



**Executive Committee Meeting
Wednesday, August 3, 2016
4:00 P.M.**

MCEDD Office, 515 East Second Street, The Dalles

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>July 2016</i>	5 minutes	Approval
Financial Report	5 minutes	Information
DMV Policy	10 minutes	Recommendation
Encore Fellow	5 minutes	Approval
MCEDD RFP- Web/Marketing	10 minutes	Input
Executive Director Report <i>Appointments status</i>	10 minutes	Information
Other New Business; Updates from Committee Members		

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance, please contact Sherry Bohn at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, JULY 6, 2016
4:00 p.m.
MCEDD Office and Teleconference

ATTENDANCE:

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

Teleconference: Jan Brending, Bob Benton, Rex Johnston and Mike Smith

Staff: Sherry Wickert, Sherry Bohn, and Amanda Hoey

CALL TO ORDER:

Jan Brending called the meeting to order at 4:00 p.m. Introductions took place. A quorum was present.

EXECUTIVE COMMITTEE MINUTES:

Bob Hamlin moved to approve the May 4, 2016 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

FINANCE REPORT:

Sherry Wickert presented the May 2016 financial reports. Sherry reported that the audit was scheduled for the week of October 10th through the 14th. Sherry reported that cash for the Oregon Investment Board is lower than last year's due to new loans made, which reflects in the higher Loans Receivable balance. She also reported that liabilities have several notable differences, which include A/P General and Health Insurance Payables. The A/P General accounts payable balance is for a title fee, which was paid in June and the Health Insurance Payables was due to staff availability causing June's health insurance bill to be paid in May.

Mike Smith joined the meeting at 4:05 pm.

Sherry reported that the Operations Budget vs. Actual report includes differences for revenue and expenses. She reported that Revenue for Federal, State, and Local Match are under budget due to billings for special projects. She noted that these projects will continue into FY17 with the anticipated carryover from FY16. Sherry reported that for all other MCEDD loan funds, the revenue through May reflects an over budget of \$433. Sherry noted the previous summary reports indicated revenue would likely be under budget. She noted that while we have been consecutively under budget in interest, toward the end of the fiscal year we caught up to and exceeded budget on processing fees.

Sherry reported that for expenses, most reflected categories are under budget, with the exception of Bonds & Insurance and Other Materials & Supplies. Sherry noted that total FY16 costs for Bonds & Insurance will be under budget, after FY17 costs are removed. She also reported that for Other Materials & Supplies it has been noted in prior reports that costs were estimated to be under budget, however, with current calculations it is anticipated that this category will be over budget. Previously, expenses for year-end transactions were calculated, but other expenses such as late fees from vendors were not included in the estimated FY16 balance. Sherry reported that with the additional small expenses, the category of Other Materials & Supplies is estimated to be over budget by \$31.00. Amanda reported that this was due to a consistently slow receipt of

invoices and posting of account credits associated with a Staples credit. Amanda reported that the associated credit card account has been closed and staff is using an alternative payment method.

Amanda reported that 2017 pipeline was included and noted that these figures were estimated and will change.

ATTAINABLE HOUSING RLF UPDATE

Amanda reported that in June the North Central Oregon Regional Solutions Advisory Committee approved revisions to the Attainable Housing RLF Fund. She noted that the modifications are intended to ensure the fund can support solutions to a pressing regional issue: quality housing stock at price ranges and rental levels which are commensurate with the financial capabilities of workers and households in the region. Amanda reported that the modifications included:

- Expanding eligibility for projects to include those addressing 61-120% Area Median Income.
- Offering longer loan terms. Amanda reported that this is the most significant change to the fund and that it results from agreement from the state to modify the contract with MCEDD from requiring the funds to fully revolve twice in nine years to only requiring those to be allocated once in that timeframe.
- Providing a lower interest rate (1%) for local government projects.
- Clarifying the requirement that a Letter of Interest from a lender is sufficient to submit an application, instead of a commitment.
- Including revisions to fund disbursement to facilitate pre-construction uses by allowing projects authorized for pre-construction costs to receive disbursement in advance of construction activities.
- Lowering the owner equity from 25% to 20%.

Amanda noted that while MCEDD is the service provider for the funds the policies have been set through the North Central Oregon Advisory Committee in coordination with the Infrastructure Finance Authority. Amanda requested that the MCEDD Executive Committee formally acknowledge the policy revisions. She also requested assistance from the committee to identify and target potential projects and borrowers that would benefit from access to the fund.

Bob Hamlin moved to accept the revised North Central Oregon Attainable Housing Fund policy as presented. Ken Bailey seconded the motion. Motion carried unanimously.

Discussion: Jan Brending suggested that the Housing Authority be made aware of these changes. Rod Runyon stated that they were aware. He also stated that the need for a commitment letter had been a problem and that the change to a Letter of Interest should help. Rod also suggested Regional Solutions produce a press release about the fund.

GORGE NIGHT SKY SYMPOSIUM

Amanda explained the general purpose of the symposium, the dates, location, current sponsors and invited the board to attend the event.

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey reported that MCEDD has been requested to host the Oregon Connections 2017 conference. She noted that the conference supports telecommunications conversations and

solutions across MCEDD's bi-state area and that the planning committee has tentatively booked October 19 and 20, 2017 with the Hood River Inn. Amanda requested that Executive Committee discuss and make a decision regarding hosting Oregon Connections 2017.

Ken Bailey moved to authorize MCEDD to host the 2017 Oregon Connections conference. Eric Proffitt seconded the motion. Motion carried unanimously.

Amanda reported that the Executive Committee approved the Auditor recommendation at the May Executive Committee meeting. She requested consent from the committee for the new auditing firm engagement letter to be signed by an officer of board. There was consent approval.

Amanda reviewed highlights from the Director's report, including the following:

- MCEDD closed a loan with Oregon Brineworks in the amount of \$38,000 to allow for the purchase of additional equipment. She noted that there was one approved, unfunded loan of \$20,000 to Cloud Cap Cycle & Board Shop in Parkdale. The client is still working on meeting the conditions of their loan. Amanda also reported that TGE, LLC had paid off their MCEDD and OIB loans.
- Amanda reported that the Oregon and Washington Investment Board's Economic Vitality Plans received concurrence from the State of Oregon. She reported that staff anticipates the State of Washington concurrence mid-July. The plan will then be submitted to the US Forest Service.
- The OIB has a new board vacancy for an at-large member. Amanda noted that this individual is appointed by the Oregon Governor and must live in Wasco, Hood River or Multnomah County. Amanda requested input on potential candidates from the committee.
- Jacque Schei and Sherry Wickert are the lead MCEDD staff providing grant administration and labor standards assistance to Dallesport Water and Wastewater projects which are CDBG funded. They participated in a pre-bid conference for the water system in June.
- Amanda reported that MCEDD staff assisted the Klickitat PUD and Klickitat County in securing CDBG funds for the Wishram water system. Amanda reported that staff met with the PUD team to discuss scoping for assistance from MCEDD in grant administration and labor standards.
- Amanda invited the committee members to the Gorge Economic Symposium on July 14th at the Hood River Middle School where MCEDD will kick off the process to update the CEDS. She noted that this event will include a keynote from Ken Bailey and presentations of regional and local economic data from Dallas Fridley and Scott Bailey.
- Amanda reported that officer elections will be conducted in September. She noted that Chair Brending formally appoints the nominating committee and a solicitation for board volunteers to serve on the committee was sent in June. Jan Brending further explained the process and appointed the nominating committee consisting of Mike Smith, Dana Peck and Tonya Brumley.
- Amanda reported that as part of the preparation for the annual meeting MCEDD renews private sector positions on the board and loan administration board. She requested input from the committee.

Discussion: Jan Brending requested more information about the Travel Ambassador program Michele Spatz is developing. Amanda explained that Michele is out reaching to individuals in the five counties to assist with providing information about transportation options and reviewed the outreach

conducted to date. Amanda requested input from the committee regarding who might be a good contact. Jan suggested the Gorge Action Program. Rod Runyon inquired if MCEDD staff had met with the new MCCOG transportation director to ensure a good understanding of regional partnerships for transportation. Amanda reported that staff had met with the new director and is trying to get him updated on the Gorge TransLink Alliance activities. Rod also noted the new The Dalles transit center grand opening.

- Amanda reported that staff has been actively pursuing opportunities generated through the Agora Investment Platform. Some of the opportunities include:
 - USDA and tribal expansion opportunities.
 - Meeting with Oregon Community Foundation Board of Trustees
 - Discussions with staff for the Ford Family Foundation on expanding their participation and in relation to other opportunities for District funding.
 - Participation from Meyer Memorial Trust staff in expanding Agora outreach.
 - Meetings with State of Oregon Directors through the Regional Solutions Cabinet.
A follow-up training is scheduled for department staff.
 - Ongoing training with new districts and defining performance measures.

ADJOURN: Meeting adjourned at 4:40 p.m.

*Respectfully submitted,
Sherry Bohn, Office Administrator*



FINANCIAL SUMMARY

FOR: June 2016

NOTE: Due to fiscal yearend required accounting, June's financial reports are not final and are subject to change.

June's balance sheet includes variances from FY15. Changes from the prior year reflect differences in several asset accounts. 1217-Prepaid Expenses are higher in the current year due to professional fees not included in the prior year's balance. 1300-Loans Receivable total balance is less than prior year's and is noted in the higher cash balances for loan funds. Entries for adjustments for allowance for loans have yet to be completed, thus no change between the years. For liabilities, 2010-A/P General's current year reflects a decrease from the prior year, due to fewer expenses at year-end. Deferred revenue (2800), which comprises of FY17 revenue, has not been determined. Long-term Liabilities (IRP loans payables) has been updated with June's payments on two of the IRP loans.

