



**Executive Committee Meeting
Wednesday, September 6, 2017
4:00 P.M.**

MCEDD Office, 515 East Second Street, The Dalles, OR

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order- Chair Jan Brending		
Executive Committee Minutes <i>August 2017</i>	5 minutes	Approval
Finance Report	10 minutes	Information
Private Sector Appointments	10 minutes	Decision
Loan Board Appointments	5 minutes	Recommendation
NADO Travel	5 minutes	Decision
Program Options/Service Expansion	20 minutes	Discussion/ Recommendation
Executive Director Report <i>Grant Applications</i>	10 minutes	Information/ Approval
Committee Member Updates	5 minutes	Information
Other New Business		
Adjourn		

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, AUGUST 2, 2017
4:00 p.m.
MCEDD Office and Teleconference

ATTENDANCE:

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

Absent: Jan Brending, Bob Benton, and Rex Johnston

Staff: Sherry Wickert and Amanda Hoey

CALL TO ORDER:

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

EXECUTIVE COMMITTEE MINUTES:

Rod Runyon noted a correction to the minutes to include his attendance. Bill Schmitt moved to approve the June 7, 2017 Executive Committee meeting minutes as corrected. Bob Hamlin seconded the motion. Motion carried unanimously.

FINANCIAL REPORT:

Sherry Wickert presented the June 2017 financial reports. She noted that, due to year-end entries for the audit, the financials were not complete. Of the completed entries, Prepaid Taxes were higher due to expenses for the John Day River Territory project. She also noted that due to pending transactions related to the audit, the final loan fund loss was not available, but would be by next meeting. Sherry noted that the on-site portion of the audit is scheduled to begin October 9, 2017.

Discussion: Bob Hamlin asked if MCEDD would have the same audit firm this year. Staff stated that it was the same (Lewis, Poe, Moeller, Gunderson and Roberts, LLC).

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

PUBLIC RECORDS POLICY:

Amanda Hoey provided an overview of the State of Oregon's requirements for public records requests, which were updated during the last legislative session and become effective January 1, 2018. She presented a proposed update to MCEDD's public records policy with revisions to match the State's updated requirements.

Discussion: Rod Runyon asked if there had been any requests of public records from MCEDD and the frequency of those requests. Amanda stated that MCEDD does receive requests for records periodically. Discussion followed relating to costs and length of time necessary to fulfill requests.

Bill Schmitt moved to recommend to the MCEDD Board of Directors adoption of the revised MCEDD public records policy as presented. Bob Hamlin seconded the motion. Motion carried unanimously.

MCEDD FY17 ANNUAL REPORT:

Amanda Hoey presented the FY17 MCEDD annual report, highlighting:

- Businesses assisted through the loan programs.
- The first Attainable Housing RLF approvals.
- Completion of the Comprehensive Economic Development Strategy.
- Grant administration and completion of infrastructure projects.
- Industry Association development and support.

Eric Proffitt moved to accept the annual report. Gary Thompson seconded the motion. Motion carried unanimously.

ANNUAL ECONOMIC SUMMIT:

Amanda Hoey introduced the opportunities for the 2017 annual economic summit, noting dates in November that would be available for both Washington and Oregon regional economists to attend. She stated that the summit was hosted in Oregon last year, so there is interest to move it to a location in one of our Washington counties if appropriate accommodations could be made. For the draft agenda, she highlighted the desire to have opening remarks from a business leader in a key industry sector, the opportunities to hear about data trends from regional economists, and the potential sector panel. She requested input from the Executive Committee on the date, location and agenda/presenters.

Discussion: Bob Hamlin discussed interest in the wood and forest products sector as the focus, noting potential speakers and issues around supply. Ken Bailey stated it was a good topic and noted the impact to the counties of the sector, as well. Bill Schmitt noted his appreciation for the idea, stating that the conversation is timely. Bob Hamlin discussed the Better Timber Management bills in DC. The Committee discussed subsidiary industries impacted by the timber industry and provided additional potential names for a panel discussion.

Bob Hamlin agreed to reach out to Jason Spadero initially to determine if there is interest in presenting opening remarks. Amanda Hoey will follow-up with other logistics.

COMMUNITY ADVANTAGE LENDER:

Amanda Hoey provided information on the SBA Community Advantage Lender pilot program. The program provides mission-oriented lenders access to SBA 7a loan guarantees on certain loans. She stated that MCEDD had not pursued the pilot as it was not apparent that MCEDD would be an eligible entity and there are administrative requirements related to participation. However, there are exceptions granted to the eligible entity list and a similar entity (SCOEDD) has been researching the opportunity to participate. Amanda noted that staff is capacity constrained at this current juncture to pursue the opportunity and research and that she is seeking direction from the Executive Committee to determine if it is worthwhile to invest staff time to research and present a proposal to the Board to consider applying to participate in the Community Advantage pilot program. Amanda presented options for consideration with the benefits and challenges associated to each option.

Discussion: Eric Proffitt asked about timeline for the program. Amanda reviewed the staff time likely necessary in research and application and stated that the pilot program is authorized only through March 31, 2020, unless extended or made a permanent part of the SBA's programs. Rod Runyon asked about the long term staff time investment. Gary Thompson inquired if this might be an opportunity for an AmeriCorps RARE to support research in a future year.

Consensus was to watch and monitor SCOEDD's research on the topic to determine if there is a viable pathway to eligibility and remain open to conversation in the future about the pilot program.

