



**Executive Committee Meeting**  
**Wednesday, April 4, 2018**  
**4:00 P.M.**

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

**AGENDA**

<b><u>Topic</u></b>	<b><u>Time</u></b>	<b><u>Item</u></b>
Call to Order, Introductions		
Executive Committee Minutes <i>March 2018</i>	5 minutes	Approval
Financial Report	5 minutes	Information
Hood River Energy Plan	10 minutes	Recommendation
Personnel Policy Update <i>Payroll process and associated policy modifications</i>	5 minutes	Recommendation
MCEDD Workplan	15 minutes	Discussion
Executive Director Report	10 minutes	Information
Deputy Director Report	10 minutes	Information
Committee Member Updates	10 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 MCEDD at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

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

**ATTENDANCE:**

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

*Teleconference (Board Members):* Rex Johnston

*Absent:* Gary Thompson, Bob Benton

*Staff:* Amanda Hoey, Eric Nerdin, Jessica Metta, Lauren Hernandez

*Guests:* Joanna Kaiserman, Jill Amery

*Teleconference (Guests):* Braxton Williams, Chase Dun, Hank Manilla, Clarissa Tolan, Linnet Sim, Jordan Hamada, Rich Duncombe, Scott Clements

**CALL TO ORDER:**

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

**EXECUTIVE COMMITTEE MINUTES:**

**Motion to approve** the February 7, 2018 Executive Committee meeting minutes as presented made by Rod Runyon. Bill Schmitt seconded the motion. Motion carried unanimously.

**BUSINESS LOAN IMPACTS:**

Amanda Hoey explained MCEDD has partnered with the Oregon Consulting Group through University of Oregon to conduct study to get understanding of the long-term impact of MCEDD and Oregon Investment Board loan programs.

The Oregon Consulting Group members introduced themselves, including Braxton Williams, Chase Dun, Hank Manilla, Clarissa Tolan, Linnet Sim, and Jordan Hamada. Rich Duncombe introduced himself as the Oregon Consulting Group Director.

Hank Manilla explained Oregon Consulting Group is a management consulting firm run by students from University of Oregon. The study was conducted to determine the economic impact of loans after businesses are no longer involved in the loan program.

Braxton Williams explained the survey makeup included employment, reinvestment, business health, area growth and development, and satisfaction. Employment included the effect of financing, employee make up, and benefits. Reinvestment focused on how businesses reinvested because of financing and how MCEDD financing allowed businesses to invest in the community around them. Business health focused on sales, reliance on MCEDD financing, and how a business was growing or contracting. Area growth and development tracked the geographical location and number of businesses and where business was being conducted. Satisfaction focused on the process of attaining a MCEDD loan and if the loan was helpful to the business.

Chase Dun noted there were 41 respondents comprising of 28% of MCEDD's client list. There have been \$11 million in new annual wages since 2002. This data, extrapolated to include 100% of MCEDD's client list, shows \$40 million in wages since 2002. \$21 million of this \$40 million includes family-wage income. Restaurants offered 35% of the wages, though most wages were below family-wage definition. Overall, 85% of respondents agreed that MCEDD financing allowed

them to hire more employees. After exiting the MCEDD loan program, employment behavior showed 20% of businesses decreased employment and 40% maintained employment.

Clarissa Tolan noted average business sales increased after the MCEDD loan payoff date. This indicates that after businesses leave the loan program, their sales increase compared to before they were able to pay off their loan. The median increase in sales for businesses was \$450,000. 60% of loan clients indicated their reliance on loans decreased after exiting MCEDD's loan program. 40% noted their reliance on loans stayed the same. No businesses indicated they had increased their reliance on loans.

Linnet Sim reported 68% of past loan client respondents indicated their businesses grew since financing. 63% of current loan client respondents indicated they have grown since financing.

Hank explained a summary of the data shows that after a MCEDD loan is paid off, 47% of previous loan clients report their businesses are growing, 41% reported their businesses are stable, and 12% reported their businesses are shrinking. Data from business responses show 500 jobs created. 85% of respondents attributed this growth to MCEDD. Data shows businesses have less reliance on loans after leaving the MCEDD loan program. 88% of businesses remain stable or are growing after the loan program. Most are doing well and are adding to economic diversification in the area. The OCG suggested some ideas for furthering the impact of the loan program could include developing business plans following loan pay off, focusing on businesses regarding growth, and varying customer facing businesses investment depending on community needs.

*Discussion: Ken Bailey thanked the OCG for their work and stated he was pleased to see the MCEDD loan program is hitting many of its overall goals. Hearing from an independent third party is very helpful. Scott Clements asked for clarification regarding dependency on loans. He asked if businesses growing after leaving the program would be dependent on loans to support that growth. Ken explained businesses that first sign up for MCEDD loans are very dependent in the beginning and are less-so when the loan is paid off. The data does not mean those businesses don't use loans in the future, but the loans are an opportunity to increase business and not a dependency for survival. The stability of those businesses is not dependent upon further loans.*

### **FINANCIAL REPORT:**

Siri Olson reported the Balance Sheet for January reflects an increase of position of above \$27,000 as compared to this time last year. Accrued Loan Interest has decreased over \$11,000 in January due to loan payoffs. However, the total Loans Receivable has increased just over \$643,000 as compared to last year. As a result, it is expected that the Allowance for Doubtful Accounts will also increase, as MCEDD maintains a balance of 6% of the Loans Receivable. The current balances are based on reconciled Loans Receivable as of June 30, 2017. These accounts will be adjusted at the end of the Fiscal Year to encumber the required 6% amount. In addition, the Accrued Loan Payment and Accrued Interest Payable reflect adjustments made to correct the posting of payments made in prior months. Lastly, Payroll Liabilities are higher in January due to the timing of payroll payable processing.

MCEDD is currently 58% through the budget year. Although total Revenue is under what was anticipated as of January 31, 2018, the first payment was received from ODOT for Mobility Management, which was for Quarter 2 of FY 18. Also, Local Match is higher than planned, largely due to the Economic Symposium. Contract Reimbursement is lagging a bit, in part, due to the status

of some projects and being able to bill for them. Some of these projects may extend into FY19. Expenses reflect reduced spending activities and are 17% less than budgeted.

Siri noted the pipeline shows the anticipated flow of funds. She asked if the pipeline is useful to the committee. Amanda Hoey explained the pipeline helped assess performance of actual revenue vs. budgeted when the budget was based on highly-variable projects. Currently, special projects are a smaller portion of the overall budget. Ken Bailey stated seeing the budget and projects in one place is helpful, but the pipeline could be done quarterly instead of monthly.

Rod Runyon left the meeting.

The Executive Committee came to the consensus to reduce the pipeline report frequency from monthly to quarterly.