The Operations Budget vs. Actual report has differences in both income and expense categories. While some, such as 4750-Investment Interest and 4800-Receipts Other are not finalized most income categories reflect year-end entries. Categories for 4100-Federal, 4200-State and 4500-Contract Reimbursement are under budget due to special project billings that were anticipated but were not realized in FY16. Loan fund revenue for MCEDD is comprised of two funding sources. They include the budgeted but not utilized Housing RLF funds and MCEDD's loan program, such as the IRP and RLF funds. Due to no Housing RLF lending, the total operational revenue is under budget by \$28,527.83. However, when the anticipated housing revenue is removed MCEDD's loan program is only under budget by \$1,097.83. For expenses, all categories are under budget at year-end. Total personnel expenses are lower than projected due to less Personal Time Off (PTO) costs and less expense for health insurance. 6400-Professional Services is under budget because of special projects costs that were not realized in FY16. These costs are anticipated and budgeted for FY17. It was predicted that 6900-Other Materials & Supplies would be slightly over budget, but with actual year-end adjustments it is under budget by \$1.93.

Respectfully Submitted,

Sherry Wickert
Finance & Operations Manager

Mid-Columbia Economic Development District
Operations Budget vs. Actual
 July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	0.00	299,529.00	-299,529.00	0.0%
4100 · Federal	190,851.68	208,812.00	-17,960.32	91.4%
4200 · State	24,084.92	34,300.00	-10,215.08	70.2%
4300 · Local Match	13,134.91	17,990.00	-4,855.09	73.0%
4400 · Local Dues	45,529.00	45,530.00	-1.00	100.0%
4500 · Contract Reimbursement	448,971.71	469,658.00	-20,686.29	95.6%
4600 · Loan Interest	263,137.30	276,629.00	-13,491.70	95.1%
4700 · Loan Processing Fees	13,416.72	32,900.00	-19,483.28	40.8%
4705 · Loan Filing Fees	2,290.98	9,000.00	-6,709.02	25.5%
4710 · Loan Late Fee	6,397.15	1,950.00	4,447.15	328.1%
4750 · Investment Interest	1,860.23	3,500.00	-1,639.77	53.1%
4800 · Receipts - Other	5,118.91	7,024.00	-1,905.09	72.9%
4803 · Sponsor Donations	500.00	0.00	500.00	100.0%
4934 · In-Kind Revenue	49,093.12	65,048.00	-15,954.88	75.5%
4935 · In Kind - MM	712.04	1,400.00	-687.96	50.9%
Total Income	1,065,098.67	1,473,270.00	-408,171.33	72.3%
Gross Profit	1,065,098.67	1,473,270.00	-408,171.33	72.3%
Expense				
5000 · Wages	443,557.46	457,875.00	-14,317.54	96.9%
5500 · Fringe Benefits	113,567.59	123,965.00	-10,397.41	91.6%
5700 · Payroll Taxes	39,345.10	39,545.00	-199.90	99.5%
6110 · Travel & Conference	19,787.03	36,293.00	-16,505.97	54.5%
6190 · Event Services	4,268.84	6,000.00	-1,731.16	71.1%
6200 · Equipment	3,806.24	4,039.00	-232.76	94.2%
6300 · Supplies	26,615.53	41,075.00	-14,459.47	64.8%
6400 · Professional Services	99,513.28	164,441.00	-64,927.72	60.5%
6600 · Communications	12,271.42	15,730.00	-3,458.58	78.0%
6700 · Building Costs	17,687.86	18,649.00	-961.14	94.8%
6800 · Bonds & Insurance	3,320.50	3,450.00	-129.50	96.2%
6900 · Other Materials & Supplies	5,136.07	5,138.00	-1.93	100.0%
9000 · Indirect Spread	0.00	0.00	0.00	0.0%
9600 · Transfer to/from Source	16,322.81	0.00	16,322.81	100.0%

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07/27/16

Accrual Basis

Mid-Columbia Economic Development District
Operations Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Total Expense	805,199.73	916,200.00	-111,000.27	87.9%
Net Ordinary Income	259,898.94	557,070.00	-297,171.06	46.7%
Other Income/Expense				
Other Expense				
7010 · Bad Debt Expense	0.42	0.00	0.42	100.0%
7400 · Loan Payment	21,287.15	111,348.00	-90,060.85	19.1%
7500 · Carryover to Next Year	0.00	379,274.00	-379,274.00	0.0%
7600 · In-Kind Contractual	49,805.16	66,448.00	-16,642.84	75.0%
Total Other Expense	71,092.73	557,070.00	-485,977.27	12.8%
Net Other Income	-71,092.73	-557,070.00	485,977.27	12.8%
Net Income	<u>188,806.21</u>	<u>0.00</u>	<u>188,806.21</u>	<u>100.0%</u>

Mid-Columbia Economic Development District

07/26/16

Balance Sheet

Accrual Basis

As of June 30, 2016

	Jun 30, 16	Jun 30, 15
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	25,965.28	44,662.27
1015 · MCEDD MM	290,752.67	191,526.33
1020 · IRP		
1021 · IRP - Sherman	75,341.47	3,157.32
1022 · IRP - WA	86,239.21	70,795.81
1020 · IRP - Other	98,202.92	180,116.26
Total 1020 · IRP	259,783.60	254,069.39
1030 · Loan Funds		
1036 · EDA RLFs	90,469.62	38,185.54
1045 · Reg Strat	126,151.22	167,980.57
1050 · RBEG-OR	36,797.49	18,646.10
1055 · RBEG-WA	45,055.45	26,421.18
1057 · RBEG-KL	126,758.96	86,514.82
1067 · CDBG Microenterprises	56,985.13	51,978.05
Total 1030 · Loan Funds	482,217.87	389,726.26
1031 · Housing RLF	2,000,787.81	2,000,290.42
1070 · National Scenic Fund	1,075,074.41	1,292,303.36
Total 1000 · Bank Demand Deposits	4,134,581.64	4,172,578.03
1100 · CDS		
1121 · IRP Reserve	96,031.33	96,031.33
Total 1100 · CDS	96,031.33	96,031.33
1122 · IRP - DDM Product	391,832.58	168,198.46
1196 · OR Telecom Conference	21,696.97	23,500.18
Total Checking/Savings	4,644,142.52	4,460,308.00
Accounts Receivable		
1202 · Accounts Receivable	86,764.21	82,571.01
Total Accounts Receivable	86,764.21	82,571.01
Other Current Assets		
1200 · Receivables & Accruals		
1217 · Prepaid Expenses	6,609.04	4,910.68
1222 · Year or Grnt End Receivable	822.76	0.00
1227 · Accrued Loan Interest	23,932.69	22,316.94
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accrd Int	-738.56	-236.94
1229 · Structured Accts Accr'd Int - Other	6,252.02	5,892.26
Total 1229 · Structured Accts Accr'd Int	5,513.46	5,655.32
1228 · Accrued Investment Interest	0.00	23.68
Total 1200 · Receivables & Accruals	36,877.95	32,906.62
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,967,127.65	2,118,164.21
1321 · IRP - Sherman	179,966.55	250,000.00
1322 · IRP - WA	241,279.52	252,968.80
1336 · EDA RLFs	588,169.21	619,391.77
1345 · Reg Strat	46,275.71	10,747.13
1350 · RBEG-OR	259,040.18	282,344.93

Mid-Columbia Economic Development District

07/26/16

Balance Sheet

Accrual Basis

As of June 30, 2016

	Jun 30, 16	Jun 30, 15
1355 · RBEG-WA	50,652.52	67,989.82
1357 · RBEG-KL/SK	51.79	39,762.06
1367 · CDBG Microenterprises	49,788.89	52,853.92
Total 1330 · MCEDD Loans Receivable	3,382,352.02	3,694,222.64
1370 · OIB Loans Receivable	1,788,272.86	1,543,119.36
Total 1300 · Loans Receivable	5,170,624.88	5,237,342.00
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-127,089.85	-127,089.85
1521 · IRP - SH Co	-15,000.00	-15,000.00
1522 · IRP - WA	-15,178.13	-15,178.13
1536 · EDA RLFs Allowance	-37,163.51	-37,163.51
1545 · Reg Strat Allowance	-644.83	-644.83
1555 · RBEG Allowance	-23,405.81	-23,405.81
1567 · CDBG Microenterprises	-3,171.24	-3,171.24
1575 · OIB Allowance	-45,000.00	-45,000.00
Total 1500 · Allowance for Doubtful Loans	-266,653.37	-266,653.37
Total Other Current Assets	4,940,849.46	5,003,595.25
Total Current Assets	9,671,756.19	9,546,474.26
TOTAL ASSETS	9,671,756.19	9,546,474.26
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	4,030.02	7,556.25
Total Accounts Payable	4,030.02	7,556.25
Other Current Liabilities		
2020 · Accrued Payables - Year End	7,511.77	16,478.36
2035 · Accrued Interest Payable	8,383.21	8,700.30
2050 · PTO - Accrued	23,098.99	24,497.84
2070 · Health Insurance Payable	0.00	-1,555.50
2090 · WC SAIF Ins	-251.63	-331.29
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	112.46	100.32
2115 · OR- SUTA Payroll Liabilities - Other	123.90	112.09
Total 2115 · OR- SUTA Payroll Liabilities	236.36	212.41
Total 2120 · State Payroll Liabilities	236.36	212.41
Total 2100 · Payroll Liabilities	236.36	212.41
2800 · Deferred Revenue	0.00	19,390.49
Total Other Current Liabilities	38,978.70	67,392.61
Total Current Liabilities	43,008.72	74,948.86
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	514,805.20	551,573.23
2821 · IRP Loan Payable \$600,000	417,520.24	438,485.25
2822 · IRP Loan Payable \$750,000	625,806.66	650,921.44
2823 · IRP Loan Payable - Washington	309,906.38	309,990.41
2824 · IRP Loan Payable - Sherman	193,188.09	200,000.00
Total Long Term Liabilities	2,061,226.57	2,150,970.33
Total Liabilities	2,104,235.29	2,225,919.19
Equity		