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey reviewed highlights from her written report including:

- Approval of a \$200,000 loan to the Renewal Workshop. The loan should close in the next few weeks.
- The first loan out of the Attainable Housing RLF program funds closed, with funds disbursed to the Honald Building project (\$250,000) to construct nine upper floor apartments in downtown The Dalles.
- Updates from a meeting with staff of the Columbia Gorge NSA US Forest Service to discuss the potential renewal of the request for reducing multiple agency layers of the OIB program and joint promotion of activities.
- Opportunities through an Oregon DEQ workforce grant for businesses in the reuse/repair industries. Staff sent this announcement to businesses in our loan portfolio which might meet the funding criteria. Amanda sought input on additional companies who may qualify and should be encouraged to apply.
- Marketing and outreach opportunities for the business assistance program, including tentative approval from the Gorge Business News to include our monthly loan client highlights in their publication.
- Legislative updates from NADO on the status of EDA, USDA and CDBG programs.
Discussion: Rod Runyon provided additional updates from the NACO conference. He noted the conversations in the economic development committee related to housing and stated he would provide additional information to Amanda. He also noted NACO's request for changes to apprenticeship rules. Eric Proffitt emphasized the importance of these programs.
- The Biggs Brownfields assessment project.
Discussion: Gary Thompson provided an update on the project, noting that the County agreed to move forward and the status of a contractor on site.
- Updated on the hiring process for the Mobility Manager and the Office Administrator. She also noted that there may be an opportunity to extend the position through a contract with the SBDC. It would require a supplemental budget, if it were to move forward.
- Board openings for private sector candidates and the deadline for responses.
- Discussions with MCCOG staff; noting that she would be meeting with their interim Executive Director after the next MCCOG meeting.

Amanda also requested authorization to submit an application to Travel Oregon for a project in Dufur and accept the funds, if awarded. Eric Proffitt made a motion to approve the Travel Oregon application and acceptance. Bob Hamlin seconded the motion. Motion carried unanimously.

OTHER NEW BUSINESS

The Executive Committee discussed preparations for the solar eclipse occurring on August 21, 2017.

ADJOURN: Meeting adjourned at 5:10 p.m.

*Respectfully submitted,
Amanda Hoey, Executive Director*



FINANCIAL SUMMARY

FOR: July 2017

MCEDD's Balance Sheet for July has several notable changes from the prior year's report. MCEDD's loan fund cash is higher than last year's due to repayments and early payoffs, which are reflected in the lower Accrued Loan Interest (1227) balance. On a positive note, the first Attainable Housing loan was made in July for \$250,000, which reduced cash (1031-Housing RLF funds). IRP's Escrow Account (1023) has a negative cash balance due to a bank fee, which was reversed in August and the account has since been closed. Accounts Receivable (1202) balance is lower due to fewer special project invoices than the prior year. FY18 entries for the anticipated carry forward (3110) have not been completed.

July's Operations Budget vs. Actual report is the first month utilizing FY18's budget. Actual Carryover Revenue (4000) is still pending audit completion. Federal revenue (4100) is higher due to the carryover of a portion of the planning grant funds into FY18. Loan Fund Revenue, excluding the Housing RLF funds, is below budget by \$929. Receipts Other (4800) is lower due to the budget amount set at an annual amount, but unknown dates of the actual receipt of funds. Personnel costs are below budget due to staffing changes. Most expenses are below projections, due to the timing of anticipated expenses with the exception of Equipment (6200) and Communications (6600). These expenses are slightly over budget due to the entry of prepaid expenses (paid in FY17 for FY18).

Respectfully Submitted,

Sherry Wickert
Finance & Operations Manager

Mid-Columbia Economic Development District

Balance Sheet

As of July 31, 2017

	Jul 31, 17	Jul 31, 16
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	78,090.30	8,908.96
1015 · MCEDD MM	242,047.00	265,764.88
1020 · IRP		
1021 · IRP - Sherman	99,013.97	77,872.80
1022 · IRP - WA	81,554.97	89,719.34
1020 · IRP - Other	76,783.31	88,011.55
Total 1020 · IRP	257,352.25	255,603.69
1023 · IRP - Escrow Acct	-9.99	0.00
1030 · Loan Funds		
1036 · EDA RLFs	218,825.59	117,268.90
1045 · Reg Strat	134,180.74	126,358.95
1050 · RBEG-OR	70,166.19	39,774.10
1055 · RBEG-WA	95,439.72	46,657.33
1057 · RBEG-KL	120,483.45	126,815.87
1067 · CDBG Microenterprises	77,375.46	58,944.01
Total 1030 · Loan Funds	716,471.15	515,819.16
1031 · Housing RLF	1,750,139.74	2,000,872.54
1070 · National Scenic Fund	1,432,007.82	1,118,539.04
Total 1000 · Bank Demand Deposits	4,476,098.27	4,165,508.27
1100 · CDS		
1121 · IRP Reserve	96,031.33	96,031.33
Total 1100 · CDS	96,031.33	96,031.33
1122 · IRP - DDM Product	743,530.56	459,415.97
1196 · OR Telecom Conference	26,222.94	22,612.34
Total Checking/Savings	5,341,883.10	4,743,567.91
Accounts Receivable		
1202 · Accounts Receivable	78,800.52	144,620.79
Total Accounts Receivable	78,800.52	144,620.79
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	7,500.00	7,083.33
1227 · Accrued Loan Interest	16,964.90	25,923.25
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accrd Int	-2,928.44	-909.99
1229 · Structured Accts Accr'd Int - Other	6,453.02	6,608.21
Total 1229 · Structured Accts Accr'd Int	3,524.58	5,698.22
Total 1200 · Receivables & Accruals	27,989.48	38,704.80
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,640,286.95	1,924,544.15
1321 · IRP - Sherman	156,776.36	178,591.19
1322 · IRP - WA	242,970.70	239,281.54
1331 · Housing RLF	250,000.00	0.00
1336 · EDA RLFs	482,966.71	564,799.13
1345 · Reg Strat	36,824.97	46,128.85
1350 · RBEG-OR	233,303.59	257,274.84
1355 · RBEG-WA	0.00	49,311.96