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

### **ANNUAL ECONOMIC SYMPOSIUM:**

Amanda Hoey reported MCEDD hosts an economic symposium to bring together MCEDD's partners throughout the five counties. The event is typically half a day from morning to early afternoon. Resources to host the symposium come from the Economic Development Administration Planning Grant, business sponsors, and attendee fees. The event date target is late fall. Amanda requested input on partnerships, location, agenda, and sector focus. She asked if the event should remain a half-day event for a low cost or if it should move to become more formal, including a luncheon or dinner.

*Discussion: Bob Hamlin asked if a sector has been chosen for the symposium. Amanda replied it has not been chosen, and it is helpful to hear what is growing and is key to the area. Forest products were a sector focus last year, and past focus has been on agriculture. The high-tech area, healthcare, and renewable energy are possible sector focuses. Some other suggestions included wind, water, solar, and the shipping industry. Ken Bailey suggested the symposium also highlight MCEDD's services. Eric Proffitt stated the half-day event is convenient for some, though some may not feel up to traveling for an event that is only half a day. Dana Peck suggested it is easier to fit in a half-day event. Other topics to highlight could include the Gorge Technology Alliance. Amanda will bring the agenda back to the Executive Committee in the future to get more input about specific developments.*

### **OPPORTUNITY ZONES:**

Amanda Hoey reported the federal tax law included provisions for the designation of Opportunity Zones. These designations could provide increased access to capital in the form of equity instead of debt. Washington and Oregon have taken different approaches to gathering feedback about the census tracts each state can designate. Washington has directly engaged their ADOs to provide analysis of the census tracts, prioritization, and clarification of the investment potential. Oregon has utilized their Business Development Department for initial analysis and mapping of the zones and is now seeking feedback from local partners. The intention is for zones eligible to provide comment about their preparedness and opportunities for investment in housing and business. One exception is 5% of state zones can be a census tract not low income but contiguous to another low-income zone. Cascade Locks is potential for a bi-state partnership. Amanda recommended the Executive Committee support Washington counties' Opportunity Zones prioritization analysis and sign on to

partnering agreements as well as develop comments for the Oregon geography, participate in meetings with the state as applicable, and partner with local entities in responding to the potential zone designations.

**Motion to** move forward with the Executive Director's recommendation regarding Opportunity Zone prioritization in Washington and Oregon made by Dana Peck. Bill Schmitt seconded the motion. Motion carried unanimously.

**EXECUTIVE DIRECTOR REPORT:**

Amanda Hoey reviewed highlights from the past month including:

- The AmeriCorps Resource Assistance for Rural Environments (RARE) program application is due April 13. The program offers the assistance of a trained graduate-level member who lives and works in the community for 11 months. MCEDD has hosted multiple RARE participants in the past. The individual would focus on economic development projects. With a Ford Family Foundation application, the cost could be as low as \$13,500 for a match. The match cost can be included in next year's budget.

*Discussion: Ken Bailey noted a RARE participant would increase MCEDD's capacity without the cost of a full-time employee.*

**Motion to** proceed with the process of applying to the RARE program made by Eric Proffitt. Bob Hamlin seconded the motion. Motion carried unanimously.

- OIB has approximately \$2 million of originally authorized funds that have never been appropriated. There is no mechanism through the US Forest Service for the originally dollars to flow through. The USDA Rural Development has potentially identified a pathway to look at USDA as a vehicle for funds via non-competitive rural development grants. This idea seems to have potential support on a national level but still needs assistance. A letter signed by congressional delegates indicates they would be willing to jointly push for the appropriation of funds.
- The National Association of Development Organizations is anticipated to release a special comprehensive budget report to analyze the President's proposed FY19 budget. Key takeaways from the proposed budget which could impact the region and agency if implemented include:
  - Proposed elimination of the US Economic Development Agency
  - Proposed elimination of the Community Development Block Grant program
  - Significant reductions in USDA rural development funding

Amanda requested Executive Committee approval for use of informational material for outreach and education on the importance of these programs.

- A \$600 million emergency supplemental package was passed. Funds will be available to counties with 2017 emergency disaster declarations. Hood River County and Skamania County may be eligible to receive some of these funds.
- Last year, the Executive Committee authorized and presented to the MCEDD Board a five-year strategy for local assessments. This pathway is anticipated to be followed for FY19, which would include a \$2,130 flat rate per Port and \$0.55 per capita for cities/county unincorporated.

**Motion to** approve the budget strategy and to continue the five-year plan made by Bill Schmitt. Eric Proffitt seconded the motion. Motion carried unanimously.

### **DEPUTY DIRECTOR REPORT:**

Jessica Metta reviewed highlights from the past month including:

- The LINK team is appreciated, and things are functioning well at the Transit Center.
- The Transportation Director position has been filled, and after one final piece from GOBHI, the new employee can be announced.

*Discussion: Ken Bailey thanked GOBHI for their support with the LINK acquisition.*

- Work is being done to update policies, set up a Special Transportation Fund meeting, and set up the new Transportation Director.
- GOBHI had funds identified from Pacific Source to develop service to farmer's markets as a newly offered service this year. There are a number of grants Kathy Fitzpatrick has been pursuing.

*Discussion: Ken Bailey noted a Hood River County representative is needed to serve on the Transportation Advisory Board. Amanda noted there was an issue of a backed up sewer line at the LINK building. She thanked Lauren Hernandez for addressing it quickly and contacting a plumber to get the issue resolved.*

- Amanda Hoey and Jessica met with Columbia Area Transit to discuss potential opportunities for partnership.

### **OTHER NEW BUSINESS; COMMITTEE MEMBER UPDATES:**

Ken Bailey – Amanda Hoey, Jessica Metta, and Ken Bailey met with The Columbia River Gorge Commission's Executive Director to discuss the updating of the Gorge 2020 management plan. The economic development piece lacks detail, but the Commission is open to help in developing a more robust plan, including an economic development section.

*Discussion: Bob Hamlin noted the Columbia River Gorge Commission has a survey posted on its website that may affect the Gorge 2020 management plan. It is worth giving a response so the data can aid the Commission in making decisions. Joanna Kaiserman encouraged all to participate in the survey, listening sessions, and Gorge 2020 meetings. The Commission will look at this qualitative data as the process moves forward.*

**ADJOURN:** Meeting adjourned at 5:25 p.m.

*Respectfully submitted,  
Lauren Hernandez, Office Administrator*



## FINANCIAL SUMMARY

FOR: February 2018

### **Balance Sheet**

February 2018 Balance Sheet shows an overall increase of almost \$48,920.32 as compared to last year. Accounts Receivable (1202) of \$29,937.00 reflects invoicing that went out at the end of February, of which we have collected the majority of those cash payments. IRP Loans Receivable (1320) has grown by \$368,922.41 over the past calendar year, which is due to funding loan activity. There are no outstanding Accounts Payable (2010).