Mid-Columbia Economic Development District

07/26/16

Balance Sheet

Accrual Basis

As of June 30, 2016

	Jun 30, 16	Jun 30, 15
3100 · Fund Balances	7,320,555.07	7,320,555.07
3900 · Retained Earnings	0.00	-2,174,687.53
Net Income	246,965.83	2,174,687.53
Total Equity	7,567,520.90	7,320,555.07
TOTAL LIABILITIES & EQUITY	<u>9,671,756.19</u>	<u>9,546,474.26</u>

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
2017 PIPELINE**

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2017	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	439,229	27,930	10,000	477,159	92.05%
	Budgeted Expenses FY 2017 (Excludes In-Kind)	456,438				
	Gap/Surplus	(17,209)				
PROJ CODE	SPECIAL PROJECTS DETAILS	2017	NOTES			
	ANTICIPATED REVENUE					
517	Klickitat CDBG	4,250	Multi-year project			
518	Cascade Locks CDBG	10,431	Multi-year project			
519	Dallesport CDBG	12,500	Multi-year project			
521	Specialty Crop Grant	15,890	Multi-year project			
523	Human Services Coordinated Transportation Plan	4,696	Multi-year project; note: update for actual FY 17			
524	Travel Oregon Wine Country Mkting	1,500	Multi-year project			
525	GTA Robotics (Wind Challenge)	19,200				
526	MCCFL CDBG	13,000	Multi-year project			
527	City of Antelope - CDBG	12,500	Multi-year project			
528	DWD Wastewater CDBG	1,200	Multi-year project			
529	Gorge Night Sky	9,500				
530	The Dalles Airport - Flex Space	10,000				
548	ColPac	4,600				
551	Urban Renewal	1,000				
554	Sherman Co ED	40,000				
557	GTA Staffing	37,600				
559	Wasco Co EDC	45,000				
560	Oregon Connections	3,500				
570	OEDD Website	700				
571	Mobility Management	77,858	2nd year of 2-year contract			
575	GTA Robotics	5,850				
582	HR EDG	7,000				
585	Commute Options	8,000				
587	HR Drive Less Connect - ODOT	12,788	2nd year of 2-year contract			
596	RBDG - Wine Marketing	6,600	Note: updated for estimated actual			
599	Agora	17,338	Multi-year project			
549	CL-HR Enterprise Zone	5,000				
	New Specialty Crop Grant	32,178				
531	Implementation LEP Transportation Pilot	19,550				
	TOTAL ANTICIPATED REVENUE	439,229				
	PROPOSALS SUBMITTED					
	DWD - USDA Grant Administration (Well #3)	9,930				
	Wishram CDBG management (PUD)	18,000				
	TOTAL PROPOSALS SUBMITTED	27,930				
	IN DEVELOPMENT					
	City of Cascades Locks - USDA Grant Admin	10,000				
	TOTAL IN DEVELOPMENT	10,000				
	DECLINED					
	TOTAL DECLINED	-				

MEMORANDUM

Date: July 27, 2016
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: DMV Policy

Overview

In May MCEDD hosted an individual from SDIS to conduct a risk assessment analysis. One of the primary recommendations from the individual conducting the review was to enhance our employee driving policy as it is the most likely avenue for risk to the agency. Subsequently, we have been working with the Special Districts Association of Oregon (SDAO) to review recommended policy language and template materials from other entities.

Current Policy

MCEDD's current policy, as incorporated into our personnel policies, reads as follows:

“1.15 Driving Record: Employees who may be required to drive must possess a valid driver's license and must comply with any operator's license restriction. All employees who may be required to drive on District business may at any time have their driving record checked by the District or its insurance company. Employees who may be required to drive shall notify the Executive Director of any change in license status. Failure to report a change in license status to the Executive Director shall be grounds for discipline.”

Approach

In analyzing potential modifications to the policy, we took the following into account:

- SDAO recommendations and templates.
- Consistency for all employees regardless of their state of residence.
- Fit to our organization size

Proposed Revision

The proposed revision to our policy is modeled on sample language from SDAO and is drafted as follows:

“1.15 Driving While on MCEDD Business: Employees using a vehicle to conduct MCEDD's business must possess a valid driver's license. MCEDD may verify the validity of your driver's license. Employees using a private vehicle to conduct MCEDD's business must also carry auto liability insurance and must make any necessary arrangements with their insurance carriers. All employees who may be required to drive on MCEDD business may, at any time, have their driving record checked by MCEDD or its insurance company and MCEDD may receive automated reports from the Department of Motor Vehicles that notify MCEDD when there are transactions on your driving record such as speeding tickets and citations.

While on MCEDD business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle

being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Cell Phone Use While Driving" policy (Section 12.2).

Procedure

Oregon and Washington DMV offices have different procedures for employers seeking to access employee driving records. The original template language for SDAO was written for Oregon. The recommended policy was modified to reflect differences in Washington. Thus, while the original policy noted that we *will* access the records, the proposed language indicates that we *may* access the records. Procedurally, as with all MCEDD policies, we would ensure consistency in application of a policy, regardless of the location of an employee's state of residence. In addition, if a record is accessed, we need to have an idea of our procedures for responding to employees whose records include violations. While some policy templates we reviewed have extensive rating criteria for violations that relate directly to discipline and employment termination, we are not recommending incorporating that type of requirement in our policies. Rather, the Executive Director would review records, document any violations, assess the severity and frequency of the violations and determine the potential impact/risk to MCEDD in order to develop a course of action. The Director will document the action taken in regard to the employee and all violations will be treated in the same manner.

Request

The MCEDD Executive Committee is asked to make a recommendation to the Board of Directors to update the personnel policy driving section. The recommended policy revisions are stated above.

Alternative 1: Recommend a policy change that also incorporates a point system or set of standards which identify disciplinary actions related to specific driving violations.

Alternative 2: Make no changes to the Personnel Policies.

MEMORANDUM

Date: July 27, 2016
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Encore Fellow

Overview

MCEDD staff submitted an initial application to the Social Venture Partners Portland Encore Fellows Program. The Encore Fellows program “matches retired professionals interested in community service with nonprofit agencies [...and public sector agencies] for a one-year, part time (approx. 1,000 hour) assignment.” While the cost of hosting a fellowship is usually \$25,000, currently the Encore Program is experiencing an influx of corporate-sponsored fellows from Intel. Over 280 individuals who previously worked with Intel have applied for fellowships and the agency is seeking to match them with qualified agencies. As a corporate sponsor, Intel covers the cost of the fellowship.

MCEDD applied for an Encore Fellow to support further strategic development of the Agora Investment Platform. Our application was well received, with Encore staff noting that it “looks like an exciting, high impact opportunity for the right Fellow!” The fellowship is potentially a huge benefit to MCEDD as we would receive a significant infusion of talent and support at very little cost to the organization (essentially management time to support the Fellow).

Scope of Work

To provide a sense of the intention for the Fellow, the following is a brief synopsis of the position opportunity submitted: “This position will support enhancement of the Agora Investment Platform which links communities and capital providers on a collaborative transactional system. It provides an online marketplace to advance community and economic development priorities by matching community needs with relevant funding sources across public, private, and philanthropic sectors. Overall goals of the position will be to increase community and funder adoption of the Investment Platform and enhance Platform user's capacity to independently manage projects. Primary roles: Provide advice on refining the funder outreach strategy and messaging. Support implementation of the strategy. Support messaging and outreach to new community users. Present the Investment Platform to relevant community groups and liaisons. Refine the User Manual/Toolkit. Identify project uploads. Work with community groups to identify projects for upload to the platform Assist project owners with using the website, including project identification and articulation.”

Timeline

Placement matches are intended to be made by the end of August, with fellows starting no later than the end of October. The timing is ideal for MCEDD as our AmeriCorps RARE will complete his service in August.

Cost

The stipend and match are covered by Intel as a corporate sponsor. Primary cost is management support, which should be less intensive than having to complete all of the work independently.

Request

Approval to host an Encore Fellow, if matched. *Note:* An action to approve will likely require a future budget adjustment to accommodate a transfer of funds from the sponsor to cover the cost of the fellowship.

MEMORANDUM

Date: July 27, 2016
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: MCEDD Website and Marketing

Overview

Included in FY17 budget approval were funds to contract with a firm to redesign our website and develop collateral materials (eg pop-up banner that can be used at events). Our current site is outdated as it has been more than a decade since we have had any professional assistance in the layout and design. I would like to issue an RFP for design services within the next month, but am seeking Executive Committee feedback on the elements that you think are important to retain in the site and elements that should be changed. While the selected contractor should advise us on site design, we want to be prepared to discuss what is important to the governing body and to ensure the RFP reflects those qualities as well. Overall impact that I am seeking from an updated site is to:

- Enhance visual appeal and ensure a unified style
- Ensure intuitive navigation
- Cohesively present MCEDD's services and programs
- Integrate and connect more clearly to agencies we manage (eg TransLink, Broadband Consortium, GTA, Investment Board)
- Connect our members and businesses to relevant information and services
- Heighten awareness of MCEDD's capabilities
- Retain the ability to manage the site and site updates in house.