Mid-Columbia Economic Development District

08/28/17

Balance Sheet

Accrual Basis

As of July 31, 2017

	Jul 31, 17	Jul 31, 16
1357 · RBEG-KL/SK	6,276.17	0.00
1367 · CDBG Microenterprises	29,666.93	48,301.69
Total 1330 · MCEDD Loans Receivable	3,079,072.38	3,308,233.35
1370 · OIB Loans Receivable	1,459,609.61	1,757,361.09
Total 1300 · Loans Receivable	4,538,681.99	5,065,594.44
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-105,614.33	-118,027.66
1521 · IRP - SH Co	-9,520.35	-10,797.99
1522 · IRP - WA	-14,651.74	-14,476.77
1536 · EDA RLFs Allowance	-29,255.26	-35,290.15
1545 · Reg Strat Allowance	-2,223.05	-2,776.54
1555 · RBEG Allowance	-14,464.70	-18,584.67
1567 · CDBG Microenterprises	-1,827.70	-2,987.33
1575 · OIB Allowance	-45,000.00	-45,000.00
Total 1500 · Allowance for Doubtful Loans	-222,557.13	-247,941.11
Total Other Current Assets	4,344,114.34	4,856,358.13
Total Current Assets	9,764,797.96	9,744,546.83
TOTAL ASSETS	9,764,797.96	9,744,546.83
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	492.22	69.36
Total Accounts Payable	492.22	69.36
Other Current Liabilities		
2030 · Accrued Loan Payment	10,117.17	10,117.17
2035 · Accrued Interest Payable	5,569.62	8,383.21
2050 · PTO - Accrued	23,825.45	23,098.99
2070 · Health Insurance Payable	0.00	-8,495.37
2080 · Life & Disability Payable	0.00	-308.45
2090 · WC SAIF Ins	-137.59	-151.36
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	21.10	33.80
2115 · OR- SUTA Payroll Liabilities - Other	36.10	41.74
Total 2115 · OR- SUTA Payroll Liabilities	57.20	75.54
Total 2120 · State Payroll Liabilities	57.20	75.54
Total 2100 · Payroll Liabilities	57.20	75.54
2800 · Deferred Revenue	15,153.33	13,333.33
Total Other Current Liabilities	54,585.18	46,053.06
Total Current Liabilities	55,077.40	46,122.42
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	477,503.25	514,805.20
2821 · IRP Loan Payable \$600,000	396,225.44	417,520.24
2822 · IRP Loan Payable \$750,000	600,226.72	625,806.66
2823 · IRP Loan Payable - Washington	295,768.31	309,906.38
2824 · IRP Loan Payable - Sherman	186,672.31	193,188.09
Total Long Term Liabilities	1,956,396.03	2,061,226.57
Total Liabilities	2,011,473.43	2,107,348.99
Equity		
3100 · Fund Balances	7,572,025.03	7,572,025.03

Mid-Columbia Economic Development District

Balance Sheet

As of July 31, 2017

	Jul 31, 17	Jul 31, 16
3110 · Carryforward Balance	0.00	-105,004.58
3900 · Retained Earnings	116,073.61	0.00
Net Income	65,225.89	170,177.39
Total Equity	7,753,324.53	7,637,197.84
TOTAL LIABILITIES & EQUITY	<u>9,764,797.96</u>	<u>9,744,546.83</u>

Mid-Columbia Economic Development District

08/28/17

Operations Budget vs. Actual

Accrual Basis

July 2017

	Jul 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	0.00	377,158.00	-377,158.00	0.0%
4100 · Federal	11,966.95	6,666.63	5,300.32	179.5%
4200 · State	0.00	0.00	0.00	0.0%
4300 · Local Match	7,457.73	7,000.00	457.73	106.5%
4400 · Local Assessment	50,034.00	50,034.00	0.00	100.0%
4500 · Contract Reimbursement	20,553.75	23,704.38	-3,150.63	86.7%
4600 · Loan Interest	17,829.87	22,087.63	-4,257.76	80.7%
4700 · Loan Processing Fees	315.00	1,574.13	-1,259.13	20.0%
4705 · Loan Filing Fees	0.00	680.26	-680.26	0.0%
4710 · Loan Late Fee	728.86	174.89	553.97	416.8%
4750 · Investment Interest	161.02	85.63	75.39	188.0%
4800 · Receipts - Other	150.00	1,541.63	-1,391.63	9.7%
4934 · In-Kind Revenue	0.00	0.00	0.00	0.0%
4935 · In Kind - MM	0.00	0.00	0.00	0.0%
Total Income	109,197.18	490,707.18	-381,510.00	22.3%
Gross Profit	109,197.18	490,707.18	-381,510.00	22.3%
Expense				
5000 · Wages	33,379.14	38,252.63	-4,873.49	87.3%
5500 · Fringe Benefits	7,579.04	9,655.51	-2,076.47	78.5%
5700 · Payroll Taxes	2,894.47	3,089.87	-195.40	93.7%
6110 · Travel & Conference	757.08	2,301.37	-1,544.29	32.9%
6190 · Event Services	0.00	241.63	-241.63	0.0%
6200 · Equipment	427.80	375.00	52.80	114.1%
6300 · Supplies	289.19	2,212.87	-1,923.68	13.1%
6400 · Professional Services	625.86	4,615.65	-3,989.79	13.6%
6600 · Communications	1,637.49	1,545.49	92.00	106.0%
6700 · Building Costs	1,318.32	1,950.91	-632.59	67.6%
6800 · Bonds & Insurance	1,493.00	3,410.00	-1,917.00	43.8%
6900 · Other Materials & Supplies	1,699.04	4,643.63	-2,944.59	36.6%
9000 · Indirect Spread	0.00	-0.22	0.22	0.0%
Total Expense	52,100.43	72,294.34	-20,193.91	72.1%
Net Ordinary Income	57,096.75	418,412.84	-361,316.09	13.6%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	10,117.17	10,115.05	2.12	100.0%
7500 · Carryover to Next Year	0.00	372,664.00	-372,664.00	0.0%
7600 · In-Kind Contractual	0.00	0.00	0.00	0.0%
Total Other Expense	10,117.17	382,779.05	-372,661.88	2.6%
Net Other Income	-10,117.17	-382,779.05	372,661.88	2.6%
Net Income	46,979.58	35,633.79	11,345.79	131.8%

