

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, SEPTEMBER 6, 2017
4:00 p.m.
MCEDD Office and Teleconference

ATTENDANCE:

In Person: Ken Bailey, Judge Gary Thompson, Rod Runyon, Bill Schmitt, Bob Hamlin and Eric Proffitt

Via Phone: Jan Brending

Absent: Bob Benton, Rex Johnston

Staff: Amanda Hoey and Jessica Metta

Guests: Brent Olson (Mid-Columbia Council of Governments/The LINK)

CALL TO ORDER:

Jan Brending called the meeting to order at 4:01 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES:

Bob Hamlin moved to approve the August 2, 2017 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

FINANCIAL REPORT:

Amanda Hoey presented the July 2017 financial reports. She noted that the balance sheet is similar to last fiscal year, but there are improvements to loan balances, particularly the Attainable Housing RLF. For the budget vs. actual, she noted that most expenses are below budget, notably the personnel expense due to staffing changes. She stated that carryover revenue does not yet reflect in the actuals until audit completion.

Ken Bailey moved to accept the financial report as presented. Gary Thompson seconded the motion. Motion carried unanimously.

Amanda discussed the changes in staffing, reviewed the reduction of expenses due to timing of bringing on new staff and discussed anticipated future modifications. Sherry Wickert has calculated a net positive of approximately \$4,000 projected for this current year due both positive and negative revenue and expense factors including: the delay in new hire starting times, differences in contracts and the adverse carry over impacts from the RLF programs into this year. Amanda noted that she proposed increasing the Deputy Director time from 0.8 FTE to 1.0 FTE this quarter (September to November) to help address the workload and to continue that increase in time if the GTA contracts at the anticipated higher level or another similar action occurs. She noted that no modification to budget would be needed at this time, as it is within our expense allocations in the current budget.

Discussion: Rod Runyon asked how many hours would be represented by the change and Jessica noted that it would effectively allow her to be in the office five days a week instead of four days a week. Rod Runyon noted that this action does not take committee/board approval as it is within the expense categories approved by the Board. Amanda agreed, but noted that since the budget notes refer to employee levels, she would like acknowledgement of the modification. Eric Proffitt asked if this would adversely impact bringing on the replacement for the Finance Manager and Amanda noted that it has no impact to that action and MCEDD has a job opening currently posted.

The Committee's consensus was to proceed with the modifications to staffing.

PRIVATE SECTOR APPOINTMENTS:

Jessica Metta presented applicants for the seven private sector members on the MCEDD Board, noting that the MCEDD Executive Committee makes appointments which are then ratified by the full Board at their annual meeting in September. She noted that five members are seeking reappointment: Ken Bailey (agriculture), Tom Furey (high tech), Stephanie Hoppe (nonprofits/higher education), Robb Kimmes (healthcare) and Eric Proffitt (workforce). She stated that MCEDD had received an application from Humberto Calderon for the position representing Latino businesses. Humberto was referred by Paul Blackburn, Mayor of Hood River, and has the endorsement of Janet Hamada, Executive Director for the Next Door, Inc. Jessica stated there were two applicants for the position representing the food/beverage industry from which the Committee would need to select one for appointment. These candidates include Cassie Courtney, Sales/Marketing Director for Maryhill Winery and Jaime Athos, President/CEO of The Tofurky Company.

Discussion: Jan Brending inquired as to which private sector members are currently based in Oregon and which are based in Washington. Jessica Metta reviewed the location of each member. Jan expressed a preference to balance the members with an additional Washington based member and select Cassie Courtney as a result. Ken Bailey noted that he tended to agree on the need to balance Oregon and Washington interests, but to also consider the qualifications before considering the state location. He thought both appeared to be potential good candidates. Amanda Hoey directed the Committee's attention to the criteria on back of memo, which includes requirements for an individual in a responsible decision-making authority as well as Oregon/Washington balance, among other criteria. With those criteria, each candidate could be favored depending on which individual criterion was deemed most important at this stage. She noted she had talked with both candidates and both had capacity and energy to engage on the board. Eric Proffitt acknowledged that Jaime Athos has more experience but the Washington balance would be nice. Rod Runyon asked if there was another opportunity for candidate participation and Amanda noted that there is not currently at this level. Eric Proffitt stated the ECWIB workforce sector focus on the beverage industry also favors Cassie.