Basic criteria for evaluation of responses:

- Qualifications/Expertise
- Quality of response to Scope of Work
- Proposed cost
- Experience with similar projects
- Ability to meet project schedule

Request

Review the MCEDD website (<http://mcedd.org/>) in advance of the meeting. Discuss your priorities for any elements that should be incorporated into an RFP.



Executive Director's Report
Prepared for August 2016 Executive Committee Meeting

This report covers activities in July 2016.

Annual Report Fiscal Year 2016

Attached is the annual MCEDD report. We made great strides again this year and continued to offer essential regional economic development services. A few highlights from the report that we included in our local assessment letter to our jurisdictions are below. In FY16 MCEDD:

- Provided direct business assistance through our loan programs. In FY16, MCEDD directly provided more than **\$800,000 in funding for businesses** in the five county region, leveraging nearly \$1.3 million of private funding and creating/retaining more than 80 jobs.
- Offered technical assistance. MCEDD provided support to **increase the region's receipt of federal public works funding by nearly \$6.5 million**. Successful applications included priority projects included in our region's economic development strategy: Parkdale Sanitary District, Wamic Water System, Wishram Water System, and various community facilities.
- Furthered critical access to broadband, coordinating activities through the Gorge Broadband Consortium. MCEDD supported direct investment into increased access and furthered adoption efforts with the expansion of "WebWorks: Anywhere" forums.
- Supported industry development. With a focus on the rapidly growing "fermentation industry" and tech sector, among others, MCEDD staff leveraged **Specialty Crop Block grant, USDA and EDA funds** to grow the Gorge Cidermasters, Columbia Gorge Winegrowers, and other value added business associations. For the tech industry, the Gorge Tech Alliance was able to establish the Corwin Hardham Scholarship fund with generous donations from our private and public partners.
- Expanded the Agora Investment Platform. Join us at agora-platform.com!

Business Assistance Division

- We anticipate closing the \$20,000 loan to Cloud Cap Cycle & Board Shop in August 2016.
- A couple of clients completed loan payoffs: TGE, LLC and Artistic Excavation. We anticipate a few more payoffs: H/H Enterprises and Oregon Growers/Shippers.
- Eric Nerdin is working with Business Oregon on a potential loan package deal for a new manufacturing business. Financing is initially anticipated to incorporate four entities.
- Staff has been actively pursuing items listed in annual request letters to clients and has been preparing for the audit in October.

Economic Development Administration, Regional Economic Development

- We hosted the Economic Symposium on July 14th with keynote speaker Ken Bailey and presentations from our regional economists Dallas Fridley and Scott Bailey. Materials are posted at <http://mcedd.org/services/symposium.htm>. A survey of attendees was sent following the Symposium and the feedback, as well as a summary of the event, will be shared at the Executive Committee meeting.
- The CEDS Steering Committee met in July to refine the schedule and anticipated outcomes for planning and outreach sessions across the region. The Committee modified

the schedule to begin in September, rather than August, to provide additional time to prepare for the session. We hope to have that schedule solidified and available to share with you at the Executive Committee meeting.

- The Agora Investment Platform continues to grow and expand! I conducted a training for Oregon State agency staff in July to onboard additional funders. During the training a number of great examples were highlighted regarding projects listed on the system that had made connections with funders as a result of their presence on the Agora Platform. Our application for the Innovations in American Government Awards received a confirmation of submission, but we do not expect to hear if we made it to the next review round until the fall.
- In August I will present to the Oregon Community Foundation Board of Trustees providing a review of the regional economy, MCEDD programs and the Agora Platform.
- As part of a coalition of Economic Development Districts I drafted a white paper following conversation with one of our foundation partners. We are working on an opportunity to solidify funding to support our regional economic development strategies and create an opportunity for increasing outside investment in the region.
- Gorge Night Sky is August 18 and 19, 2016. Join us for one or both events! See the attached flyer. The event has been receiving some excellent press, including in the Seattle market.
- Michele Spatz continues to promote expansion of avenues to support Mobility Management throughout our five county region. Among many other activities, this month she made a presentation to the Oregon Transportation Commission highlighting MCEDD's work with the North Central Oregon transportation pilot program with AOC. We now have implementation funds to proceed with the recommendations from that planning effort and are working on a contract with the Next Door, Inc to support the deliverables.
- Policy issues: MCEDD was asked by a regional employer if we were taking a stance on Oregon Initiative Petition 28. The business sent a link to a press release issued in June that began "A group of economic development organizations representing a large geographic area and a majority of Oregon's population base today issued joint statements of opposition to Oregon Initiative Petition (IP) 28. Those organizations include Strategic Economic Development Corporation (SEDCOR), Economic Development for Central Oregon (EDCO), Greater Portland Inc (GPI), and Southern Oregon Regional Economic Development, Inc. (SORED). The board of each non-profit organization voted unanimously to oppose the measure." I talked with the director for Greater Portland, Inc as they have the closest structure to MCEDD (bi-state with local government members) to understand their position. I received some valuable insight on their efforts and their structure which will be shared with the Executive Committee.

Project Management

- Broadband continues to be forefront in our conversations, with Carrie Pipinich leading meetings with our ISP's to identify avenues to move forward on expansion of networks. Exciting news included that LSN received erate funds for expansion to several districts: Dufur and Sherman County.
- The Gorge Technology Alliance successfully raised enough donor funds to meet a matching program through the Gorge Community Foundation to increase the resources in the Corwin Hardham scholarship program, for a \$10K increase to the fund. In July, Jessica met with Human Resource leads for a variety of tech companies to discuss their hiring concerns.

- Sherry Wickert attended the grand opening of the Klickitat Community Center. MCEDD supported grant administration and labor standards management for the project.
- Carrie is working with the City of Dufur on USDA SEARCH and State SIPP applications for their water and wastewater plans.

Operations

- Local dues assessments have been sent to all applicable entities.
- Our Request for Coverage for health insurance as submitted on time.
- Mark Heystek is anticipated to conclude his service with MCEDD on August 12, 2016. Mark is our AmeriCorps RARE.
- Training: Jacque Schei was awarded a scholarship to attend the NW Economic Development Course.
- Appointments status: We have a number of appointments in progress due to the annual meeting in September. These will be highlighted at the Executive Committee meeting.

Full Board meeting Thursday, September 8, 2016. 4:00 pm. Skyline Hospital
Next Executive Committee meeting is Wednesday, October 5, 2016 at 4 pm.



Mid-Columbia Economic Development District

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT



ANNUAL PERFORMANCE REPORT JULY 1, 2015 TO JUNE 30, 2016

Mid-Columbia Economic
Development District
515 East Second Street
The Dalles, OR 97058
www.mcedd.org

ORGANIZATION AND ADMINISTRATION

Mid-Columbia Economic Development District (MCEDD) is composed of five counties bordering the Columbia River: Hood River, Wasco and Sherman counties in Oregon and Skamania and Klickitat counties in Washington. These five counties established MCEDD in 1969. The founding members realized that the sharing of a common workforce, common geography and common demographics bound together their economic fates. By joining together they benefit through better access to economic development loans and grants, pooled technical assistance, marketing, and administrative resources and a regional approach to economic development efforts.

Today MCEDD retains the distinction of being the only regionally-focused economic development agency in the Mid-Columbia, and therefore, the agency most appropriate to serve as lead agency for the Economic Development Administration. MCEDD is organized as a government non-profit in Oregon as an ORS-190 and in Washington as a RCW 39.34.010.

A 21 member board of directors governs MCEDD with a representative from each of the five counties of the district, the cities of each county, the ports, chambers of commerce and seven private sector representatives. As of the conclusion of the fiscal year, the board included:

<u>Board of Directors</u>	<u>Appointed</u>	<u>Represents</u>
Jan Brending Chair, Exec Committee	2003	Cities of Klickitat County
Ken Bailey Vice Chair, Exec Committee	2006	Agriculture
Rex Johnston, Executive Committee	2008	Klickitat County
Tonya Brumley	2008	Oregon Chambers
Mike Smith, Exec Committee	2009	Sherman County
Rod Runyon, Executive Committee	2010	Wasco County
Bob Benton, Executive Committee	2011	Hood River County
Gabriel Muro	2012	Private Sector
Mary Kramer	2012	Higher Ed
Eric Proffitt, Executive Committee	2012	Workforce Development
Bill Schmitt, Sec/Treas, Exec Comm.	2013	Washington Ports
Bob Hamlin, Executive Committee	2015	Skamania County
Nick Hogan	2015	Cities of Skamania County
Joeinne Caldwell	2015	Oregon Ports
Carol MacKenzie	2015	Cities of Sherman County
Steve Maier	2015	High Tech
Robert Kimmes	2015	Healthcare
Stephanie Hoppe	2015	Non Profits
Mark Zanmiller	2015	Cities of Hood River County
Dana Peck	2015	Washington Chambers
Sue Knapp	2016	Cities of Wasco County

MCEDD’s mission is to promote the creation of family-wage jobs, the diversification of the economic base, and the growth, development and retention of business and industry within the five-county district. MCEDD had seven professional staff members serving the region and the organization’s mission in FY2016.