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY18 PIPELINE**

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2018	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	425,765	12,000	-	437,765	97.26%
	Budgeted Expenses FY18 (Excludes In-Kind)	456,569				
	Gap/Surplus	(30,804)				
PROJ CODE	SPECIAL PROJECTS DETAILS	FY18	NOTES			
	ANTICIPATED REVENUE					
519	Dallesport CDBG	17,500	Multi-year project			
525	GTA Wind Challenge	22,000				
526	MCCFL - CDBG	13,000	Multi-year project			
527	City of Antelope - CDBG	5,000	Multi-year project			
528	DWD Wastewater - CDBG	1,400	Multi-year project			
530	The Dalles Airport - Flex Space	6,000	Multi-year project			
532	Cider Grant	38,954	Multi-year project			
533	TD Wastewater Plant	13,000	Multi-year project			
534	Crystal Springs	17,000	Multi-year project			
535	Eclipse	5,000				
549	CL-HR Enterprise Zone	2,500				
554	Sherman Co ED	40,000				
	Sherman Co Housing	2,000				
557	GTA Staffing	40,851				
559	Wasco Co EDC	50,000				
560	Oregon Connections	5,000				
570	OEDD Website	700				
571	Mobility Management	87,500	1st year of 2-year grant (includes local match)			
575	GTA Robotics	15,895				
582	HR EDG	7,000				
585	Commute Options	8,000				
587	HR Drive Less Connect - ODOT	22,465	1st year of 2-year grant (includes local match)			
599	Agora	5,000	Final year of multi-year grant			
	TOTAL ANTICIPATED REVENUE	425,765				
	PROPOSALS SUBMITTED					
	CGWA Travel Oregon Grant	1,000				
	Dufur Travel Oregon Grant	11,000				
	TOTAL PROPOSALS SUBMITTED	12,000				
	IN DEVELOPMENT					
	Columbia Gorge Health Community Grants					
	TOTAL IN DEVELOPMENT	-				
	DECLINED					
	TOTAL DECLINED	-				

Memorandum

Date: August 30, 2017
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: MCEDD Private Sector Board Positions

Overview

The MCEDD Executive Committee makes appointments for private sector members to the Board. These appointments are ratified by the full Board at their annual meeting in September. There are currently seven private sector members serving on the MCEDD Board of Directors:

- Ken Bailey (representing agriculture)
- Tom Furey (representing high tech)
- Stephanie Hoppe (representing nonprofits)
- Robb Kimmes (representing healthcare)
- Mary Kramer (representing higher education)
- Gabriel Muro (representing Latino social services)
- Eric Proffitt (representing workforce)

Private Sector Board Candidates

MCEDD staff sent a general solicitation for private sector board candidates to submit letters of interest. Mary Kramer provided notice that she would not be seeking reappointment and Gabriel Muro did not respond, but all other private sector representatives currently serving on the board are interested in continuing. With Steph Hoppe's role expanding at Columbia Gorge Community College, the opportunity to transition her position to incorporate both higher ed and nonprofits opens up Mary Kramer's position to one focused on one of our industry sector targets.

Candidates proposed for reappointment include:

- Ken Bailey (agriculture)
- Tom Furey (high tech)
- Stephanie Hoppe (nonprofits/higher education)
- Robb Kimmes (healthcare)
- Eric Proffitt (workforce)

New candidates for consideration of appointment:

- Humberto Calderon. Humberto was referred by the mayor of Hood River and has the endorsement of the Executive Director for the Next Door, Inc. He would be proposed for the position currently held by Gabriel Muro and would be a Latino Business owner representative.
- Cassie Courtney.* Cassie was referred as a candidate for the industry position representing the food/beverage industry. She is the Sales/Marketing Director for Maryhill Winery.
- Jaime Athos.* Jaime was referred as a candidate for the industry position representing food/beverage industry. He is the CEO of Tofurky.

*Cassie Courtney and Jaime Athos are applying for the same position on the board, so there is a decision to make between these two candidates.

Review of candidates for the Board is generally based on the following criteria:

- Match to MCEDD's target industry sectors.
- Meet EDA requirements (13 CFR 304.2) for district formation and operations.
- Per bylaws. Individual in a responsible decision making position in a for-profit organization, or that individual's representative.
- Balance of Oregon and Washington candidates, when possible.
- Experience, commitment to regional economic development and interest in MCEDD's work.

Request

The MCEDD Executive Committee is asked to make an appointment of *seven individuals to fill the private sector positions on the MCEDD Board*. These appointments must then be ratified by the full board at the annual meeting.

Memorandum

Date: August 30, 2017
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Travel Request- NADO

Overview

In the FY18 budget we had to reduce expenses in a number of areas to meet our revenue projections. Included in the budget adjustments were reductions to remove out-of-states conferences and trainings that were not funded through scholarships. Specifically, the budget notes referenced the National Association of Development Organizations (NADO) Annual Training Conference as we generally send staff to the conference as an important learning environment. However, on August 29th, NADO was able to secure funding to support a limited number of scholarships for attendees in the EDA Seattle Regional Office, where MCEDD is located. In addition, NADO provided me with an opportunity to have the registration fee (usually \$575) waived as an invited speaker to a panel session on September 12, 2017. With NADO covering my registration cost and the EDA Seattle Regional Office providing up to \$1,000 for covered reimbursable travel expenses, the **estimated travel expenses to MCEDD is \$0**.

Request

All out-of-state (OR/WA) travel not already approved through the budget process must be approved by the MCEDD Board or Executive Committee. This action item is to provide clarity as the budget notes (in this instance) would otherwise conflict as we specifically allowed for out-of-states scholarship funded travel but specifically stated that we had not included NADO in the budget calculation. Given the estimated travel costs being eliminated, we meet the intent of our budget modifications and are able to leverage significant outside investment.

Motion: Approval for Amanda Hoey to travel to Anchorage, AK for the National Association of Development Organizations annual conference in September 2017.

Memorandum

Date: August 31, 2017
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Program Options/Service Expansion

Request/Action

This item will be on the September 21, 2017 agenda for the full board. I am requesting your review, identification of any additional information you would like to have at the full board meeting and a recommendation for the Board on action.

Overview

Over the past number of months, the interim Executive Director for Mid-Columbia Council of Governments (MCCOG), David Meriwether, has analyzed the viability of continuation of MCCOG and the best manner in which the programs it currently operates should be administered. In August, through a series of actions, the MCCOG Board directed David to “research a path toward thoughtful and planned transition of MCCOG programs to suitable locations.” The Dalles Chronicle reported on the last MCCOG Board meeting, highlighting that “After a nearly 40-year existence, the Mid-Columbia Council of Governments has voted to find new homes for its four programs and will cease to function as a direct service provider. The four programs are: transportation, which includes the LINK dial-a-ride as well as a non-emergency medical transport service; the Area Agency on Aging, which helps with meals and other services for seniors; workforce development programs; and regional building codes services.” They further noted that “There is no timeframe for MCCOG divesting itself of its programs.”¹

In our (now long past) history, MCCOG started under the umbrella of MCEDD. Each of our agencies has modified and changed service offerings since then to be responsive to our communities and members. In conversations with David Meriwether and other community partners, we have looked at the programs which require new administrative homes and their fit to MCEDD’s mission, service area and potential. The closest fit to MCEDD is transportation, as advancing regional transportation initiatives has been within our purview for more than 10 years with support for the Gorge TransLink Alliance. Other services within our mission could include financial services to other entities and support for the Community Renewable Energy Association (CREA).

