

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, FEBRUARY 7, 2018
4:00 p.m.
MCEDD Office and Teleconference

ATTENDANCE:

In Person: Bill Schmitt, Eric Proffitt, Ken Bailey, Dana Peck, Rod Runyon

Teleconference: Gary Thompson, Rex Johnston

Absent: Bob Benton, Bob Hamlin

Staff: Amanda Hoey, Lauren Hernandez, Jessica Metta, Siri Olson, Carrie Pipinich

CALL TO ORDER:

Ken Bailey called the meeting to order at 4:00 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES:

Motion to approve the January 3, 2018 Executive Committee meeting minutes as presented made by Rex Johnston. Bill Schmitt seconded the motion. Motion carried unanimously.

FINANCIAL REPORT:

Siri Olson presented the December 2017 financial report. She noted the Balance Sheet for December indicates finances are holding steady. Accounts Receivable is considerably less than this time last year due to timing of invoicing and receipts for December. Accrued Loan Interest is more than it was last year at this time. MCEDD Loans Receivable is higher than this time last year and will continue to increase as new loans are funded. Two new IRP Loans were funded in December for a total amount of \$253,200.

MCEDD's Operations Budget vs Actual Overall Revenue and Expenses are on track. Both are sitting at 80% of the budget through December 2017, which is 20% less than anticipated at this time. Federal revenue is still less than projected, in part due to ODOT Mobility Management funding. Local Assessment Revenue is at 100% of expected at this time for the fiscal year, and Investment Interest is higher than expected. Loan Late Fee Revenue is over what is anticipated due to increases in late loan payments. There is movement in the Agora project, which is reflected in an increase in Professional Services. Personnel expenses are in line with the budget, even with changes in personnel over the last few months.

Siri noted the January financial report will look similar to the December financial report, but in February, the report will reflect changes related to acquiring the LINK.

Motion to accept the financial report as presented made by Bill Schmitt. Eric Proffitt seconded the motion. Motion carried unanimously.

Rod Runyon joined the meeting.

BUDGET COMMITTEE:

Amanda Hoey reported the MCEDD Budget Committee is composed of three board members and three at-large (non-MCEDD) members. Two member terms are expiring, and solicitation for filling those positions was sent out. MCEDD's member with the expiring term is Eric Proffitt. The at-large member with the expiring term is Leana Johnson with the City of Stevenson. Eric and Leana

requested re-appointment for new three-year terms. Amanda asked the Executive Committee to recommend Eric and Leana for re-appointment. The final appointment will be made by the MCED Board. Both terms will end in 2021. Amanda noted the Budget Officer for the next fiscal year will change to Siri Olson.

Motion to recommend the MCEDD Board to re-appoint Eric Proffitt to the Budget Committee to represent the MCEDD Board and re-appoint Leana Johnson to the Budget Committee as an at-large member for three-year terms. Rod Runyon seconded the motion. Motion carried unanimously.

TITLE VI AND LEP UPDATES:

Amanda presented a draft revision to the Title VI policy. Title VI prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal funding assistance. Because MCEDD has acquired a public transportation entity that has an additional location (the Transit Center), the policy needs to be updated. MCEDD also has a Limited English Proficiency plan. Amanda asked the Executive Committee for feedback before the policy is brought before the MCEDD Board.

Discussion: Eric Proffitt noted page 11 of the policy states MCEDD services are available to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status. On the Title VI complaint form, only three boxes exist for complaints against race, color, or national origin. Amanda explained Title VI is specific to race, color, and national origin, but MCEDD's anti-discrimination policy is broader than this. Any other complaints come to the Executive Director for resolution and then up to the Executive Committee if not resolved and/or found to be substantiated claims.

Motion to recommend the revised Title VI policy to the MCEDD Board made by Dana Peck. Eric Proffitt seconded the motion. Motion carried unanimously.

PLANNING GRANT AND SCOPE:

Amanda Hoey reported MCEDD has a working relationship with US Economic Development Administration, and as part of this relationship, MCEDD develops a scope of work for the planning grant provided by USED. The three-year grant gives MCEDD the resources to develop and implement the Comprehensive Economic Development Strategy. The grant is matched with local assessment and project funds. Amanda presented a draft Scope of Work for the next planning cycle grant to begin April 1, 2018. Each year, the budget and Scope of Work is updated for the USED.

Section one focuses on the CEDS. Additions include updating County major employer's listings and supporting integration of the CEDS with the Columbia River Gorge National Scenic Area Management Plan. Section two, Economic Resilience, will see a continuation on focus for broadband. This section of the scope of work covers a portion of Carrie Pipinich's time working on broadband issues. The 2018 Columbia Gorge Economic Summit is included in this section. Section three, Entrepreneurial Environment, includes implementing the Gorge Technology Alliance strategic plan and includes the addition of engaging with local food and beverage industry organizations. Section four, Infrastructure, includes support work with communities on project development and technical assistance. This includes communities with brownfields projects seeking funding or conducting assessments, small communities with water system needs, and other needs across the region. Section five, Economic Development Technical Assistance, includes the addition of utilizing and enhancing the Four River's Corporation 501c3 recently acquired. The Scope of Work drives the focus of MCEDD staff in terms of how resources are used.