### **MCEDD's Operations Budget vs Actual**

February is the first month in which we had Link Operations, and we are seeing the results of bringing on additional contracts, such as City of Rufus and CREA. This report also shows the adopted supplemental budget and additional revenue & expenses. You will notice a Link Income from MCCOG line item (4150), this line represents that "carryover" we have received thus far from MCCOG. The budgeted Carryover Balance is included in Carryover Revenue (4000), of \$150,000. Due to the transportation account paying off half of the outstanding debt associated with the building (MCCOG paid the other half) and modifications in the expectations for carryover, we are expecting to receive \$108,000, rather than the original budgeted \$150,000. We did receive \$56,233.15 in Contract Reimbursement in February (4500), which includes Transit Center rent of \$4,165.00 per month. Loan Late Fees (4710) is also higher than expected.

For the expenses, we also had our first payroll, which included Link Operations. Our monthly payroll increased by about \$19,000 in personnel costs, however this does not include costs for the unfilled Transportation Operations Director or Full-Time Driver positions. We will see additional increases in payroll expenses in March, due to filling these to position. Lastly, we have made 100% of our Loan Payments (7400) for the fiscal year.

Respectfully Submitted:  
Siri Olson  
Finance & Operations Manager

**Mid-Columbia Economic Development District**  
**Balance Sheet**  
As of February 28, 2018

	<u>Feb 28, 18</u>	<u>Feb 28, 17</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>1000 - Bank Demand Deposits</b>		
1010 - MCEDD Checking	17,042.83	22,396.31
1015 - MCEDD MM	256,607.98	261,960.12
<b>1020 - IRP</b>		
1021 - IRP - Sherman	108,196.75	84,677.00
1022 - IRP - WA	90,035.05	38,833.37
1020 - IRP - Other	54,959.86	135,314.16
<b>Total 1020 - IRP</b>	<u>253,191.66</u>	<u>258,824.53</u>
<b>1030 - Loan Funds</b>		
1036 - EDA RLFs	191,708.22	213,346.97
1045 - Reg Strat	135,307.49	127,625.68
1050 - RBEG-OR	92,341.31	52,779.15
1055 - RBEG-WA	95,419.28	95,850.91
1057 - RBEG-KL	123,174.97	126,633.51
1067 - CDBG Microenterprises	83,002.87	65,172.83
<b>Total 1030 - Loan Funds</b>	<u>720,954.14</u>	<u>681,409.05</u>
1031 - Housing RLF	1,752,875.62	2,000,161.67
1070 - National Scenic Fund	1,368,095.14	1,359,210.73
<b>Total 1000 - Bank Demand Deposits</b>	<u>4,368,767.37</u>	<u>4,583,962.41</u>
<b>1100 - CDS</b>		
1121 - IRP Reserve	96,063.96	96,031.33
<b>Total 1100 - CDS</b>	<u>96,063.96</u>	<u>96,031.33</u>
1122 - IRP - DDM Product	378,839.78	665,238.01
1125 - LINK Petty Cash	50.00	0.00
1196 - OR Telecom Conference	12,849.49	16,962.27
<b>Total Checking/Savings</b>	<u>4,856,570.60</u>	<u>5,362,194.02</u>
<b>Accounts Receivable</b>		
1202 - Accounts Receivable	29,937.00	34,689.60
<b>Total Accounts Receivable</b>	<u>29,937.00</u>	<u>34,689.60</u>
<b>Other Current Assets</b>		
<b>1200 - Receivables &amp; Accruals</b>		
1205 - Accrued Revenue	0.00	8,811.66
1227 - Accrued Loan Interest	23,257.82	25,380.40
<b>1229 - Structured Accts Accr'd Int</b>		
1231 - Unrecorded Structured Accrd Int	-4,038.80	-2,245.80
1229 - Structured Accts Accr'd Int - Other	8,226.61	5,193.29
<b>Total 1229 - Structured Accts Accr'd Int</b>	<u>4,187.81</u>	<u>2,947.49</u>
<b>Total 1200 - Receivables &amp; Accruals</b>	<u>27,445.63</u>	<u>37,139.55</u>
<b>1300 - Loans Receivable</b>		
<b>1330 - MCEDD Loans Receivable</b>		
1320 - IRP	2,057,080.91	1,688,158.50

**Mid-Columbia Economic Development District**  
**Balance Sheet**  
As of February 28, 2018

	<u>Feb 28, 18</u>	<u>Feb 28, 17</u>
1321 · IRP - Sherman	143,351.66	168,915.75
1322 · IRP - WA	228,028.74	283,178.91
1331 · Housing RLF	250,000.00	0.00
1336 · EDA RLFs	526,135.84	480,337.20
1345 · Reg Strat	36,080.50	43,187.78
1350 · RBEG-OR	214,387.05	246,083.12
1357 · RBEG-KL/SK	3,534.71	0.00
1367 · CDBG Microenterprises	<u>23,998.86</u>	<u>42,205.42</u>
<b>Total 1330 · MCEDD Loans Receivable</b>	<b>3,482,598.27</b>	<b>2,952,066.68</b>
1370 · OIB Loans Receivable	<u>1,529,646.14</u>	<u>1,516,571.45</u>
<b>Total 1300 · Loans Receivable</b>	<b>5,012,244.41</b>	<b>4,468,638.13</b>
<b>1500 · Allowance for Doubtful Loans</b>		
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	<u>-45,000.00</u>	<u>-45,000.00</u>
<b>Total 1500 · Allowance for Doubtful Loans</b>	<b>-222,557.13</b>	<b>-247,941.11</b>
<b>Total Other Current Assets</b>	<b>4,817,132.91</b>	<b>4,257,836.57</b>
<b>Total Current Assets</b>	<b>9,703,640.51</b>	<b>9,654,720.19</b>
<b>TOTAL ASSETS</b>	<b><u>9,703,640.51</u></b>	<b><u>9,654,720.19</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2010 · A/P General	<u>0.00</u>	<u>130.22</u>
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>130.22</b>
<b>Other Current Liabilities</b>		
2030 · Accrued Loan Payment	76,357.21	77,705.58
2035 · Accrued Interest Payable	178.43	190.24
2050 · PTO - Accrued	23,825.45	23,098.99
2070 · Health Insurance Payable	-9,601.76	-7,863.07
2080 · Life & Disability Payable	-569.28	-357.88
2090 · WC SAIF Ins	-939.13	-82.56
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	54.92	59.62
2115 · OR- SUTA Payroll Liabilities - Other	<u>98.08</u>	<u>85.29</u>
<b>Total 2115 · OR- SUTA Payroll Liabilities</b>	<b>153.00</b>	<b>144.91</b>
<b>Total 2120 · State Payroll Liabilities</b>	<b>153.00</b>	<b>144.91</b>

