

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, JANUARY 3, 2018
4:00 p.m.
MCEDD Office and Teleconference

ATTENDANCE:

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

Teleconference: Rex Johnston

Absent: Bob Benton

Staff: Jessica Metta, Siri Olson, Kathy Fitzpatrick, Lauren Hernandez, Amanda Hoey

CALL TO ORDER:

Ken Bailey called the meeting to order at 3:57 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES:

Bill Schmitt moved to approve the December 6, 2017 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

FINANCIAL REPORT:

Siri Olson presented the November 2017 financial report. She noted Accrued Loan Interest (1227) is \$34,356.98 and Loans Receivable (1330) is \$3,277,996.14. Those have been increased due to \$30,000 of MCEDD loans being funded in November. Due to timing of loan payments and low repayment activity in November, there is a balance in the OIB Loan Payments Holding (1475). There is a balance of \$2,050.12 for Accounts Payable (2110), which were paid in December.

MCEDD's Operations Budget vs Actual report for November shows revenue being less than projected due to ODOT Mobility Management being funded over 7 quarters rather than 8 quarters and lower Loan Interest received. Overall expenses are at 79.2% of the budget through November.

Bob Hamlin moved to accept the financial report as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

STATUS OF THE LINK AND TAB:

Amanda Hoey reported much effort has gone into transitioning a number of MCCOG programs to MCEDD, including getting contracts signed for CREA, working to transfer over the City of Rufus' finances, the Four Rivers Community Corporation, and the LINK public transportation system. A Transportation Administration Board was established and held its first meeting to begin review of LINK and TAB. The anticipated transfer of the LINK is February 1, 2018. A supplemental budget will need to be prepared. Amanda reported Brent Olson, Transportation Operations Director, accepted a position elsewhere and is no longer with LINK. MCEDD is working with Dan Schwanz to support interim management in January. GOBHI is providing his time pro-bono and will assist MCEDD if the position is advertised.

Discussion – Ken Bailey stated working with Dan Schwanz is a good opportunity for MCEDD to get a feel for how the LINK works before modifying the management of it. Amanda reported a draft lease for the facility has been sent and should be complete before the end of the month. MCCOG needs to file a Restricted Covenant before MCEDD can move

forward with the Trust Deed transfer. Rod Runyon asked the definition of Restricted Covenant. A Restricted Covenant places restrictions on how a facility or property can be used. The LINK is restricted to transportation purposes only.

Amanda reported Lauren Hernandez is working on finding janitorial services for the LINK and MCEDD office building. Siri Olson, Kathy Fitzpatrick, and Amanda met with all LINK employees to review MCEDD, management, the team, expectations, and the process of the transfer. LINK employees have remained positive throughout the transfer. A deadline for LINK employees to apply to MCEDD is January 5, 2018, and all applications have been received. Siri is setting in place all pre-employment requirements. The supplemental budget is being drafted. After the acquisition, surplus equipment identified by the IT department and other surplus property should be addressed. The supplemental budget will be presented during the January 18 full board meeting. There are a number of changes to incorporate.

Amanda noted the increased complexity of MCEDD is being analyzed, and MCEDD is looking at additional staffing and organizational structure. One item needed to advise the budget is a consideration for modification of the salary for the position of Executive Director.

Discussion – Ken Bailey stated the administration piece of LINK combined with new employees and operations is a significant change in administration. There is enough administrative funding in the proposed budget from LINK to hire an additional manager for LINK plus to help support oversight and administration of MCEDD. Beyond LINK, MCEDD is considering bringing in two more outside financial management pieces, which increases the staff load outside of transportation. Ken explained it was beneficial to promote Jessica to Deputy Director and suggested the Deputy Director position be expanded to oversee some aspects to support the Executive Director. Ken stated with the increased work load, it is well worth adding a step increase to Amanda's position, and with the excellence she's shown, it's well deserved. Eric Proffitt agreed, and stated Amanda's responsibilities have doubled. Ken added MCEDD administration has the transfer well under control. MCEDD's organizational structure provides future opportunity for growth.

Bill Schmitt moved to approve a step increase for Executive Director Amanda Hoey, effective January 1, 2018. Dana Peck seconded the motion. Motion carried unanimously.

Rod stated it may take a while for MCCOG to separate out their funds. Amanda stated that the LINK has a separate fund account which is in the process of being divided out. Once MCEDD acquires LINK, LINK will be kept as a separate piece in accounting. Until then, past performance and funds available justify Amanda's step increase. If the full board does not approve of the step increase, it will be readdressed.

MCEDD ORGANIZATIONAL STRUCTURE:

Jessica Metta explained that as MCEDD staff transitions to managing LINK, including its additional employees, policies, and programs, as well as the oversight of the Transportation Administration Board, adjustments to the workload of current staff are being considered. These adjustments would be options that efficiently use talents, skill sets, and time of current staff, preserve key hierarchical chains, promote and support current staff, increase staff time, and provide consistent support for MCEDD partners and projects. All discussions regarding this have been preliminary.

Discussion: Eric Proffitt asked if taking on LINK, the City of Rufus, CREA, and others has overwhelmed the accounting responsibilities of staff. Ken Bailey stated the prior Financial & Operations Manager position had a percentage of time budgeted for projects. Now, 100% of the position is for financial responsibilities. Responsibilities for this position continue to expand. Amanda added each new employee has a learning curve, but yes, the accounting responsibilities with the transfer are currently overwhelming. There was a gap in administrative staff, and this resource will be used to increase Lauren's time to further assist the finance department. Ken Bailey stated staff organization is Amanda's decision, though she will keep the Executive Committee informed of the decisions made. Amanda stated the Deputy Director's skills will soon be used in a greater capacity.

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey reviewed highlights from the past month including:

- The MCEDD Loan Administration Board approved a \$600,000 Attainable Housing Development RLF for a housing project in Hood River, Oregon. This decision means the board has now approved a project in Sherman County, Wasco County, and Hood River County.
- Eric Nerdin, Loan Officer, has a growing pipeline of business loans.
- The Everybody Rides Campaign was approved by the Columbia Gorge Health Council for funding. This supports a match for Mobility Management position. The campaign is a good opportunity to enhance awareness of available public transportation resources throughout the five county region
- Carrie Pipinich was approached for a proposal to further support Qlife and the Wasco County Fair Board with grant writing and direct project management assistance. She held the semi-annual broadband consortium meeting in December, and it was very successful.
- The Four Rivers 501c3 board will meet January 5, 2018,
- to support the entity transfer to MCEDD's administration.
- MCEDD convened a meeting with the Port of The Dalles and Columbia Gorge Community College to review a potential submission for Business Oregon's Rural Opportunity Initiative.
- Notices of request for projects for updates with the Comprehensive Economic Development Strategy have been sent to all jurisdictions and will be presented for prioritization at the March MCEDD Board meeting.

OTHER NEW BUSINESS; COMMITTEE MEMBER UPDATES:

No new business was presented.

ADJOURN: Meeting adjourned at 4:32 p.m.

*Respectfully submitted,
Lauren Hernandez, Office Administrator*