<u>District Staff/Volunteers</u>	<u>Joined Us</u>	<u>Title</u>
Amanda Hoey	2006	Executive Director
Sherry Wickert	2007	Finance Manager
Jessica Metta	2008	Project Manager
Eric Nerdin	2008	Loan Fund Manager
Carrie Pipinich	2012	Project Manager
Sherry Bohn	2012	Office Administrator
Michele Spatz	2014	Project/Mobility Manager
Jacque Schei	2015	Project Manager
Mark Heystek	2015	AmeriCorps RARE

VISION: The Mid-Columbia region envisions a thriving and prosperous economy supporting diverse entrepreneurial opportunities that act in harmony with the area’s rural qualities, values and natural resources.

ECONOMIC DEVELOPMENT GOALS

Business Retention/Expansion: Enhance the retention and expansion of businesses in the Mid Columbia/Columbia River Gorge.

Business Attraction: Achieve an increase in new business to the region that will continue to diversify the economy and create sustainable opportunities, including family wage jobs, over the next ten years.

Infrastructure: Facilitate the timely maintenance and improvement of public infrastructure and support scalable infrastructure development, which will contribute to increased economic opportunities.

Economic Resources: Increase the Mid Columbia region’s receipt of resources for economic development initiatives, including funding, technical assistance and training.

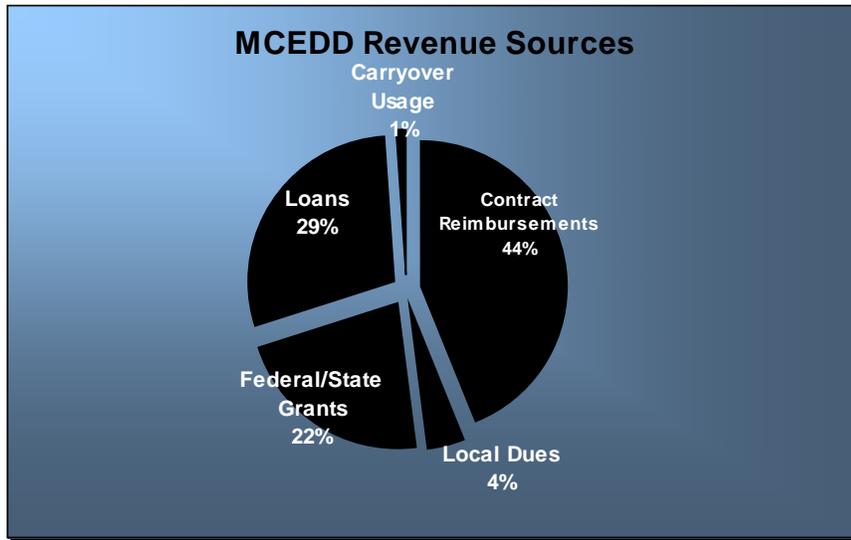
Entrepreneurial Environment: Facilitate integrative partnerships and communication across business clusters, industries, entrepreneurs, government and economic development organizations to further develop an effective economic support structure.

Workforce: Regularly assess needed workforce requirements, ensuring a regional workforce that is work-ready and well-educated.

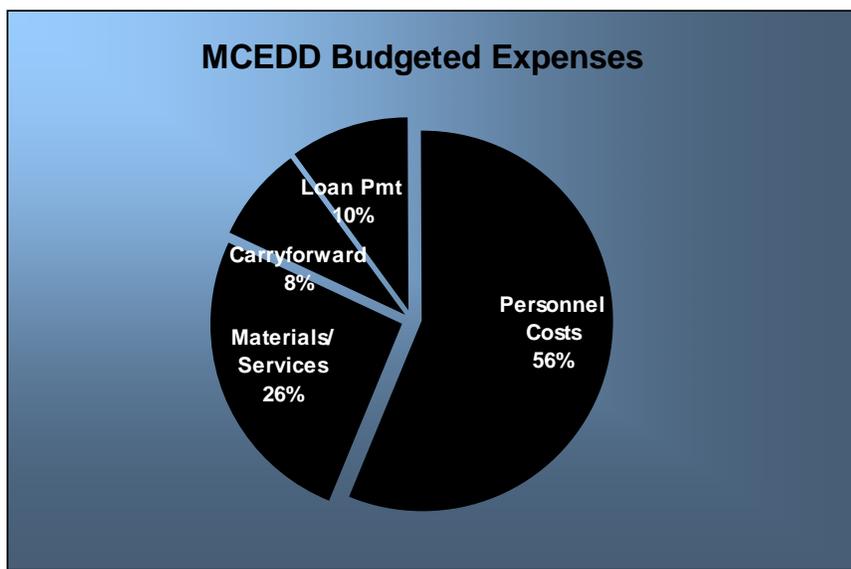
Bi-State Engagement: Engage elected representatives in Oregon and Washington to advocate more effectively for the common needs of the Columbia River Gorge.

OPERATIONS BUDGET OVERVIEW

As shown in the **MCEDD Revenue Sources Chart**, MCEDD's largest source of operational funds in fiscal year 2016 was Contract Reimbursement for fee-for-service projects. Federal/state grants accounted for 22% and loan fund revenue was 29% of MCEDD's income, with the balance coming from local dues. These percentages are based on total operational income of \$1,116,151 and are budgeted figures.



The **MCEDD Expenses Chart** depicts the budgeted expenses for fiscal year 2016 as a percentage of the total operational expenses of the organization (\$1,116,151). Fifty-six percent of the expenses covered are for the cost of personnel. Materials/Services account for 26%, with the balance going to loan payments and carryforward.



PROGRAM UPDATE

MCEDD staff and board members are actively involved with several local, regional and statewide economic development efforts. The following is a brief synopsis of activities.

Revolving Loan Fund Programs

Small businesses create the majority of new jobs in the Mid-Columbia area and MCEDD supports these small businesses with its revolving loan fund program. As one of MCEDD's regional economic development strategies, this program lends to small business that are unable to access traditional financing needed to start, grow, expand and even just stay in business. Started in 1980, MCEDD has successfully grown this program to acquire a total of just over \$4.6 million in federal and state loans and grants and almost \$1.9 million in local matching funds to capitalize our revolving loan programs. MCEDD's revolving loan fund programs use repayments from the loans to continually relend, creating the potential for additional job growth. Since inception of the program, MCEDD has made 233 loans to businesses totaling over \$14.2 million. MCEDD loan client businesses have created or retained over 2,100 jobs. MCEDD funds have also leveraged just over \$12 million in additional public funding and over \$30 million of private capital.

In FY 2016, MCEDD made loans totaling \$810,930. These loans helped create and retain more than 80 jobs.

This fiscal year, MCEDD made 10 loans totaling \$810,930. These loans helped create nearly 50 jobs and retain over 30 jobs in the region. These loan clients invested nearly \$1.3 million of private funding into their businesses, outside of their normal business cash flow. MCEDD's participation in these projects made it possible for businesses to invest in the region's economy. The following are businesses supported through MCEDD financing this year:

- 15 Mile Ventures, LLC opened **Freebridge Brewing** in The Dalles with the help of a \$200,000 loan from MCEDD. This new business created more than 10 new jobs.
- Erik Stenberg utilized a \$20,000 MCEDD loan to open the **Little Huckleberry Food Truck** in Bingen. Erik plans to employ 2-3 people within the first two years of operation.
- Baseline Brewing, LLC dba **Solera Brewery** in Parkdale obtained a \$65,000 MCEDD loan as part of the \$275,000 capital stack needed to purchase a building next door to allow for business expansion.
- Maribel Marquez obtained a \$20,000 MCEDD loan to open **Taqueria La Fogata**, a mobile food business in The Dalles. This business will employ 1-3 persons, depending on the season.



MCEDD finances expanding industries. Veronica's Salsa

- **Montira's Thai Cuisine, LLC** opened an Asian Market in The Dalles with a \$50,000 MCEDD loan as part of its needed capital.
- Abundance Marketing & Design, LLC dba **The Balch Hotel** converted their lease-to-own agreement to purchase the hotel building in Dufur with the assistance of a \$175,000 MCEDD loan. This loan also helped this loan client obtain \$250,000 in traditional bank financing. This loan client anticipates employing 11 people within two years.
- **CRG Freight, Inc.** was able to consolidate debt and obtain working capital to increase cash flow and operate more efficiently with a \$91,725 MCEDD loan. CRG Freight will also increase employment from 14 to 22 jobs within 2 years, which is a 57% increase in employment.
- A & R Market, LLC, which owns and operates the **Maupin Market** is a past MCEDD loan client that recently paid off its original MCEDD loan. A & R Market, LLC obtained a new \$30,000 MCEDD loan to fund energy savings projects and to provide working capital to allow for more efficient operation of the business.
- **Oregon Brineworks, LLC** obtained a new \$38,000 MCEDD loan to secure additional equipment to increase their overall production efficiencies and capacity. MCEDD also assisted Oregon Brineworks, LLC in acquiring a \$40,000 operating line of credit through a bank. Two additional employees have been hired to help with the increased production level.
- **Veronica's Salsa, LLC** obtained the equipment and working capital necessary to implement a huge expansion that increased production and employment and allows the business to operate more efficiently. This expansion project has more than doubled its employment from 8 to 20 jobs.

Since 1980, MCEDD has made 233 loans to businesses totaling over \$14.2 million.