Bob Hamlin moved to reappoint Ken Bailey (agriculture), Tom Furey (high tech), Stephanie Hoppe (nonprofits/higher education), Robb Kimmes (healthcare) and Eric Proffitt (workforce) and appoint Humberto Calderon (Latino businesses) and Cassie Courtney (food/beverage) to the MCEDD Board of Directors. Rod Runyon seconded the motion. Motion carried unanimously.

LOAN BOARD APPOINTMENTS:

Jessica Metta presented the private sector loan board appointments and requested the Committee to make a recommendation on two appointees and an alternate. All three individuals currently serving in those roles are seeking reappointment: Scott Clements, Dillon Borton and AJ Tarnasky (alternate).

Discussion: Ken Bailey asked for clarification on the alternate designation. Amanda Hoey noted that the alternate can participate in all meetings and can vote when another member is unable to attend. It helps maintain quorum, continuity and meet EDA requirements for a private sector member to attend each meeting at which a loan is considered.

Ken Bailey moved to recommend to the MCEDD Board reappointment of Scott Clements, Dillon Borton and AJ Tarnasky (alternate) to the Loan Administration Board. Gary Thompson seconded. Motion carried unanimously.

NADO TRAVEL:

Amanda presented a request to authorize her to travel to Anchorage, AK for the National Association of Development Organizations annual conference in September 2017. She noted that all out-of-states travel is approved either through the budget process or by action of the MCEDD Board or Executive Committee. She stated that this action item is to provide clarity as the budget notes specifically allowed for out-of-states scholarship funded travel but specifically stated that we had not included the NADO conference in the budget calculation as, at that time, it was anticipated to carry a cost for participation.

With a great deal of support from NADO and EDA, Amanda will be able to attend at \$0 cost to MCEDD other than her time. Given the estimated travel costs being eliminated, MCEDD meets the intent of the budget modifications and is able to leverage significant outside investment. She noted that the memo states a \$1,000 scholarship but NADO has since been able to increase that amount to \$1,500. She noted that it will be on a reimbursement basis so MCEDD will see both revenue and expense to offset for this travel.

Bill Schmitt moved to approve the travel request as presented. Eric Proffitt seconded the motion, Motion carried unanimously.

PROGRAM OPTIONS:

Amanda introduced the conversation and acknowledged guest Brent Olson attending from MCCOG/LINK to help answer questions. She stated that the intent of this agenda item is to identify additional information needed for a presentation to the full board at their September meeting and to provide a recommendation for the Board on action as to what direction we go in terms of negotiation.

Discussion: Eric Proffitt inquired as to if there would be any conflict of interest in serving both the LINK and Gorge Translink. Amanda responded that there is no conflict of interest; MCEDD provided value in the formation of the TransLink Alliance as a neutral convener. At this point in development of regional transportation connections, working directly with a service provider would allow us to increase real regional connections. She noted there is no competition between County providers who receive formula funding. Brent reinforced that they are not a competitor to other transportation entities and seek to coordinate regionally. Eric Proffitt asked if LINK could be a stand-alone entity. Amanda responded that the service basically operates as an independent unit, but requires administrative support (financial, managerial).

Amanda Hoey presented the points to consider related to our potential role, financial implications, facilities/ assets and employees.

Discussion: Eric Proffitt inquired about assuming the loan on the facility and if we are in a place to do that. Amanda Hoey noted that the proposal, as phrased at this point, would include the loan being paid off prior to transfer and there would be some conditional items on establishing an equitable lease with any entity that takes on the call center so the facility can continue to cover maintenance costs. Eric Proffitt stated that there appears to be a symbiotic relationship with the brokerage. Amanda noted that legally LINK, as a service provider, needs to be clearly separate from the brokerage, but they do work symbiotically in sharing a facility and space in the transit center. She noted there have been criticisms of the ability to maintain that separation when under one administration. Ken Bailey asked for more information on what the brokerage does. Brent