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey reviewed highlights from the past month including:

- Carrie Pipinich attended Cider Con.
 - Carrie highlighted her trip for the Executive Committee. Carrie reported it was good to hear on a national level how work is being done to gather data in the broader industry. Media coverage tends to cover how cider is shrinking as an industry, but regional and local cideries, which is the segment MCEDD cider clients are in, continue to grow rapidly. It was nice to see this kind of data, as this region is in a continued upward trend. Washington and Oregon have much larger cider markets than other areas of the country. Carrie reported the cider industry is encouraging cideries to work on pairing cider with food. Carrie listened to conversations around policy and regulatory environments around cider, including state level conversations around land use and state liquor control. Discussion was held around funding structures like dues, sponsorships, and events to support work being done in the cider industry. Much of the conversation was about the different types of apples used to make the cider.
- Projects for inclusion in the Comprehensive Economic Development Strategy are being prioritized by counties and will be reviewed and presented to the MCEDD Board in March.
- Regionally prioritized infrastructure projects with recent progress include the Columbia Gorge Regional Airport Flex Space, which is in completion phase. City of Stevenson wastewater is prioritized for funding through the Department of Ecology's Water Quality Funding Program.
- OIB approved two loans in January: \$63,000 for Mt. Hood Podiatry and \$40,000 for Defiance Brewing.
- The MCEDD Attainable Housing Fund has a \$250,000 investment in the Honald Building project. The Honald Building will present at the March Board Meeting. The fund also has a \$600,000 commitment for a large housing project in Hood River.
- The Oregon Consulting Group has developed the survey that will be used to study and better understand the long-term impacts of MCEDD's business loan program. The goal is to have the results presented to the Board or Executive Committee so the Board can hear from an independent group about the impact of the programs.
- Eric Nerdin is working with Orbital Corporation on an Extended Abatement application through the Cascade Locks-Hood River Enterprise Zone.
- MCEDD signed an agreement with Qlife to support partnership development and applications for grants as it seeks to extend services.
- A meeting will be held with MCEDD staff, Crystal Springs Water District staff, and Business Oregon about additional funding sources.
- MCEDD entered into an agreement with the City of Rufus to transfer financial record keeping from MCCOG to MCEDD. Given the late timing of the agreement, MCEDD will work with MCCOG through February on the transition.
- Upcoming funding opportunities include USDA Rural Business Development Grants, Meyer Memorial Trust, and Rural Broadband Pilot.
- Organizational structure shifts are ongoing.
- The Four Rivers Corporation 501c3 Board approved the entity's transfer to MCEDD's administration.

DEPUTY DIRECTOR REPORT:

Jessica Metta reviewed highlights from the past month including:

- With the transition of the LINK staff to MCEDD, MCEDD now has approximately 20 employees. Employees have been given orientation and are filling out necessary paperwork.
- A new driver has been hired, and as soon as a few additional steps are taken, the driver position will be officially filled. The Transportation Operations Director position has not been filled and remains open until February 20 for first round consideration.
- MCEDD is still working to get a better understanding of the LINK accounting systems, how farebox revenue is processed, and how to bill for non-emergency medical transportation.
- Kathy Fitzpatrick is working on several grant applications that will be beneficial to the LINK, including one for a Deviated Fixed Route through The Dalles and one for bus shelters in The Dalles and Hood River.
- MCEDD inherited a grant from ODOT for the purchase of a LINK vehicle, so the process of vehicle procurement will begin shortly.

Discussion: Rod Runyon asked if the Deviated Fixed Route through The Dalles could create a loss of parking if downtown areas are specifically designated for bus parking only. Amanda noted the current stop downtown is near the veterans building. There has been discussion about additional development in the area. The stop may need to be placed at Lewis and Clark Park or another area with more capacity for stops. The Deviated Fixed Route is not anticipated to have multiple stops downtown.

OTHER NEW BUSINESS; COMMITTEE MEMBER UPDATES:

Rod Runyon asked if anyone had crossed the Hood River Bridge with the increased toll. Bill Schmitt noted he has, and although he can get a pass to cross for a reduced fee, the pass requires personal information.

Dana Peck noted the chamber held a successful small business webinar event at Dwinell Ales, which received a MCEDD loan.. Eric Nerdin also attended, and Dana noted it was nice to have MCEDD presence. Goldendale is looking to get involved in hiking trails, and Kathy Fitzpatrick has been a huge help with that. Dana notified the Executive Committee that Kathy's time may be used to work with WSDOT on the mobility issues, as more hikers are moving east since the Eagle Creek Fire. Amanda explained Kathy has been active in these kinds of projects, and her purpose is to provide support for them.

ADJOURN: Meeting adjourned at 4:35 p.m.

*Respectfully submitted,
Lauren Hernandez, Office Administrator*