MCEDD funds start-up businesses. Freebridge Brewing

The revolving loan fund program has a larger impact due to its partnership with the Small Business Development Center Network, local financial institutions, and business and civic organizations.

Attainable Housing Revolving Loan Fund

Last fiscal year, \$2 million in funds through the State of Oregon was directed to MCEDD to seed an Attainable Housing Development Revolving Loan Fund. This fund supports a solution to one of the region's primary economic development barriers: a shortage of quality housing stock at price ranges and rental levels which are commensurate with the financial capabilities of workers and households in the region. The purpose of the fund is to provide funding for gap lending in Hood River, Wasco and Sherman counties. This year, we modified the terms of the program to make it more accessible to borrowers.

Cascade Locks-Hood River Enterprise Zone

MCEDD administers the Cascade Locks-Hood River Enterprise Zone. The Enterprise Zone incentivizes certain business investments through exemption of property taxes normally assessed on new plant and equipment. MCEDD approved the following applications:

- NBW Hood River, LLC, a three year standard abatement for a hotel development at the former Nichols Boat Basin in Hood River for a four story, 88 room Hampton Inn & Suites. The project forecasts creating 15 FTE jobs.
- Know Your Fruit, LLC, a three year standard abatement for a 29,500 square foot building and equipment to manufacture freeze dried fruit snacks. This project is located in Odell and there will be approximately 30 employees at this site.
- Hood River Distillers, Inc., an extended abatement for a total of five years for leasehold improvements and equipment for a leased facility in Hood River to distill alcohol spirits. The company plans to employ four persons at this location.
- The Renewal Workshop, LLC, an extended abatement for a total of five years for leasehold improvements and equipment at a facility in Cascade Locks. This business refurbishes outdoor sportswear and other apparel. This business plans to hire seven full time employees by December 2016.

Since 1990, OIB has made grants and loans totaling over \$8.6 million and leveraged \$28.2 million in public and private investment.

More information on the Enterprise Zone program is available at http://mcedd.org/services/business/HR_EZ.html.

Oregon Investment Board

Since 1998, MCEDD has coordinated the Oregon Investment Board's grant and loan program for Oregon counties in the Columbia River Gorge National Scenic Area. Project funding awarded through the OIB helps to strengthen and diversify the economy of the region.

This fiscal year, the OIB awarded funding to the following:

- Downeys Sleep Center, LLC completed the generational transition of an independent mattress retail business ownership to the next generation of family in The Dalles with the assistance of a \$48,000 OIB loan. Downeys plans to increase employment from four to six jobs within two years.
- Beachwood Eatery, LLC purchased a restaurant business and commercial building in The Dalles with the help of a \$258,000 OIB loan. This business employs approximately 12 employees.
- Fresh Starts Culinary Arts program; \$10,000 grant to assist with the start up a non-profit organization that offers an intensive 12 week training program that teaches basic commercial kitchen skills



OIB supports business succession.
Downey's Sleep Center

to unemployed and underemployed persons. This training course is offered in Hood River and is already training its second cohort of students.

The OIB has received four federal funding appropriations totaling just over \$4 million and has approved grants and loans (by utilizing revolved funds) totaling over \$8.6 million, including over \$1.5 million in grants and more than \$7 million in loans. OIB grants and loans have leveraged approximately \$28.2 million in public and private investment in OIB funded projects. The program has contributed to the creation and retention of more than 600 jobs in the region.

Comprehensive Economic Development Strategy

Annually MCEDD updates the region's Comprehensive Economic Development Strategy (CEDS). The CEDS provides a framework to support economic vitality of the region and MCEDD activities are geared toward implementing the strategies in the CEDS. MCEDD takes pride in being the region's primary representative for the Economic Development Administration which funds development of the CEDS. MCEDD has also aligned processes to combine the CEDS with the USDA Stronger Economies Together program into a single regional document.

"With MCEDD's approval to prioritize our project on the Community Economic Development Strategy, PSD was able to work with United States Department of Agriculture (USDA) to secure a loan/grant source. [...] We continue to value the regional collaborative opportunities to strengthen the vision and growth of our local areas."

Won Kim, Parkdale Sanitary District

As part of the annual update, the MCEDD Board develops a list of prioritized technical assistance and infrastructure projects. The following projects, which are listed as priorities in the CEDS, have been supported by MCEDD staff during this last fiscal year:

Project	Activities
Biggs Water System	MCEDD supported Sherman County with the Biggs Water System. Staff worked with the County to set up a one-stop to analyze funding resources for construction.
Regional Wetland Strategy	The Port of The Dalles submitted the Regional Wetlands Permit for review and received notice that the Aquatic Resource Plan was approved. MCEDD staff served on the Technical Advisory Committee.
Parkdale Sanitary System	MCEDD supported the Sanitary District in obtaining a \$1.51 million loan and a \$1.17 million grant to upgrade their 40-year-old wastewater collection and treatment system. The project will address compliance issues and allow adequate capacity for a key employer to continue to grow.

Sherman County Last Mile Fiber	The Oregon State Legislature provided \$820,000 through North Central Oregon Regional Solutions to support the further deployment of fiber in Sherman County. It leverages significant County and private sector investments. The first of a three phase project to run fiber-optic Internet through Sherman County will run from the City of Wasco to Erskine. It will connect entities such as the school district and county offices direct to fiber, enhance the emergency services network, allow increased Internet speeds, and create the opportunity for other Internet Service Providers to serve households and businesses in the County. The second phase will run from Wasco to Rufus and the third will run from Erskine to Grass Valley.
Wasco County Fiber	MCEDD staff developed demand studies and conducted business case analysis, in partnership with Qlife, on a proposed Maupin area fiber project. Staff advocated for and worked to leverage the North Central Regional Solutions Advisory Committee broadband prioritization to bring approximately \$400,000 for Wasco County fiber. MCEDD staff further worked with Wasco County representatives to support engagement with CenturyLink around investment of Connect America Fund II resources.
Wasco County libraries	The Wasco County libraries engaged in successful fundraising campaigns. The Dalles-Wasco County Library received many local contributions to match grant funds from most of the large foundations in Oregon. MCEDD staff supported their efforts to identify sources through the Agora Platform.
Gorge Bike Hubs	MCEDD's Mobility Manager has supported the Gorge Bike Hubs in their design and in seeking funding.
Dog River Pipeline	MCEDD provided support to the City of The Dalles as they seek funding for the Dog River Pipeline.
City of Dufur Water and Wastewater Systems	MCEDD staff is working with the City of Dufur to seek USDA and State funding to address the City's needs for a water system master plan and wastewater facilities plan. Staff is providing technical assistance.

Grant Administration, Grant Writing and Technical Assistance

MCEDD offers resources to the region in the administration of federal grants, including assisting in record keeping, labor standards compliance, and reporting. We retain qualified staff; providing pooled technical assistance for small communities without the capacity to administer grants with state and federal requirements. In this fiscal year, MCEDD provided the following services:

Klickitat PUD/ Wishram	MCEDD provided assistance to the Klickitat PUD to successfully obtain a \$750,000 Community Development Block Grant to construct a new well to upgrade the Wishram water system.
City of Mosier Wastewater	MCEDD provided technical assistance and coordinated a meeting of wastewater treatment operators in the region to collaboratively approach joint solutions to local wastewater issues.
City of Antelope	The City of Antelope was awarded over \$1 million to support an update of its deficient water system. The update will include constructing transmission mains, adding a water storage reservoir, and upsizing the water mains in the distribution network. MCEDD is providing the grant administration and labor standards assistance.
Columbia Gorge Regional Airport	Klickitat County and the City of The Dalles received funding from the Economic Development Administration for the Columbia Gorge Regional Airport Flex space. MCEDD is providing the grant administration for this project, including performance of labor standards management activities.
Mt Hood Town Hall	Mt. Hood Town Hall Association was awarded \$9,000 to support development of their commercial kitchen at their facility in Parkdale. MCEDD provided support and technical assistance to the Association in seeking funds.
Dallesport Water and Wastewater District	The District, as subrecipient to Klickitat County was awarded federal funds for their distribution system, new reservoir and new well in Murdock. Four systems are involved: Murdock, PJ, Odem and Minor, and is expected to start construction this summer. MCEDD is providing grant administration services. In addition, MCEDD is working with the district on a CDBG-planning only award for their wastewater system.
Wamic Water System	MCEDD staff provided technical assistance to the district in obtaining planning funding through the State. The District was awarded a \$20,000 planning grant.
Dufur Parks/Rec	MCEDD provided grant writing assistance for the district. An application was submitted to the State for the RV park restroom facilities.
Klickitat Community Center	Klickitat County, in partnership with Klickitat School District #402 is in the final stages of completion of the remodel of an existing 8,000 SF community center located in Klickitat, Washington. MCEDD is providing the grant administration for this project.

Mid-Columbia Center for Living	Wasco County, on behalf of Mid-Columbia Center for Living, was awarded \$2 million to support an approximately 20,000 square foot community mental health facility. MCEDD is providing grant administration including monitoring, reporting, and compliance with all labor standards provisions.
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Agora Investment Platform

Agora is an online marketplace designed to advance community and economic development priorities by matching community needs with relevant funding sources across public, private and philanthropic sectors. It was developed and piloted in the MCEDD region and is now expanding to other regions.

Agora pilot milestones achieved during the fiscal year include:

- There are more than 400 registered account users on the system with more than 100 projects listed.
- MCEDD began implementing the USDA Rural Community Development Initiatives grant to support expansion of Agora to four additional Economic Development Districts. It is matched by a \$100,000 challenge grant through Meyer Memorial Trust and additional resources by the Economic Development Districts.
- MCEDD is in conversation with federal funders regarding national expansion opportunities in FY17.