In his report to the MCCOG Board of Directors, David provided the following discussion on transportation: “Discussion have occurred which -at this point – lean toward a disposition whereby the Transit (LINK) part of the program is transferred to MCEDD; the GOBHI portion of the Brokerage would be assumed by GOBHI directly. At this point we are examining that would happen to the Pacific Source and Fee for Service Brokerage contracts, as those parties have discretion and processes they would need to follow. Potentially, they could contract with GOBHI for services, solicit proposals from other Brokerages, or transfer those services in some other manner. In all scenarios, LINK would continue to provide Non-emergency Medical Transportation rides for Wasco County. From joint discussions with MCEDD and GOBHI &

¹ <http://www.thedalleschronicle.com/news/2017/aug/25/mccog-hand-services/>

ODOT, the Transportation Building would go with LINK, but the Brokerage would continue to be located there and rent space from LINK (the transit building was built with ODOT funds with enough space to accommodate the Brokerage – but the purpose of the building is for LINK). We are currently working with MCEDD and GOBHI to determine what a personnel and function split would look like, given that some employees work in both sides of the Transportation Program. In particular, MCEDD is undergoing a review to determine whether LINK is fiscally feasible at the current level of service when separated from the Brokerage.”

Considerations:

This analysis will focus primarily upon the LINK transportation services, unless otherwise noted. Financial services and other project management works within the structure of MCEDD’s existing staffing and structure.

Role

MCEDD’s role would be administrative as there is a fully functioning system in place for the LINK. Transportation Operations Director Brent Olson may join us for this meeting.

Financial

The primary review involves revenue and cost considerations to ensure there would be no negative impact to other MCEDD services or our bi-state area. The first priority is effective continuation of all services and secondarily, the opportunity to expand or enhance those services. Highlights from review of the LINK and transportation budgets include:

- The Brokerage takes up a substantial segment of revenue and employees. Maintaining separation is paramount, but there are revenue implications in the distinct separation.
- The LINK public transportation appears to maintain a \$120,000 to \$125,000 balance carryforward year over year, which indicates stability in their program operations. That balance would likely significantly reduce in a transfer scenario, however, to payoff an interfund loan balance as described below. It would create a very thin margin to address any potential year-over-year program revenue variations.
- Review of the year-over-year budgets and actuals for the program reveal fairly similar revenue and expense between FY17 and projected for FY18.
- Future resources for public transportation through the Oregon public transportation package may allow for program expansions. Regional connections and the fixed route analysis in The Dalles would drive some of the opportunities for growth.

Facilities/Assets

Primary assets include the newly constructed Transit Center in The Dalles and vehicles. Attached is a letter from ODOT to MCCOG which outlines these assets (note: Theresa Conley will be present at our September full board meeting). Additional information on assets:

- MCCOG made an interfund loan transfer from its building codes program to cover a portion of the transit facility construction. The loan was to be paid back over a ten year term, but would need to be cleared before transfer of the program service and asset. Total balance remaining on the loan is estimated at about \$78,000. The proposed mechanism to address this balance would be to pay it off using the program’s beginning balance.
- The Brokerage call center utilizes a large section of the transit facility and, as a result, pays a significant portion of the facility (and facility maintenance) cost through

MCCOG's cost allocation plan (approx. \$44,000). The LINK cannot carry this cost burden alone. Acquisition of the LINK and associated facility would need to be conditional upon successful negotiation with the entity taking on the call center roles on space rental/lease at a level that continues at par with current payment through the indirect cost allocation. We would also require continued assurance from ODOT that this is an allowable use.

- Upcoming new assets: The LINK staff submitted two successful grants for bike racks and an ADA accessible vehicle. The funding is reserved, but the grants will not be executed (and acquisition not occur) until the LINK has a permanent home. In addition, there are still funds, set aside for the building, which are currently allocated for bus barn construction and purchase of a generator. The total left to expend is approximately \$151,000 (10.27% is match, the remainder is STIP Enhance funding).

Employees

Currently, there are twelve (12) employees associated with the LINK, beyond any administrative support through MCCOG. Eight of these are part time employees (some drivers, dispatch and facilities maintenance). For employee compensation and benefits, we reviewed the personnel policies and the budgets. Highlights include:

- In analysis of their personnel policies, most elements are quite similar to MCEDD, so the adaptations to integrate with MCEDD would be minimal. There is a slight difference in pay schedule and MCCOG still uses a sick/vacation/leave program whereas MCEDD transitioned to an overall PTO policy. We would go through a similar process for any new employees, if acquired, as when we transitioned to PTO for MCEDD.
- Benefits are substantially different in healthcare coverage but we both administer our plans through CIS. We will not cross the 50 employee threshold, so CIS would still administer those on our behalf. As our plans changed substantially for 2018 anyway, there is constant analysis of this benefit for the agency and employees.
- Retirement plans are different as MCEDD offers a 457b account versus MCCOG provides a 401a and 457b. We would remain with only the 457b option.
- There may be possibility of a portion of the Transportation Operations Director's time contracted to support the brokerage as it appears a portion of that position serves both programs currently.

Options

If proceeding, there is likely a pathway on contracting in the interim or for a longer process, working with MCCOG, Wasco County, ODOT and the brokerages to ensure uninterrupted service. The recommendation would be to proceed with negotiations, conditional upon factors as outlined in this memo (such as relate to the facility).

MCCOG Assessment - Public Transportation Considerations

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Below is a summary of key considerations if the Mid-Columbia Council of Governments considers transitioning their ODOT-supported public transportation programs to a new or different entity. This is not an exhaustive list of considerations and is intended for discussion purposes only. ODOT Rail and Public Transit Division (RPTD) must be fully engaged in any plan or process to transition service or assets to another entity.