## Mid-Columbia Economic Development District Balance Sheet

As of February 28, 2018

	Feb 28, 18	Feb 28, 17
2100 · Payroll Liabilities - Other	-73.54	0.00
Total 2100 · Payroll Liabilities	79.46	144.91
2800 · Deferred Revenue	6,666.66	6,666.66
Total Other Current Liabilities	95,997.04	99,502.87
Total Current Liabilities	95,997.04	99,633.09
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	574,390.98	600,226.72
2823 · IRP Loan Payable - Washington	284,721.70	299,967.25
2824 · IRP Loan Payable - Sherman	180,049.04	186,672.31
Total Long Term Liabilities	1,912,890.41	2,019,191.72
Total Liabilities	2,008,887.45	2,118,824.81
Equity		
3100 · Fund Balances	7,573,994.03	7,572,025.03
3110 · Carryforward Balance	11,347.09	-105,004.58
3900 · Retained Earnings	116,073.61	0.00
Net Income	-6,661.67	68,874.93
Total Equity	7,694,753.06	7,535,895.38
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,703,640.51</b>	<b>9,654,720.19</b>

## Mid-Columbia Economic Development District Operations Budget vs. Actual July 2017 through February 2018

	<u>Jul '17 - Feb 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Carryover Revenue	352,024.30	407,158.00	-55,133.70
4150 · Link Income from MCCOG	55,728.23		
4100 · Federal	82,293.41	171,637.82	-89,344.41
4200 · State	13,013.10	26,177.00	-13,163.90
4300 · Local Match	9,202.73	7,000.00	2,202.73
4400 · Local Assessment	50,034.00	51,034.00	-1,000.00
4500 · Contract Reimbursement	212,290.60	253,229.32	-40,938.72
4600 · Loan Interest	154,830.17	176,701.32	-21,871.15
4700 · Loan Processing Fees	15,297.79	18,743.32	-3,445.53
4705 · Loan Filing Fees	1,445.09	5,211.64	-3,766.55
4710 · Loan Late Fee	4,074.31	1,399.96	2,674.35
4750 · Investment Interest	1,228.76	633.32	595.44
4800 · Other Revenue	1,699.43	1,873.32	-173.89
4805 · Farebox Revenue	1,103.97	1,666.60	-562.63
4934 · In-Kind Revenue	229.33	12,237.00	-12,007.67
4935 · In Kind - MM	0.00	0.00	0.00
<b>Total Income</b>	<u>954,495.22</u>	<u>1,134,702.62</u>	<u>-180,207.40</u>
<b>Gross Profit</b>	954,495.22	1,134,702.62	-180,207.40
<b>Expense</b>			
5000 · Wages	313,644.52	334,314.92	-20,670.40
5500 · Fringe Benefits	80,178.99	83,553.04	-3,374.05
5700 · Payroll Taxes	27,611.53	28,444.68	-833.15
6110 · Travel & Conference	8,641.30	18,396.68	-9,755.38
6190 · Event Services	1,301.25	1,933.32	-632.07
6200 · Equipment	2,588.88	3,400.00	-811.12
6300 · Supplies	10,202.57	30,287.88	-20,085.31
6400 · Professional Services	26,384.11	96,214.74	-69,830.63
6600 · Communications	8,733.96	11,720.96	-2,987.00
6700 · Building Costs	12,506.89	18,384.24	-5,877.35
6800 · Bonds & Insurance	10,135.00	4,070.80	6,064.20
6900 · Other Materials & Supplies	7,056.47	6,702.72	353.75
9000 · Indirect Spread	0.00	-155.08	155.08
9100 · Capital Purchase	0.00	37,666.40	-37,666.40
9600 · Transfer to/from Source	7,323.61		
<b>Total Expense</b>	<u>516,309.08</u>	<u>674,935.30</u>	<u>-158,626.22</u>
<b>Net Ordinary Income</b>	438,186.14	459,767.32	-21,581.18
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
7400 · Loan Payment	80,920.00	80,920.04	-0.04
7500 · Carryover to Next Year	365,340.39	520,607.00	-155,266.61
7600 · In-Kind Contractual	229.33	12,237.00	-12,007.67
<b>Total Other Expense</b>	<u>446,489.72</u>	<u>613,764.04</u>	<u>-167,274.32</u>

Mid-Columbia Economic Development District  
**Operations Budget vs. Actual**  
July 2017 through February 2018

	<u>Jul '17 - Feb 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Net Other Income	-446,489.72	-613,764.04	167,274.32
Net Income	<u>-8,303.58</u>	<u>-153,996.72</u>	<u>145,693.14</u>

**Mid-Columbia Economic Development District**  
**Operations Budget vs. Actual**  
 July 2017 through February 2018

	<u><u>% of Budget</u></u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Carryover Revenue	86.46%
4150 · Link Income from MCCOG	
4100 · Federal	47.95%
4200 · State	49.71%
4300 · Local Match	131.47%
4400 · Local Assessment	98.04%
4500 · Contract Reimbursement	83.83%
4600 · Loan Interest	87.62%
4700 · Loan Processing Fees	81.62%
4705 · Loan Filing Fees	27.73%
4710 · Loan Late Fee	291.03%
4750 · Investment Interest	194.02%
4800 · Other Revenue	90.72%
4805 · Farebox Revenue	66.24%
4934 · In-Kind Revenue	1.87%
4935 · In Kind - MM	0.0%
<b>Total Income</b>	<u>84.12%</u>
<b>Gross Profit</b>	<u>84.12%</u>
<b>Expense</b>	
5000 · Wages	93.82%
5500 · Fringe Benefits	95.96%
5700 · Payroll Taxes	97.07%
6110 · Travel & Conference	46.97%
6190 · Event Services	67.31%
6200 · Equipment	76.14%
6300 · Supplies	33.69%
6400 · Professional Services	27.42%
6600 · Communications	74.52%
6700 · Building Costs	68.03%
6800 · Bonds & Insurance	248.97%
6900 · Other Materials & Supplies	105.28%
9000 · Indirect Spread	0.0%
9100 · Capital Purchase	0.0%
9600 · Transfer to/from Source	
<b>Total Expense</b>	<u>76.5%</u>
<b>Net Ordinary Income</b>	<u>95.31%</u>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
7400 · Loan Payment	100.0%
7500 · Carryover to Next Year	70.18%
7600 · In-Kind Contractual	1.87%
<b>Total Other Expense</b>	<u>72.75%</u>

Mid-Columbia Economic Development District  
**Operations Budget vs. Actual**  
July 2017 through February 2018

	<u>% of Budget</u>
Net Other Income	72.75%
Net Income	<u>5.39%</u>



# Hood River County Community Development

Planning, Building Codes, Code Compliance, Economic Development & Veterans' Services

601 State Street, Hood River OR 97031

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Ph: (541) 387-6840 • plan.dept@co.hood-river.or.us • www.co.hood-river.or.us

**To:** Amanda Hoey, MCEDD Executive Director

**From:** John Roberts, Community Development Director &  
Hood River County Energy Plan Executive Committee

**Date:** Prepared for the April 4<sup>th</sup> MCEDD Executive Committee Meeting

**Re:** Concept Plan - Hood River Energy Plan Implementation Project

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The following is a brief overview of a concept to be presented and discussed at the MCEDD Executive Committee Meeting on April 4<sup>th</sup>. Additional details are provided in accompanying attachments.