Olson responded that it provides for medical transportation for seven eastern Oregon counties. Rod Runyon expressed concern about adding physical infrastructure. Brent Olson stated that ODOT owns the assets and ODOT provides maintenance funds for buses. Amanda Hoey noted the information staff has reviewed and asked what else the Committee recommends providing to the Board in September. She stated that staff recommendation is to proceed with negotiations and identify small subset of the Board to assist in this work, operating within the parameters established such as requiring that there be no adverse financial impact to our existing services. Rod Runyon stated he was in favor and would like to be able to expand the services of the LINK as well and noted that MCEDD is very qualified to provide the administration. Ken Bailey noted that services be more efficient and the benefits of one administration regionally. He stated that coordination of programs and elimination of silos is positive but that MCEDD would need to be careful to avoid some of the same criticisms that MCCOG ran into. For the materials to be provided to the Board, Jan Brending appreciates the information provided to the Executive Committee and suggested that same level of information be provided to the Board with an opportunity to access additional details from staff if desired. She agreed with proceeding and forming committee to assist staff. Rod Runyon suggests that a Wasco County representative would be great to include and a City of The Dalles representative since most of the service is in that city. Ken Bailey noted the desire is to keep continuity of service with the LINK and the change would be administrative. Brent Olson stated that there may be more opportunities for service expansions with the Oregon transportation bill passing. Bill Schmitt asked about the service area for the LINK and Brent described. He noted that Mt Adams Transportation will have a fixed route to The Dalles from Goldendale and are anticipated to coordinate a drop off point at the transit center. Eric Proffitt noted the theory of shared services is good but caution of avoiding the point of declining returns.

Bill Schmitt moved to recommend to the MCEDD Board that MCEDD continue conversations on serving the LINK and develop a small working group that could include both board members and community members to assist in the analysis and negotiations. Rod Runyon seconded the motion. Motion carried unanimously.

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey reviewed highlights from her written report including:

- The OIB approved the launch of a new pilot program that will allocate \$250,000 in OIB funds for small business loans. It is set to launch in September. Amanda noted that if successful, it might also be one for the MCEDD Loan Board to consider as well. The purpose of the pilot is to better market the OIB fund opportunity and meet the needs of local businesses. OIB also approved a \$5,000 matching grant to Columbia Gorge Community College for food and beverage training.
- Loan closings and funding are well on track for this quarter with Honald Building, Dwinell Ales, All Seasons Carpet Cleaning, and Root and Cane (OIB) all receiving funding. MCEDD staff anticipates closing the \$200,000 Renewal Workshop loan in September.
- Yesterday the MCEDD Loan Administration Board approved two loans: \$130,000 to Seufert Enterprises and \$30,000 to The Riv.
- MCEDD business assistance and administrative staff are discussing support to our clients affected by wildfires.
- Preparations for the November 2nd annual economic symposium are well underway with Jason Spadaro secured as keynote speaker. Staff is working with the Skamania EDC in securing panelists representing a cross section of those involved with forest and wood products. The event will take place at the Hegewald Center in Stevenson, WA and tickets are now available online.

Discussion: Ken Bailey noted that salvage logging is likely to come up. The Committee reinforced that this is a timely event to have conversations around timber management.

- Carrie Pipinich is coordinating efforts with Qlife and the City of Maupin on an application to the Economic Development Administration to support the remaining funding gap for a broadband expansion project in Maupin. It should be submitted in September.
- An application for a Columbia Health Council grant for the Everybody Rides Campaign.
 - Bob Hamlin moved to approve the grant submission. Bill Schmitt seconded the motion. Motion carried unanimously.
- For the NCMM potential application referenced, Amanda noted that MCEDD may assist to convene conversation, not is not at this time anticipated to be lead on an application, so no action is needed.
- The Gorge Technology Alliance has a number of events coming up in September including the sponsor appreciation and Gorge tech showcase on September 20. The MCEDD Executive Committee is welcome to attend.
- MCEDD welcomed Kathy Fitzpatrick as the Gorge Mobility Manager. Carmen Frost will start as our new Office Administrator on September 15th. The Finance and Operations Manager job notice has been posted and is available to circulate.
- The full board meeting is scheduled for Thursday, September 21st at the White Salmon Library.

OTHER NEW BUSINESS

No new business was noted.

ADJOURN: Meeting adjourned at 5:08 p.m.

*Respectfully submitted,
Amanda Hoey, Executive Director*