Continuation of Uninterrupted Service

ODOT Rail and Public Transit Division's primary interest is for successful continuation of uninterrupted public transportation service in the area currently served by MCCOG, and continued service to community members who rely on this transportation.

Review of Intergovernmental Agreements

Intergovernmental Agreements funding MCCOG's public transportation services must be reviewed in order to ensure continuation of service. New agreements may need to be established in order to transition service to another entity. Agreements between ODOT and Wasco County, Wasco County and MCCOG, and MCCOG and other entities to support MCCOG's public transportation services should also be reviewed.

In addition agreements established in prior fiscal years, this includes the following agreements between ODOT and MCCOG for the FY17-19 biennium:

- | | |
|--------|--|
| #31975 | (\$16,000) Funding to support The LINK service to Hood River |
| #31927 | (\$273,156) Funding to support The LINK operations |
| #31432 | (\$33,200) Funding purchase of an ADA accessible van |
| #30716 | (\$1,559,051) Funding construction of transit center and bus barn. There associated and underlying Connect Oregon and ODOT Enhance agreements. |

Assets

MCCOG manages a fleet of vehicles funded through ODOT. ODOT maintains the title to these vehicles throughout their useful life. ODOT RPTD must be fully engaged in any plan or process to transfer or dispose of those assets.

MCCOG recently constructed a Transit Center with Connect Oregon funds through ODOT, and MCCOG is bound by the terms of the agreements which funded construction of the Transit Center and associated infrastructure.

Assets and the contractual requirements associated with them can be transferred to eligible entities. ODOT RPTD must be fully engaged in any transfer process.

Summary of ODOT-funded Assets

Vehicles

Vehicles – Asset# / VIN	Make & Model	Year	Original Value	Mileage	Grant #	EUL Category	EUL Date
V000876 / 1FDFE4FS9ADA01293	Ford Eldorado (Aerotech 220 Category D med. size light-duty bus)	2010	\$59,795	106,467	25638	5 yrs/150,000 miles (medium, light-duty)	12/10/2014
V000884 / 1FDFE4FS5ADA01291	Eldorado (Aerotech 220 Category D med. light-duty bus)	2010	\$59,795	109,809	25638	5 yrs/150,000 miles (medium, light-duty)	12/29/2014
V000885 / 1FDFE4FS7ADA01292	Eldorado (Aerotech 220 Category D medium size, light-duty bus)	2010	\$59,795	108,397	25638	5 yrs/150,000 miles (medium, light-duty)	12/29/2014
V000994 / 5TDJK3DC7BS007564	Toyota Sienna Van (Category E-4 Van)	2011	\$30,792	53,805	26531	4 yrs/100,000 miles (small, light-duty)	08/18/2014
V001156 / 1FDFE4FS5BDA56051	Ford Glaval Bus (Category D, Medium-size light duty bus)	2011	\$60,372	97,553	26531	5 yrs/150,000 miles (medium, light-duty)	07/05/2016
V001157 / 1FDFE4FS7BDA56052	Ford Glaval Bus (Category D, Medium-size light duty bus)	2011	\$60,372	70,000	26531	5 yrs/150,000 miles (medium, light-duty)	07/05/2016
V001456 / 1FDFE4FS3EDA05698	Ford Elkhart ECII (Category D medium-size light duty bus)	2014	\$57,663	57,596		5 yrs/150,000 miles (medium, light-duty)	02/11/2019
V000729 / 2D4GP44L56R768404 (Operated by Tygh School Community Center)	Dodge Caravan	2006		178,196	OR1600 31	4 yrs/100,000 miles (small, light-duty)	1/1/2010

Other Assets and Real Estate

Asset Number	Type of Asset	Date	Value	Agreement #	EUL	EUL Date
S00052	Transit Center	6/1/2016	\$990,000	30716	20 years (Connect Oregon Agreement)	06/01/2056
E00085	Aggregated Misc Equipment	9/14/2010	\$25,000	26531	5 Year	9/14/2015
E00086	Aggregated Comp. Eq. MCCOG 27700	6/27/2013	\$5,000	27700	5 Year	6/27/2018

Executive Director’s Report

Prepared for September 2017 Executive Committee Meeting

The following are primary activities of MCEDD in August 2017.

Business Assistance Division

- The OIB approved the launch of a new pilot program that will allocate \$250,000 in OIB funds for small business loans of up to \$40,000 each. The application process will be more streamlined with minimal documentation and insurance requirements, ingrained small business counseling, and performance incentives.
- In August, the OIB also approved a \$5,000 matching/challenge grant to Columbia Gorge Community College for a feasibility study for the food and beverage collaboration. The College is applying for technical assistance funds to EDA and has committed internal resources as well.
- The Dalles Urban Renewal approved a policy change that modified their program requirements to ensure MCEDD loan programs (such as the Attainable Housing fund) could be used with their loan interest subsidy program.
- Since the last report, we have disbursed funds for a number of loan clients including:



Jared Snyder, All Seasons Carpet Cleaning

Client	Loan Amount	Purpose
The Honald Building	\$250,000	Construction of nine upper story apartments in downtown The Dalles, OR.
Dwinell Ales	\$25,000	Start-up of a brewery in Goldendale, WA.
All Seasons Carpet Cleaning and Restoration	\$25,000	Start-up of a carpet cleaning, janitorial, and restoration business serving the greater Columbia Gorge area.
Root and Cane Vineyard Services (OIB funded)	\$63,000	Purchase a grape harvesting machine.

- In addition, we anticipate the Renewal Workshop’s \$200,000 loan will close in early September. I also talked with them regarding the DEQ grant submission process.
- MCEDD implemented approved loan restructures for Sage Creek (Muirhead Canning), Oregon Brineworks and Freebridge Brewery. Eric is working with Full Circle (Rivertap) on a plan for their upcoming balloon payments.
- The next MCEDD Loan Administration Board meeting includes consideration of a \$130,000 Seufert Enterprises (CARS) loan request and a \$30,000 loan request from The Riv (Riverenza). The Riverenza is transitioning ownership and MCEDD has a larger loan to the current business entity, Old Stone Events, which would be paid off.
- Housing: I met with Mt Hood Meadows regarding housing and transportation needs and will be coordinating follow-up with Regional Solutions. MCEDD received an inquiry to our housing loan fund from an individual in Rowena and directed them to Wasco County planning and the SBDC. Jessica met with Insitu as part of a regular GTA check-in.
- MCEDD met with representatives from Business Oregon, City of The Dalles, regional airport and Regional Solutions for a presentation from Steelhead Enterprises.
- Activity in the Cascade Locks-Hood River Enterprise Zone (MCEDD is the zone manager) included conversations with Trillium and Pfriem regarding their expansions.