Short description of project:

Transition the Hood River County Energy Plan Steering Committee into an Energy Planning Council, whose purpose is to coordinate and advocate for projects that advance the Hood River County Energy Plan's vision, goals, and strategies, and ensuring benefits are shared throughout county communities and region. Hire a Hood River Energy Council Coordinator to lead the transition and oversee coordination of the council, leverage regional partners, and ensure successful implementation of the Hood River County Energy Plan's vision and goals.

Mission alignment: How does this project help accomplish your organization's mission?

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." The Hood River County Energy Council and Energy Council Coordinator will promote diversification and growth of Hood River County's and surrounding communities' economic bases through increased deployment of diverse energy technologies owned and sourced locally.

Milestones: What are key project dates?

- When will project fundraising begin and end: Start April, 2018, end July 2018
- Date when you expect the project to start: August 2018
- Date when you expect the project to end: Position fully funded in three-years

Estimated project cost:

- 1) Coordinator
  - a. Coordinator Salary: \$50,000
  - b. Coordinator Benefits: \$15,000
  - c. Materials and Service: \$5,000

Total: \$70,000

2) Technical Assistance:\$20,000

What revenue sources do you expect to pay for the project?

**Coordinator Grant revenue: \$42,000**

- Ford Family Foundation: \$32,000
- Energy Trust of Oregon: \$10,000

**Coordinator Local Revenue (Contributing to Coordinator): \$28,0000**

- Port of Hood River: \$6,000
  - Port of Cascade Locks: \$2,000
  - City of Hood River: \$6,000
  - County of Hood River: In Kind Support
- Governing Body Totals: \$14,000

**Other Local Revenue (Contributing to Coordinator): \$16,000**

- Irrigation Districts
- CREA
- Other

**Technical Assistance Revenue: \$20,000**

- OWEB Collaborative Grant: \$10,000 - \$20,000
- Meyer Memorial Trust: \$10,000 - \$20,000

### ***Attachments – Working Drafts***

- Additional Details – Project Planning
- Background – Hood River County Energy Planning Council
- Energy Council Coordinator Job Description

# *Working Draft*

## **Project Planning** — *An internal communication document*

**Project name:** Hood River Energy Plan Implementation Project

**Short description of project:**

Transition the Hood River County Energy Plan Steering Committee into an Energy Planning Council, whose purpose is to coordinate and advocate for projects that advance the Hood River County Energy Plan’s vision, goals, and strategies, and ensuring benefits are shared throughout county communities and region. Hire a Hood River Energy Council Coordinator to lead the transition and oversee coordination of the council, leverage regional partners, and ensure successful implementation of the Hood River County Energy Plan’s vision and goals.

**Need statement:** *What is the unacceptable condition that needs changing?*

Climate change threatens to significantly impact the natural environment and resources on which Hood River County’s economy and livability depend. Warming temperatures are already impacting Hood River County. Vanishing snowpack, declining stream flows, severe storms, prolonged drought, and increasing wildfire risks threaten public health, agriculture, food security, business-supply-chains, recreation, tourism, and quality of life. These impacts are projected to become much more severe in coming decades. And the threat of man-made and natural disasters—ranging from oil train derailments to wildfires to earthquakes—is more imminent than ever. The county’s dependence on out-of-state energy sources makes us vulnerable during emergencies, as well as to volatile price changes from national and international markets. Energy use is already our community's biggest cost.

Falling prices of technologies and the advent of distributed energy are inspiring rapid changes in how we can acquire and consume energy in every aspect of our lives. However, rural communities lack the financial resources and planning capacity to take advantage of these opportunities and ensure these benefits are explored and shared throughout their communities.

In 2018, three local governing bodies passed resolutions in support of Hood River County Energy Plan, a collaboratively created plan, acknowledging the incredible threats facing the Hood River County community and endorsing the plan’s vision, goals, and strategies to address these challenges. Nevertheless, as is the case in many rural communities, individual governing bodies and groups throughout Hood River County lack the capacity to adequately pursue the strategies outlined in the plan in a timely manner that would enable them to take advantage of many funding and partnership opportunities currently available to communities that have adopted energy or climate action plans.

**Outcomes:** *What change(s) will happen because of your project?*

1. Greater access to clean energy projects and investments (such as clean energy technologies,

programs, and planning exercises) that will improve economic and physical resilience throughout the county (and possibly region).

2. Increased energy savings, which results in more money in the pockets of local businesses, governmental entities, and citizens.
3. Increased economic development through increased production of diverse renewable energy resources (solar, small-scale hydro, etc), and utilization of energy-efficient technologies resulting in increased revenue for Hood River County.
4. Improved infrastructure (building, transportation, etc) that enhance Hood River County's and the region's ability to respond to and recover from disaster situations as they relate to energy and energy networks.
5. Increased innovation, collaboration, and communication between local governing bodies and groups.

**Mission alignment: How does this project help accomplish your organization's mission?**

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." The Hood River County Energy Council and Energy Council Coordinator will promote diversification and growth of Hood River County's and surrounding communities' economic bases through increased deployment of diverse energy technologies owned and sourced locally.

**Milestones: What are key project dates?**

When will project fundraising begin and end: Start April, 2018, end July 2018

Date when you expect the project to start: August 2018

Date when you expect the project to end: Position fully funded in three-years.

)

**Project Budget: HOW much will the project cost? What are the expected expenses? (May be revised during further scoping and planning)**

- Two major costs are identified: 1) funding a coordinator, and 2) funding project implementation through technical assistance.

**Estimated project cost:**

1) Coordinator

Coordinator Salary: \$50,000

Coordinator Benefits: \$15,000

Materials and Service: \$5,000

Approximate Total: \$70,000

2) Technical Assistance: \$20,000

**What revenue sources do you expect to pay for the project?**

**Coordinator Grant revenue: \$42,000**

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- Governing Body Totals: \$14,000

**Other Local Revenue (Contributing to Coordinator): \$16,000**

- Irrigation Districts:
- CREA:
- Other:

**Revenue & Expense Narrative: *Explain your funding strategy***

The Hood River County Energy Planning Council will put together a full 3-year funding strategy to fund a coordinator by December 2018. The general plan includes:

- Year 1: August 2018-July 2019: 60% grant, 40% community contribution
- Year 2: August 2019-July 2020: 40% grant, 60% community contribution
- Year 3: August 2020- July 2021: 20% grant, 80% community contribution
- Year 4: August 2021: 100% community contribution

In addition to the cost of funding the coordinator position, we will also pursuing technical assistance for project implementation. This includes, but is not limited to, completing necessary studies, supporting time of local partners, etc.