MCEDD assisted the PUD in obtaining \$750,000 for a new well to serve an economically distressed community.

The Agora Platform not only allows communities to manage projects more efficiently, it also encourages users to better understand their own community needs and projects.

Broadband and Telecommunications

Effective networks are critical to resiliency and a key component to our comprehensive regional economic development strategy. To support addressing un-and underserved areas of our region, MCEDD has spearheaded several projects that have raised the profile of this challenge.

MCEDD has continued to support addressing these challenges through the following efforts:

- Participating in the “Making Rural Communities Better with Broadband” workshop to highlight incorporating broadband planning into regional planning efforts, as well as share the community based access approach developed in the Mid-Columbia over the last five years.

- Expanding the “Web Works: Anywhere!” forums from Wasco County to the rest of the region. Forums were held in Maupin, Stevenson, and Goldendale. Approximately 50 attendees discussed how businesses use broadband to support successful business models in rural communities.
- Hosting bi-annual regional broadband meetings to continue to develop the conversation around broadband access and learn from each other’s approaches to addressing challenges. These meetings provide a venue for approximately 30 attendees, including local officials, community members, and internet service providers, to discuss broadband opportunities and challenges. Representatives of Washington State Extension’s Program for Digital Initiatives, Business Oregon, and FirstNet in Oregon and Washington were able to attend and present information on the broader policy context for these initiatives.
- Advocating for and supporting public investments (see page 8) which will create the needed infrastructure to make it feasible for private internet service providers to provide service to customers in the newly served areas.



Mike Smith accepts Excellence in Telecommunications Projects Award

Gorge Technology Alliance

The Gorge Technology Alliance contracts with MCEDD to provide project management assistance for the organization. In this fiscal year, the GTA continued to host regular networking and educational events to support the tech businesses of the region, including featured events, Geek lunches, CEO Excellence Forums and the cloud application developers meetings. MCEDD staff again hosted a STEM Career Day (science, technology, engineering and math) with around 800 7th graders from the region attending.

New activities for this year included a focus on the 10th anniversary of the organization with increased publicity in regional media and the development of a STEM college scholarship for local students- the Corwin Hardham Memorial Scholarship. The first scholarship was awarded in spring 2016.

Wind Challenge:

This year MCEDD staff also hosted a new STEM education event for the organization called Wind Challenge. MCEDD staff did this while continuing youth robotics support, increasing individual support meetings with member businesses and exploring ways to support employment challenges facing the tech businesses.

Robotics:

Staff continues to support robotics tournaments and our successful loaner robot/ laptop program. The GTA hosted the Gorge FIRST LEGO League Qualifying tournaments on (dates) in Hood River and The Dalles and supported the FIRST Tech Challenge qualifier in The Dalles. Tech businesses in the region repeatedly mention this program as a great example of an effort to inspire their next generation of employees.



Wind Challenge 2016

Fermentation Cluster

Activity and growth in the region’s Fermentation Cluster has exceeded expectations in the last year. In addition to wine, a growing number of “fermentation businesses” including breweries, distilleries, cheesemakers, picklers, cideries and others are forming. Our regional strategies are increasingly focusing to support of these businesses.

In support of the burgeoning wine cluster, MCEDD has continued to engage with the Columbia Gorge Winegrower’s Association, with activities including:

- Providing technical assistance and grant management for the Columbia Gorge Winegrowers Association to increase visibility for the region’s wineries. With support from Travel Oregon the Association is creating three “Wine Adventure Trails” to guide visitors and locals alike through the varied wine country in the Gorge. Additionally, with USDA Rural Business Development funding staff are supporting the Association in the creation of their first cohesive marketing strategy and training on how to implement tactics for their member businesses. Work with the Association to identify needs for their continued organizational development and seek funding to support their efforts. Staff worked with the organization to submit two grant applications to support new initiatives for the Association this year.

MCEDD is supporting cider makers in the region through a Specialty Crop Block Grant

Nationally, the hard cider industry has exploded over the last several years, and the Mid-Columbia is poised to take advantage of this market trend with its significant tree-fruit crops, and entrepreneurs. Staff worked with a group of cideries and orchardists in the region to submit a second successful Specialty Crop Block Grant Application for \$63,000 over two years that will support implementing the marketing strategy developed, increasing education and outreach about cider, and building upon the organizational foundation developed during 2014 to 2016 funding. Current work underway includes:

- Design and distribution of a second iteration of the Columbia Gorge Cider Route map throughout the region and into the Portland Metro area.
- Further developing Cider Camp, a weekend long, behind the scenes exploration of the Gorge Cider industry with media and public attendees.
- Engaging with the Hood River Chamber of Commerce to support the Hard Pressed CiderFest tasting event, which grew to approximately 1,800 attendees in 2015 to approximately 3,000 in 2016.
- Developing organizational structure and strategic planning for the Gorge Cider Society group moving forward.
- Development of a strategic marketing plan for the Gorge Cider region in partnership with the cideries and a local marketing firm.

Lastly, as the number of breweries has also increased over the years, their owners have determined that creating a non-profit industry organization to support continued development and collective marketing strategies would benefit these businesses. MCEDD staff have participated in these conversations in order to provide technical assistance and support.

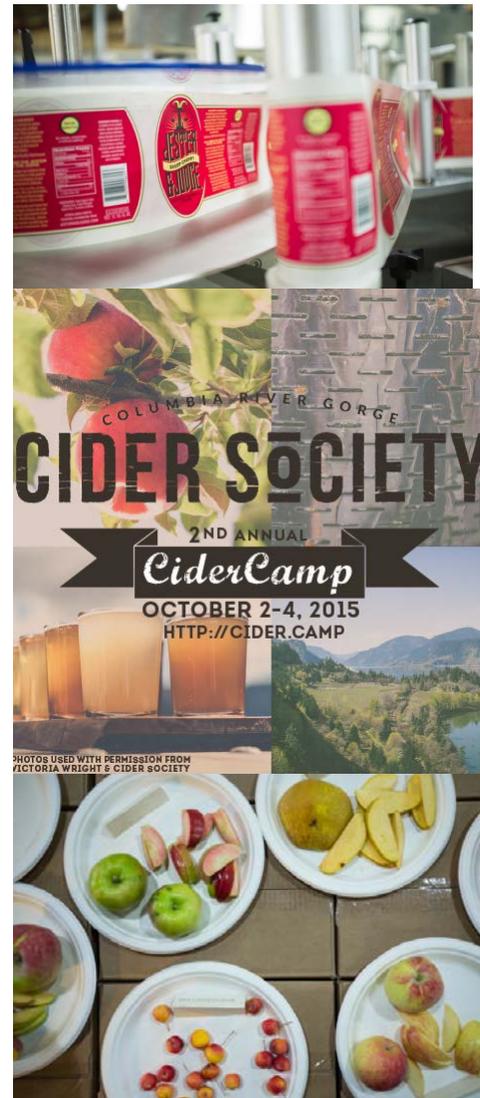
Columbia Gorge Bi-State Renewable Energy Zone

MCEDD continued development of the Columbia Gorge Bi-State Renewable Energy Zone (CGBREZ), a collaborative group focused to supporting utilization of renewable energy technologies in the region. MCEDD facilitated regular discussions for CGBREZ and assisted in marketing the region to attract manufacturing and small scale renewable energy development. Activities included:

- Support for conversations to further a Pumped Storage project with the Klickitat PUD.
- Managing a contract for a government affairs specialist to support CGBREZ counties' interests in expanding renewable energy markets for the region.

Columbia Gorge Arts and Culture Alliance

MCEDD serves on the planning committee for the Columbia Gorge Arts and Culture Alliance and acts as fiscal agent for the Alliance. MCEDD managed funding from Alliance members to support printing and development of the Alliance's 2016 Gorge Arts and Culture map.



CiderCamp

County Economic Development Group

MCEDD contracts with counties for a variety of specific economic development support services. In this fiscal year, contract support included the following:

- **Hood River County:** MCEDD provides staff to manage meetings and activities of the Hood River County Economic Development Group. The group meets monthly to discuss economic opportunities, address challenges and to collaborate on current economic development efforts in Hood River County. This year the group focused on prioritizing and advocating for transportation projects in statewide processes.
- **Sherman County:** MCEDD provides staff to support Sherman County economic development services. This year, MCEDD worked intensively with the County to support grant writing for priority projects in the County and continued to support Sherman County through participation in the John Day River Territory (JDRT), a tourism marketing organization. MCEDD completed implementation of a USDA Rural Business Enterprise Grant for JDRT that supported growth of culinary and agri-tourism businesses in the region through inventorying, workshops and a promotional event. As part of this support, MCEDD held the “Taste of Oregon’s Old West” event on September 12, 2015 at Cottonwood Canyon State Park, which brought over 300 people to experience around 40 vendors. Staff also assisted the cities of Sherman County in completing downtown design plans to guide redevelopment and reinvestment in Grass Valley, Moro, Rufus and Wasco with the assistance of a consultant. MCEDD staff continued to work with committees established in the four communities to begin implementation of the plans and to search for funding. Staff is also assisting the community in exploring the creation of façade improvement funds to encourage business investment as a result of the downtown design plans.
- **Wasco County Economic Development:** MCEDD provides staff to support the Wasco County Economic Development Commission. The Commission developed committees to address basic infrastructure challenges with water, wastewater, and transportation systems in the County, as well as supporting community visioning and planning processes. Staff updated the Business Siting Guides developed to support communities throughout Wasco County in their efforts to encourage business development. Staff engaged with a workgroup focused on addressing use of industrial property owned by the Northern Oregon Regional Corrections Facility and drafted recommendations for action for their Board of Directors.



