incurred in containing the problem. Amanda reported that she has also requested a timeline from the building owner on replacing materials in the ceiling and floor and addressing mold prevention due to the length of time of the leak.

**OTHER NEW BUSINESS**

Rod Runyon noted the article in The Dalles Chronicle about Amanda and the Marshall Fellowship appointment.

**ADJOURN:** Meeting adjourned at 4:47 p.m.

*Respectfully submitted,*

*Sherry Bohn, MCEDD Office Administrator*