**Technical Assistance Revenue: \$20,000**

- OWEB Collaborative Grant: \$10,00 - \$20,000
- Meyer Memorial Trust: \$10,000 - \$20,000

**Major roles and authority: *Who are the major stakeholders? (List the major stakeholders and what roles you expect them to have? To NOT have?)***

Role	Name	Major responsibilities
Organizational home/base	MCEDD	House the HRC Energy Council Coordinator, provide overhead (laptop, printing) and co-supervise the Energy Council Coordinator, review work plans, accept and process grants as applicable

Advisory, planning, and supervisory council	Energy Planning Council	Provide direction and vision to the HRC Energy Council Coordinator, review work plans, identify projects and opportunities, trouble shoot problems, identify technical support where applicable
Directional collaboration support	Hood River County governing bodies and	Serve as members of the HRC Energy Council, provide information on jurisdictional priorities, review opportunities, collaborate on grants/opportunities, as applicable
Physical, resource home	Hood River County	Provide office space (2-3 days per week) and computer, occasional printing, meeting space. Maintain HRC Energy Planning website.

**Major Risks and Key Assumptions: *The Where Where can we go wrong?*** (List major risks that may significantly affect the success of the project. List key assumptions and constraints - factors that will affect planning and project implementation.)

- Success of project as a whole depends on the continued support of an active Energy Planning Council made up of community volunteers.
- Success of projects also depends on changing costs of various technologies, state and national grant landscapes, policy and local politics.

## BACKGROUND

### **Hood River County Energy Planning Council**

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**The Hood River County Energy Planning Council** consists of community members with expertise in areas of the Hood River County Energy Plan and a strong understanding and commitment to its overall goals and objectives. The Council's primary role is to help build a cohesive, resilient network that successfully implements projects in support of the Hood River County Energy Plan's vision, goals, and objectives as endorsed by the County of Hood River, the City of Hood River, the Port of Hood River (the City of Cascade Locks and the Port of Cascade Locks pending).

The Hood River County Energy Planning Council will also look to promote priority projects that maximize resilience, local economic development, equity, and community buy in, while meaningfully working towards the HRC Energy Plan's three goals in a cost effective manner. The Council will interact and engage with action committees and other partners as well as be the interface with the Council Coordinator. Oversight shall include cost-effective utilization of \$25 million in revolving funds by 2025 to enable local projects and create local support of the Energy Plan goals. The Council works in partnership with local, state, and national groups and individuals who advocate for policies and projects that support the Hood River County Energy Plan's vision.

**The Community Energy Action Committees** consist of community members involved in specific sub-topics of the Plan (i.e. transportation, renewables, water, etc.) and the development of projects in support of the Plan goals. Proposed projects identified by the Action Committees include the relationship of the project to the Plan goals and objectives, project timeframe, integration with other Plan activities or projects, and costs and funding resources for implementation.

## **JOB DESCRIPTION**

### **Hood River County Energy Council Coordinator**

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*Summary: This is a full-time position in which the Hood River County Energy Council Coordinator provides capacity to the Energy Planning Council to facilitate the successful, collaborative implementation of HRC energy projects.*

**Compensation:** \$50,000 per year, \$15,000 benefits

### **Primary Responsibilities**

**The Energy Council Coordinator** is responsible for overseeing the implementation of the Hood River County Energy Plan (HRC Plan). His or her role includes, but is not limited to, the following activities:

- Engage governing bodies and partners individually and collectively to identify near- and long-term activities that help local governing bodies reach the HRC Energy Plan goals and track cost/benefits.
- Seek recommendations from the HRC Energy Plan Council and partners for near- and long-term activities that help local governing bodies reach the HRC Energy Plan goals.
- Support the development and implementation of key projects, with support from the HRC Energy Plan Action Committees.
- Serve as the 'hub' for information related to the HRC Energy Plan, conduct outreach related to funding opportunities, tools and resources.
- Maintain a clear communication channel between the Action Committees of the Energy Planning Council, governing bodies, funders and partners.
- Provide support where necessary to the Energy Planning Council, action committees and priority projects, helping to identify crossover and collaboration opportunities.
- Leverage efforts via multi-jurisdictional coordination by identifying, writing and organizing collaborative, priority grants identified by the Energy Planning Council and sub-committees.
- Assist the Energy Planning Council in identifying, understanding, and removing barriers that limit access to beneficial energy scenarios within Hood River County communities. Assist in identifying and pursuing priority projects that expand access across communities.
- Schedule and facilitate all meetings of Energy Planning Council.
- Write, implement and administer grants.

### **Required Qualifications**

- Bachelor's degree from an accredited institution natural or environmental science or studies, sustainability studies, communications or public policy, economics or business management, or related field.
- At least two (2) years of experience with climate and energy policy, program and/or project development, or any equivalent combination of education and experience in a related field which would provide the knowledge, skills, and abilities as outlined in this job description.
- Experience working with community/governmental agencies.

### **Knowledge, Skills & Abilities**

- Ability to organize, prioritize, and manage work assignments in an efficient manner.

- Exhibit knowledge of Oregon Revised Statutes, federal or local laws and/or ordinances, and administrative rules that may be pertinent to the department, its functions, mission, and goals.
- Demonstrated knowledge and understanding of effective methods, principles, and techniques of supervision, budgeting, volunteer coordination/outreach, and program evaluation.
- Demonstrated knowledge and understanding of energy management programs.
- Ability to function as an effective team member with co-workers and the community to build productive, collaborative relationships to achieve program goals and objectives.
- Ability to use a variety of software programs, including database, spreadsheet, and word processing systems including Microsoft Office applications Excel, Word, and PowerPoint.
- Ability to effectively compile and analyze data and develop formal recommendations to management regarding program effectiveness, future directions, trends, etc.
- Effectively establish and maintain cooperative working relationships with a variety of people, clients, volunteers, and employees contacted in the course of work, including people from diverse ethnic and socio/economic backgrounds.
- Communicating clearly and concisely, both orally and in writing and to make effective presentations.
- Assisting with preparation and administration a budget of moderate complexity; be self-directed in personal work assignments.

#### **Desired Experience**

- Experience in managing collaborative decision making.
- Experience working within municipal government on policy and program development, particularly related to energy, climate, sustainability, and equity.
- Experience in, or technical knowledge of, GHG emissions inventories, climate mitigation and adaptation planning, strategic energy management, and triple bottom line assessment.
- Experience with grant writing, grant management, and grant reporting; familiarity with funders in climate, energy, smart cities, and/or sustainability.
- Training or certification in facilitation.
- Experience with private sector in implementing cost effective energy strategies.
- Experience working directly with people of diverse racial, ethnic, and socioeconomic backgrounds.
- Previous demonstrated experience in independent judgment and initiative on assignments and ability to deal with high level contacts inside and outside an organization strongly preferred.

*// End //*

## Memorandum

**Date:** March 28, 2018  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, Executive Director  
**Re:** Personnel Policy Modifications

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### Overview

We are considering a modification to pay dates to accommodate the increase in hourly employees. If implemented, this change would impact all employees and would require a modification to our personnel policies. The potential change has been discussed at a general MCEDD staff meeting and at a LINK MCEDD staff meeting.

### Proposed Personnel Policy Change

The relevant segment of the personnel policy currently reads:

- 5.3 Pay Schedule:** Employees shall be paid on a monthly basis on the last business day of the month. A mid-month payroll draw up to 50% of net pay is available to all employees.