Economic Development Administration, Regional Economic Development

- Legislative Updates: NADO provided their regular update at the end of August, highlighting the action on EDA, USDA, CDBG and transportation prospects. Jessica Metta attended for us and can provide updates to the Committee on current status.
- The November 2nd Annual Economic Symposium is taking shape, with appreciation to the Executive Committee for all of your input last month. Activities include:
 - Secured Jason Spadaro from SDS Lumber as the keynote speaker.
 - Secured Lisa Naas Cook, the Gifford-Pinchot Forest Collaborative coordinator, at moderator.
 - Secured Washington and Oregon regional economists (Scott Bailey and Dallas Fridley) as presenters for local and regional data/demographic updates.
 - Secured the facility- we will be at the Hegewald Center in Stevenson, WA.
 - Identified a set of panelists with a focus on individuals representing many sides of the industry including manufacturing, secondary processing, timber management, innovation, and regulatory issues. Kari Fagerness (Skamania EDC) has provided tremendous support in this work.
 - Worked with our intern, Aidan Lidiard, to support additional research on entities for outreach on the event. We have begun light promotion and invitations and will ramp that up in September.
 - We will be soliciting event sponsors in September and October.
 - Tickets are now available through Eventbrite. Access the link via MCEDD's homepage at mcedd.org. Tickets are set at only \$15 to cover minimal food/beverage at the event. We have a process for providing fee waivers for individuals for whom the ticket price would cause a financial hardship.
- I had a conversation with lead staff for USDA Rural Development regarding convening federal partners for a local meeting in reviewing the infrastructure priorities expressed in our CEDS. We are still following-up on options and locations.
- Broadband: Carrie Pipinich is coordinating efforts with Qlife and the City of Maupin on an application to the Economic Development Administration to support the remaining funding gap for a broadband expansion project in Maupin. It should be submitted in September.



Steelhead Enterprises on the Whitewater Fire near Mt Jefferson (photo from inciweb)

Labor Standards Projects, Grant Administration

- Grant Administration/Labor Standards projects continue with Jacque Schei and Sherry Wickert as lead staff. Projects include:
 - Construction of the MCCFL mental health facility (Wasco County as CDBG funding recipient and MCCFL as subrecipient). Public comment on the environmental review runs through September 13, 2017.
 - City of Antelope water system (CDBG funded). The cultural resource survey identified resources at the proposed site for the reservoir, but not along the proposed pipeline route. As such, the reservoir would need to be relocated and the engineer will be working with the City on options.
 - City of The Dalles Wastewater (SDWRLF funded). Jacque continues conducting labor standards interviews and reviewing payroll reports.
 - Dallesport Water and Dallesport Wastewater: Both projects continue, but there are no significant updates since the last report.
 - Columbia Gorge Regional Airport Flex Building. Jacque is conducting labor standards interviews and reviewing payroll reports.
 - Crystal Springs Water District water project (SDWRLF funded). Jacque is working with the state and the District on an amendment to the engineer's contract in order to allow the project to proceed.

Project Management; Industry Development

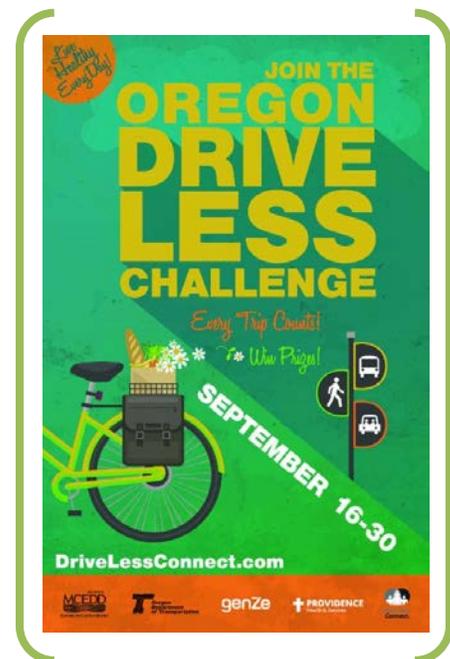
- Sherman County Economic Development: Jessica Metta continues as lead staff under this contract. Activities since our last meeting include:
 - Supporting the John Day River Territory She is managing the project to get kiosks installed and is working with ODOT on placement in Sherman County. Given challenges at sites in Biggs, the kiosk will likely be placed in Wasco.
 - Updating a shared code enforcement services RFP with multiple jurisdictions.
 - Discussing a Ford Family Foundation application for the Wasco school building.
- Wasco County: Carrie Pipinich continues as lead staff under this contract. Activities include:
 - Submitting a Travel Oregon application for Dufur.
 - Engaging with the Tygh Valley water board. Carrie will meet with them and give a presentation in September.
 - The September Economic Development Commission meeting will be rescheduled to accommodate maximum participation at a meeting in Shaniko.
 - Working with Dufur on the project included in Oregon's Transportation Plan and the School District's plans. There may be a potential for a TGM application to coordinate.
 - Encouraging League of Oregon Cities to host a small cities meeting in Maupin.
 - Analyzing opportunities for a Columbia Gorge Health Council community grant application related to broadband capacities in Maupin.
 - Meeting with staff for The Dalles (Wasco County) Enterprise Zone regarding opportunities for renewal and strategic design.
- The Columbia Gorge Bi-State Renewable Energy Zone's government affairs specialist will provide an update on activities on September 8th. Part of his contract requires that he attend the funding counties' board meetings about every six months to provide a direct update to their commissioners. He is beginning that outreach in September and October.
- Gorge Technology Alliance: Jessica is lead staff working on the following:
 - Events: Hosting and planning events including a Gorge TechTour in concert with TAO in September 20th. This event is designed to showcase the tech industry of the Gorge and will promote local tech companies to an audience of tech enthusiasts and job seekers from around the state. It will be followed by the annual sponsor appreciation event (as a sponsor, **please advise if a committee member would like to attend for MCEDD**). The GTA is also hosting the Oregon Manufacturing Extension Partnership for the "Make Your Workforce Your Competitive Advantage" workshop on September 25th in Bingen. Finally, Jessica is still seeking a presenter for the September Geek Lunch event.
 - Robotics program: Gearing up for FLL tournaments. Learn how you can support!
- Fermentation Industry Associations: Carrie is lead staff on the following:
 - MCEDD released an RFP for the Gorge Cider Society, soliciting proposals from contractors with social media management and/or photography/videography experience to develop assets to support the Gorge Cider Society's marketing campaign work. Carrie is checking references on two of those who responded.
 - Through the Columbia Gorge Winegrowers Association, Carrie submitted a Wine Country Marketing Grant application.