Guests enjoying the Taste of Oregon’s Old West event.

Finally, staff provided direct business assistance as well as assisting with the advancement of priority projects, including the Mosier Bike Hub, Mosier Transportation System Planning, Riverfront Trail, Barlow & Wamic water systems, Tygh Valley Fire Hall, City of The Dalles Dog River Pipeline, The Dalles Main Street, Dufur water and wastewater systems, Dufur City Park, and the Dufur Community Center.

Gorge Night Sky

MCEDD, the Friends of the Goldendale Observatory, and the Goldendale Chamber of Commerce developed a Gorge Night Sky partnership to promote energy efficiency, appropriate use of LED lighting technology for outdoor illumination, and astronomy education. MCEDD received a \$7,500 grant through a Google community grant program to support the Gorge Night Sky project. Initial work focused on working with local vendors to gather commitments to stock Dark-Sky compliant, energy efficient LED options; working with Gorge-wide utilities and city and county governments to offer point of sale rebates; and planning a two-day educational symposium for August 2016, at the Goldendale Observatory and the Columbia Gorge Discovery Center for lighting professionals, astronomy experts, and high end users to hear presentations and discuss issues surrounding lighting efficiency and Dark-Sky Initiatives.

Mobility Management, Regional Transportation

MCEDD provides a regional Mobility Manager to focus on transportation issues, working closely with regional transportation providers and other partners to assess local and regional transportation services, passenger experience, service costs, funding needs, innovative and relevant technology and areas for potential collaboration and coordination. MCEDD arranges and facilitates regular meetings and communication between Gorge TransLink Alliance partners to foster an environment where regional transportation priorities can be addressed. MCEDD's mobility manager also conducts outreach to organizations in its geographic service area to increase awareness of transportation services among vulnerable and special needs populations, as well as to employers and the general public. Achievements and outcomes of note during the fiscal year include the following:

- MCEDD continued its contribution to Skamania County Community Transit's Western Federal Lands Access Program, providing technical assistance on the year three grant submission and working collaboratively with the planning team staff from the funder, Skamania County Community Transit, USFS, law enforcement, Skamania County Chamber of Commerce and Friends of the Gorge to address safety issues specifically at the Dog Mountain Trailhead.

Strong collaboration improved safe transit options, relieved parking at popular trailheads and resulted in plans to extend the project.

- As one of three regional studies conducted by the Association of Oregon Counties under contract to the Oregon Department of Transportation, MCEDD completed the North Central Region's Transportation-Human Services Coordination Study. MCEDD submitted a \$19,550 follow-up grant request which was approved to fund implementation of the project's recommendations.
- MCEDD staff continues its participation on the Gorge Hubs Steering Team. Deluxe Fix-it Repair stations, donated to each Hub by the Portland Wheelmen Touring Club, were installed. MCEDD provided technical assistance on hub grant submissions for the Oregon Parks and Recreation Local Government Grant Program.
- As the Region 1 Drive Less Connect network administrator, MCEDD works closely with employers Insitu, Mt. Hood Meadows and new partner Providence Hood River Medical Center. Through a partnership with Commute Options in North Central Oregon, MCEDD works with area employers Columbia Gorge Community College, Mid-Columbia Medical Center, and new partner Google.
- The Port of Hood River's Aviation Technology & Emergency Response Center was supported by MCEDD through staff participation on the Statewide Review Committee for Connect Oregon VI. The project is recommended for funding.
- ODOT's Gorge Transit Project Steering Committee discussed development of a public transit service, the Columbia Gorge Express. The team received funding to launch a two-year pilot project providing public transportation from Portland's Gateway Transit Center to Multnomah Falls. MCEDD serves on the committee. In addition, MCEDD served on the Historic Columbia River Highway Collaborative which was tasked with identifying solutions to some of the most immediate short-term congestion and safety issues on the Historic Highway and on I-84 at the Multnomah Falls interchange.
- MCEDD expanded promotion and outreach for the Mt. Hood Express which provides service from Sandy, Oregon to Timberline Lodge with stops at key recreational/work destinations. MCEDD developed print and web-based promotional materials to highlight that the service is gear-friendly (bikes, skis, snowboards etc.), convenient and an ecologically sustainable way to get to the mountain year round.



Connect Mid-Columbia

Connect Mid-Columbia

MCEDD embarked upon the Connect Mid-Columbia initiative to better inform and elevate regional transportation priorities in the regional Comprehensive Economic Development Strategy. Connect Mid-

Columbia's goal is to provide a safe and efficient regional transportation system to enhance the liveability and economic vitality of the Mid-Columbia region. Stakeholders include state departments of transportation; regional transportation partners; city, county and port officials; and representatives from private businesses. Participants prioritized strategies to meet the regional transportation goal; outlined and discussed challenges and opportunities facing regional transportation; and continue to prioritize transportation needs that, when met, will have the greatest impact on the liveability and economic vitality of the region.

Columbia Gorge Legislative Summit

MCEDD, in partnership with the Mid-Columbia Housing Authority, Columbia River Gorge Commission, Mid-Columbia Council of Governments and Columbia Gorge Community College hosted a bi-state legislative summit. The Summit focused on four regional priorities: broadband, housing, recreation and transportation. It included a bi-state bus tour exemplifying these regional priorities followed by afternoon breakout sessions concentrated on identifying key next steps for addressing each priority. Approximately 46 Washington and Oregon state, federal, city, county and port elected officials were represented at the Summit.

Telecommunications Conference

MCEDD staff continued to engage in the conversation around broadband access and utilization, hosting the Oregon Connections conference. The 20th annual Oregon Connections Telecommunications Conference "20 Years of Oregon Connections: Broadband Comes of Age" explored aspects of broadband as it comes of age twenty years after the commercialization of the Internet. Program topics included cyber-security, smart communities, challenge of infrastructure, Internet and Broadband Public Policy, Broadband enabled applications, and the status of Broadband in Oregon. The keynote speaker was Paul Mitchell, the General Manager for Technology Policy at Microsoft, talking about connecting people around the world. At this year's conference, Sherman County received an Excellence in Telecommunications Projects Award for their work with their countywide Wireless Internet Network Development system. Over 200 individuals participated in the conference. MCEDD will again be the host in 2016, with the conference theme "Generation Mobility." Keynote speaker for the event is Peggy Smedley of Connected World Magazine. More information is available at www.oregonconnections.info/.



**Oregon Connections 2015
Conference**

Many Thanks to the MCEDD Financial Supporters

Counties:

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Sherman County
Skamania County
Wasco County

Cities:

City of Antelope
City of Bingen
City of Cascade Locks
City of Dufur
City of Goldendale
City of Grass Valley
City of Hood River
City of Maupin

Ports:

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Port of Hood River
Port of Klickitat
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City of Mosier
City of North Bonneville
City of Rufus
City of Shaniko
City of Stevenson
City of The Dalles
City of White Salmon

Federal and State Funding Sources:

Columbia River Gorge NSA Oregon and Washington Investment Boards
Oregon Department of Agriculture
Oregon and Washington Departments of Transportation
U.S. Department of Agriculture Rural Development
U.S. Economic Development Administration

Other Partner Funding Sources:

Association of Oregon Counties
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MCEDD is an equal opportunity Employer, Lender and Provider.

Gorge Night Sky Symposium

August 18-19, 2016

Promoting energy efficiency and preservation of rural dark sky in the Gorge

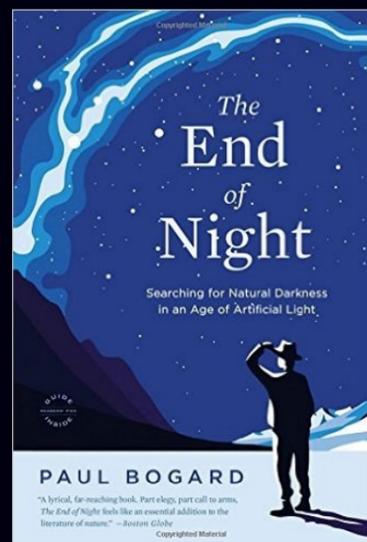
GoldendaleObservatory.com



KEYNOTE SPEAKER

Paul Bogard, author of *The End of Night: Searching for Natural Darkness in an Age of Artificial Light*

A lyrical, far-reaching book. Part elegy, part call-to-arms, The End of Night feels like an essential addition to the literature of nature. —Boston Globe



REGISTRATION: <http://mcedd.org/services/GorgeNightSky.htm>

 www.facebook.com/GorgeNightSky/

THURSDAY, AUGUST 18, 2016 \$35

STARTS AT: 5:00 PM

WHERE: GOLDENDALE OBSERVATORY

1602 OBSERVATORY DRIVE, GOLDENDALE, WA

Includes dinner, drinks, and entrance to the Goldendale Observatory

FRIDAY, AUGUST 19, 2016 \$25

STARTS AT: 8:30 AM

WHERE: COLUMBIA GORGE DISCOVERY CENTER

5000 DISCOVERY DRIVE, THE DALLES, OR

Includes morning coffee service, lunch, and entrance to the Discovery Center

SAVE ON REGISTRATION FOR BOTH DAYS - ONLY \$55

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