The proposed revised language would read as follows:

- 5.3 Pay Schedule:** Employees shall be paid on a bi-monthly basis on the 10th and 25<sup>th</sup> days of the month. The pay period from the 1<sup>st</sup> through the 15<sup>th</sup> of the month will be paid on the 25<sup>th</sup> day of the same month. The pay period from the 16<sup>th</sup> through the last day of the month will be paid on the 10<sup>th</sup> day of the following month.

### Why Are We Considering This Change?

There are two primary reasons management is considering this change:

- To reduce the need for employees to estimate hours worked for the end of the month and reduce subsequent modifications for payroll in the next month to adjust for actual hours versus estimated hours. It takes additional time and creates additional work for finance staff to make adjustments. While running two full payrolls in a month creates additional workload, the initial analysis indicated that workload is offset by the reduction in dealing with changes from estimated to actual hours each month.
- To reduce confusion of new hourly employees about the payroll system.

### Proposed System:

- Two formal pay periods each month with payroll on the 10<sup>th</sup> and 25<sup>th</sup> of each month
- An employee would submit a timesheet for the first two week period (1<sup>st</sup> to 15<sup>th</sup>) and get paid on the 25<sup>th</sup>. They would submit a second timesheet for the second two week period (16<sup>th</sup> to end of the month) and get paid on the 10<sup>th</sup>.
- Both hourly and salary employees would modify to this system. For salaried employees,
  - o Taxes and other deductions are withheld on each paycheck.
  - o Employer contributions for 457b retirement are deducted each paycheck at the appropriate percentage.
  - o Optional additional retirement deductions can be taken out on either or both paychecks. The employee makes that determination.
  - o Employee contributions for life/health/dental/vision benefits would be deducted 50% from each paycheck. If the employee made a mid-month adjustment (eg

added or dropped a beneficiary), that change would be reflected in the paycheck covering the last two weeks of the month (paid on the 10<sup>th</sup>).

**Request**

Discussion of the recommended modifications. Recommendation to the MCEDD Board of Directors to adopt revised personnel policy language to accommodate a change in payroll processes. Approval for the start date of this change.

## Memorandum

**Date:** March 29, 2018  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, Executive Director  
**Re:** MCEDD Workplan

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### **Overview**

Following adoption of the CEDS, MCEDD management reviews and adjusts our internal workplan. The workplan review also helps to establish and sort priorities in our budget process. We are in process of making revisions to the draft 2018-19 workplan and will be seeking Executive Committee feedback. Staff will be discussing at our staff meeting on Tuesday and I will have information prepared for the Executive Committee meeting. I will be seeking your input on priority focus areas, major additions to the plan and areas we are evaluating for changes.

### **Request**

Discussion of the draft workplan, as provided by staff.



**Executive Director's Report**  
**Prepared for the April 2018 Executive Committee Meeting**

**Regional**

- Reminder to save the date for November 2, 2018 in The Dalles for the Annual Economic Symposium. More details to follow!
- The updated Comprehensive Economic Development Strategy and associated project rankings as adopted by the MCEDD Board have been published to our website and the Agora Platform. We have notified county economic development leads and all project owners of the status of ranking and will be distributing a press release next week and touching base with funders.

*Save the Date! November 2, 2018  
Annual Economic Symposium*

- Tracking CEDS project updates:
  - Representative Herrera-Beutler attended an open house for the new flex space at the Columbia Gorge Regional Airport. My appreciation to Board member **Dana Peck** for highlighting MCEDD's work and the investments from EDA!
  - I have been working with Nate Stice from North Central Oregon Regional Solutions to clarify issues in the upper Hood River valley related to wastewater treatment. We convened a meeting with DEQ and a sanitary district while our EDA representative was visiting the area. Since then, we have met with representatives for Hood River County and will be further coordinating with affected entities.
  - Workforce Housing: I met with City of Hood River staff and invited guests to discuss potential solution sets for the affordable housing concerns. Kathy Fitzpatrick attended the Lot 700 open house. I offered support to Mid-Columbia Housing Authority in a housing capacity application to Meyer Memorial Trust. MCEDD staff submitting letters requesting designation of certain census tracts as Opportunity Zones.
  - Carrie Pipinich will be meeting with the County, engineer and key individuals in April to advance the Biggs Water System project.
  - I am working with City of Stevenson staff on a project brief for segments of their wastewater treatment plant for potential response to the pending EDA disaster funding opportunity.
  - Jacque Schei, Kari Fagerness (Skamania EDC) and I met with a representative from the Skamania PUD to discuss developing a project brief for the North Bonneville substation in response to the pending EDA disaster funding opportunity.
- I am working with Carrie Pipinich on the final submitting for our AmeriCorps RARE community application and associated matching funds request. The application is due April 13, 2018.
- The Renewable Energy and Economic Development Seminar (REEDS) event in Olympia, Washington is anticipated to be rescheduled in November reschedule. The next meeting of the Columbia Gorge Bi-state Renewable Energy Zone is April 6<sup>th</sup> at MCEDD. We will discuss updates from the government affairs specialist, a June policy advisor visit and the status of the Goldendale Energy Storage project.

- The Columbia River Gorge Commission staff is convening a discussion in April for the economic development chapter of the management plan. Ken Bailey, Jessica Metta and I have been invited for MCEDD. We encouraged direct outreach to the County economic developers as well.
- I requested an opportunity to coordinate quarterly economic development update presentations to the Gorge Commission as we are the economic development entity serving the region and want to keep economic development issues at the forefront of considerations. The first presentation will occur at their June Commission meeting.
- Carrie Pipinich continues to make strides in our broadband focus area with the following:
  - The Sherman RFP for broadband services closed March 23<sup>rd</sup>, with three responses received by the deadline. These are under review.
  - Carrie coordinated meetings between CenturyLink, county leads and affected stakeholders on the status of CAFIL.
  - The Maupin fiber re-bids are anticipated to be back in April.
- I will attend the Urban Rural Connection Regional Dialogue meeting in Warm Springs in April. The Regional Dialogue is hosted by the American Leadership Forum as “a place for [...] leaders to work in collaboration to identify the rifts that exist in Oregon between urban, suburban and rural communities and identify key bridging opportunities specifically through a leadership lens.”

### **Business Assistance**

- The MCEDD Loan Board approved restructures for Veronica’s Salsa and Seufert Enterprises at their last meeting. There have been noticeable increases in inquiries over the past month which should translate to a rush of applications for review in the last quarter of the fiscal year.
- MCEDD has received a great deal of good press from the loan program study, including an article published by USDA (attached).
- The extended abatement for Orbital through the Cascade Locks-Hood River Enterprise Zone was approved by Hood River County and the City of Hood River.
- MCEDD was invited to present at the first Hood River Chamber Lunch and Learn. We will be coordinating with the CGCC SBDC to provide an overview of local resources available to help businesses succeed.
- I analyzed the USDA RMAP program as an opportunity for loan capitalization. The University of Oregon liaison which connected us to the Oregon Consulting group for the loan study has offered assistance in grant application development for new capitalization.