Carolyn Meece, Business Oregon and Rachel Pawlitz, USFS help launch the new OIB pilot program at Defiance Brewing

Mobility Management/Transportation

- As noted in the operations section, we have a new mobility manager on board (Kathy Fitzpatrick) who is/will be taking on most of these initiatives!
- MCEDD was recommended for full funding for the Gorge TransLink Alliance Mobility Manager program through ODOT Region 4 Transit funds. We had included a proposal for slight increase over the prior biennium to support strategic assessment of public transportation capacities with the new resources through the Oregon Transportation Package. These funds match local and WSDOT resources.
- Staff is developing proposals for the Columbia Gorge Health Council community grant program (due September 15, 2017). A smaller, under \$10,000 response, would be designed to leverage the “Everybody Rides” campaign we anticipate kicking off in 2018. A mid-sized proposal would further the travel ambassadors program to leverage from other travel training “light” programs elsewhere in the state. Both would be designed to reduce barriers to access to public transportation and support our providers. I am **requesting approval from the Executive Committee for submission of applications.**
- The National Center for Mobility Management (NCMM) recently released a planning fund opportunity, stating "NCMM, with funding from the Federal Transit Administration (FTA), is pleased to announce the Health Care Access Design Challenge 2017, a grant opportunity to assist communities in addressing health care access issues. Seven communities will be chosen to receive monetary support of up to \$30,000 and direct in-person and remote technical assistance. The deadline for applications is Oct. 5, 2017." PacificSource staff directed us to this opportunity with support from a grant writer. I am meeting with her in September to analyze the applicability and feasibility of a successful application. I am **requesting approval from the Executive Committee for submission of application, if staff determines that an application would positively support the region.**
- Our National Association is including the MCEDD region in a rural transportation technical assistance proposal. If funded, it would be designed to support transportation solutions for a target industry. I met with Richard Foster, Klickitat County Economic Development, on the applicability of this to their strategic plan and support for vineyards/wineries on the eastern end of the County.
- Kathy is actively working with employers, local governments and others to promote the Oregon Drive Less Connect Challenge September 16-30, 2017.
- The Gorge TransLink Alliance met in August. Staff will provide an update on a number of new and changing services, including new fixed routes from Bingen/White Salmon to Hood River and from Goldendale to The Dalles, planning for connected service around Mount Hood, extension of the Columbia Gorge Express, modifications to the Upper Hood River Valley service, continuation of the WET bus in Skamania County and additional bike racks on busses and a new ADA accessible vehicles.



Operations

- **Board representatives:** The Sherman County Court appointed Perry Thurston for the expiring Sherman cities term (previously held by Carol Mackenzie). Sue Knapp was reappointed as the Wasco County cities representative. Private sector board candidate applications are in your meeting packet for consideration.
- **Personnel:**
 - MCEDD welcomed Kathy FitzPatrick as the Gorge Mobility Manager. Kathy received her Masters in English from San Diego State University and is a Ford Family Foundation Fellow. She starts part-time with MCEDD as she transitions from her current role as City Manager for the City of Mosier.
 - Carmen Frost will start as our new Office Administrator on September 15th. She has most recently provided interim support to Sherman County and we look forward to welcoming her to MCEDD.
 - In September we celebrate a few staff work anniversaries as Carrie Pipinich begins year 6 and I begin year 12 at MCEDD.
 - As Sherry Wickert will be retiring after 10 years with MCEDD, we have just released the job announcement for her position (Finance and Operations Manager). Duties include managing MCEDD's finance and accounting activities and administering benefit and employee compensation programs. Details at: <http://www.mcedd.org/about/jobs-and-volunteer/>.
- **Training:** Kathy Fitzpatrick will attend the Oregon Transportation Conference, with costs covered through a RTAP scholarship. I am proposed to attend the NADO Annual Training conference. Eric Nerdin will participate in the Enterprise Zone workshop in Boardman in September.
- **Outreach, Press and Presentations:** Staff is active out in the community, including:
 - Jessica Metta and I participated in The Ford Family Foundation board meeting in Hood River. We were involved in coordinating and participating on a small panel presentation, then in small groups for dinner with board and staff.
 - Working through outreach on the CEDS. I have scheduled presentations for the City and Port in Cascade Locks in September, coordinating travel with other activities that month. Jessica Metta is presenting to Sherman County cities, including the Wasco City Council in August. I have attempted outreach to the Port of Hood River but have not yet been successful. I attended the last Skamania County Community Action Team as they updated their project priorities.
 - Jessica Metta was a speaker at Superquest.
 - Eric attended the Skamania Chamber Business After Hours (BAH). Jessica attended the Mount Adams Chamber BAH, Hood River Chamber BAH and The Dalles Coffee Clatter. Carrie attended The Dalles Chamber Government Affairs and will attend Power Breakfast. We are still trying to get up to Goldendale. Kathy will participate in the next Gorge Owned event at the Mt Hood Town Hall.
- **Other:** I am submitting a nomination for Maggie Hanna for the German Marshall Fellowship.



*Welcome to Kathy
Fitzpatrick, MCEDD
Mobility Manager!*

Next Full Board Meeting: Thursday, September 21, 2017 at 4 pm in White Salmon

Next Executive Committee: Wednesday, October 4, 2017 at 4 pm