### **Project Management**

- Carrie Pipinich is coordinating activities for the Wasco County Economic Development Commission including:
  - Carrie is communicating with RCAC regarding a potential Meyer Memorial Trust application to support our unincorporated communities and further the water/wastewater work they have partnered to advance.
  - We will be meeting with the County budget staff before the Executive meeting to discuss FY19 requests.
  - Carrie is supporting the City of Maupin in a grant application for their park.
  - The final meetings for the Dufur branding project (funded through Travel Oregon) are taking place.
- The Hood River Economic Development Group will meet in April to discuss the future role of the group and goals for FY19.
- Jacque Schei and I attended the last Skamania Community Action Team meeting.

- Industry sector work continues as a primary aspect of MCEDD. A few upcoming events and highlights include:
  - Jacque Schei and Carrie Pipinich are working with the Hood River Chamber on the Gorge Cider Fest for April.
  - The next GTA Featured Event: Resources to Grow Exports will take place from 6:30 to 8:30 pm on April 24, 2018 at White Buffalo, Hood River. Presenters will cover programs and services available to Oregon and Washington businesses from State and Federal agencies that include: attending global trade shows, targeted matching services, advice on commodity classification processes and networking opportunities.
  - The Gorge Tech Alliance received a \$27,000 Google grant to replace 45 loaner laptops that are distributed with robotics kits around the Gorge.
- Carrie Pipinich is coordinating activities for Sherman County Economic Development including:
  - The small cities financial training in Rufus was hosted in March and was a great opportunity to provide direct technical assistance and leverage a partner in delivering the training.
  - Carrie attended the John Day River Territory meeting. The group anticipates renewing an application for an AmeriCorps RARE.
  - Carrie is developing updated procedures for the new Sherman County housing incentive programs.
- Jacque Schei and Jessica Metta hosted a successful Gorge Wind Challenge in March with more than 190 students from 16 local high schools and middle schools competing to build turbines.



*Gorge Wind Challenge*

### **Transportation**

- Kathy Fitzpatrick secured a \$10,000 grant award from ODOT's Transportation Options Innovation grant program for the Everybody Rides Transportation effort, which will build upon the Columbia Gorge Health Council's recent grant award for this project. T
- There is no shortage of meetings for transportation in April. Kathy Fitzpatrick will be convening the next regional coordination meeting for the STIF funds (Transportation Package) and the regular Gorge TransLink Alliance meeting. Jessica Metta will be leading her first Transportation Administration Board quarterly meeting and hosted our first Wasco Special Transportation Fund (STF) meeting.
- We are preparing to release an RFP for redevelopment of the Gorge TransLink website.
- Jessica Metta is working through the vehicle surplus program as we work through a new vehicle purchase under an ODOT grant.
- As previously reported, additional funds were identified through PacificSource to support transportation with a focus on offering transportation to the Farmer's Market. We anticipate starting that service in June on Saturdays. Jessica is also in discussion about the opportunities for continuing the summer "Swim Bus."
- Kathy Fitzpatrick and Jessica Metta are working on a grant application to North Wasco PUD for facilities.

## **Operational**

- We have hired Charlotte Dupree for the Transportation Operations Director position. The position for Dispatch remains open through April 6<sup>th</sup> for application submission for first round consideration.
- We are developing the annual MCEDD workplan, as noted in the meeting packet.
- Thanks to Board members who participated in the Google Taylor Lakes facility opening in The Dalles!
- The MCEDD Oregon Center members meet in April to discuss dissolution of the entity.
- Quarterly reporting will move into full gear in April as we face deadlines for reporting on all of our programs.
- MCEDD is developing or has sent letters of support for Federal Lands Access Program applications from the region and Opportunity Zones requested designations.
- I was re-elected to the National Association of Development Organizations (NADO) Board for a term through 2020, representing the West region. I have also been recruited for the NADO Research Foundation board and will be submitting an application to process that opportunity to serve on behalf of the West region.
- I am working on a request through our Oregon state association to The Ford Family Foundation to support Executive Director attendance at the NADO annual conference.
- It is time for the Executive Committee to prepare for conducting my annual review in May!

**Next Executive Committee Meeting:** Thursday, May 2, 2018 at 4 pm.

Rural Business and Cooperative Service • Intermediary Relending Program

## Fueling Wage Growth, Business Expansion in the Columbia Gorge

Rural businesses on both sides of the Columbia River—from a brewery to an assisted living facility, from a Thai restaurant to a tribal fish market—are improving the local economy by hiring more employees and providing higher wages. These myriad small businesses have one thing in common: they were unable to obtain conventional loans. Instead, they financed the start-up or expansion of their business with assistance from the Mid-Columbia Economic Development District (MCEDD).

USDA Rural Development helped to capitalize MCEDD’s revolving loan fund through \$2.86 million in Intermediary Relending Program loans. Those funds are still being revolved by MCEDD today, with the nonprofit providing new funding as existing loans are paid off. So far, the portion of MCEDD’s revolving loan fund capitalized by USDA has assisted more than 80 small businesses. “We appreciate the primary role that USDA played in providing the capital for this program,” said Amanda Hoey, Executive Director of MCEDD.



*Intermediary lending by MCEDD is helping rural communities in the Columbia Gorge improve jobs, wages, and the economy overall.*

Many of the businesses assisted are investing in higher wages and training for their employees. The highest growth businesses are exporting products or bringing in business from outside the local area. An independent analysis of the impact of this lending program over the past 15 years found that 85 percent of the businesses assisted were able to increase hiring as a direct result of their loan from MCEDD, and that 88 percent were stable or growing after concluding their financial relationship with the nonprofit. Still more impressive, the study found that MCEDD’s assistance resulted in a total wage growth of \$40 million in the region, with more than 50 percent attributable to jobs paying higher than average wages for the area.

“The study consultants reflected that they were astounded by how much our clients were giving back to their communities,” said Hoey. Overall, the increased access to capital is significantly contributing to the creation, growth, and success of local business ventures, which is improving the economy and more opportunities for local residents.

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<b>Obligation Amount:</b>	\$2.86 million loans
<b>Date of Obligation:</b>	June 1999, June 2004, November 2007, October 2011, August 2012, and June 2014
<b>Congressional District:</b>	Representative Walden, District 2; Senators Wyden and Merkley
<b>Partners:</b>	Mid-Columbia Economic Development District, Economic Development Administration, State of Oregon, and Orgon Consulting Group
<b>Demographics:</b>	Hood River, Sherman, and Wasco counties in Oregon; Klickitat and Skamania counties in Washington State
<b>Impact:</b>	Long-term lending through a revolving fund has improved the economy in the Columbia Gorge, creating new jobs, expanding businesses, and generating \$40 million in wage growth since 2002.

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