



Executive Committee Meeting
Wednesday, June 6, 2018
4:00 P.M.

MCEDD Offices
515 East Second Street, The Dalles, Oregon

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>May 2018</i>	5 minutes	Approval
Financial Report	5 minutes	Information
Private Sector Board Position	10 minutes	Recommendation
Personnel Policy Updates	10 minutes	Recommendation
EDA Performance Questionnaire	10 minutes	Discussion
Annual Symposium	10 minutes	Discussion
Deputy Director Report	10 minutes	Information
Executive Director Report <i>2018 Goals</i> <i>Management Plan Status</i>	10 minutes	Information
Other New Business; Updates from Committee Members		

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

MCEDD is an equal opportunity lender, employer and provider.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, MAY 2, 2018
4:00 p.m.
MCEDD Office and Teleconference

ATTENDANCE:

Attending: Ken Bailey, Bob Hamlin, Rod Runyon, Eric Proffitt, Gary Thompson, Dana Peck

Absent: Bill Schmitt, Bob Benton, Rex Johnston

Staff: Amanda Hoey (Executive Director), Jessica Metta (Deputy Director), Lauren Hernandez (Office Administrator), Siri Olson (Finance Operations Manager)

CALL TO ORDER:

Ken Bailey called the meeting to order at 4:03 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES:

Rod Runyon motioned to approve the April 4, 2018, Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

FINANCIAL REPORT:

Siri Olson reported the Balance Sheet for the month of March 2018 shows Accounts Receivable of \$74,784.71, which reflects receivables largely due to quarterly reports for the quarter ending March 31, 2018. Loans receivable continues to increase as more loans are funded. Accounts Payable has a balance of \$5,126.83 due to wrapping up expenditures to close out the quarter. Overall, total Assets has increased \$88,903.65 since this time last year, which is partially due to the additional revenue from transportation. Even with the addition of transportation, Current Liabilities is lower as compared to this time last year.

MCEDD's Operations Budget vs Actual shows carry forward revenue from MCCOG is currently at \$105,728.23. There is approximately \$8,000 left to receive, which will include ODOT STF funding for January-March 2018, as this payment was paid to MCCOG by Wasco County at the beginning of the quarter.

MCEDD has received \$6,448.60 of Farebox Revenue, which comes from cash customers and counter sales, and is almost double of what was anticipated before the acquisition of the LINK. Expenses associated with Building Costs and owning the Transit Center are now present, including \$571.25 of plumbing repairs. There is now the expense line Vehicle Costs with a current total of \$3,041.71, which is comprised of \$741.07 of maintenance expenses and \$2,300.64 for one month of fuel.

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

DEPUTY DIRECTOR REPORT:

Jessica Metta reviewed highlights from the past month including:

- Attending a meeting to plan for transportation to The Dalles Farmer's Market. A list was brainstormed of places where the LINK can reach out to people who need this service. The rides will be paid for through funding from PacificSource obtained with GOBHI's help.

Discussion: Ken Bailey asked if the fund will pay for all of a rider's fare to the Farmer's Market. Jessica explained it will. She will make fliers advertising the dial-a-ride service

which will take people from their home, to the market, and then directly home again. The market will be 9am-1pm on Saturdays June 2 through October 13. This will be one of the first times the LINK is operating on Saturdays, and the focus will be the Farmer's Market. The LINK will charge an hourly rate to cover the cost of service, and the number of rides given will be tracked.

- Hiring full-time dispatcher. A part-time dispatcher will also be hired. Deanne DePaepe was promoted to full-time. The part-time position is in the process of being filled.
- Working on submitting the Transportation Growth and Development Grant, which the Executive Committee gave the authority for Kathy Fitzpatrick, Mobility Manager, to apply for. ODOT communicated that MCEDD cannot be the applicant, but it is possible Wasco County could be. Jessica will request to pass the application through Wasco County. MCEDD will complete the application and will run the program

Discussion: Siri Olson pointed out MCEDD already has a pass-through agreement with Wasco County for other transportation items, and this grant would be similar.

- Holding the 5th annual STEM career day through GTA. Approximately 700 7th graders from all over the Gorge attended, including students from Skamania County. Sixteen different businesses participated, including the dam, fish and wildlife, and various tech companies.

PERSONNEL POLICY REVISION:

Amanda Hoey explained that MCEDD has brought on additional hourly employees and has moved to a pay schedule that pays twice per month. Now, a review of PTO is needed. A potential revision is being requested to streamline the process for PTO. Currently, there is a set amount of PTO awarded at the end of the month. This made sense when payroll was done once a month. With payroll now twice a month, one potential modification for full-time employees is to divide the set amount in half and to credit it at the end of each pay period. This would leave the same total of PTO and is something that can be easily done in Quick Books to reduce the burden on financial staff.

Dana Peck joined the meeting.

Amanda explained part-time staff present more of a challenge because of what can and cannot be done in Quick Books. One proposed change is for part-time employees to accrue PTO at a prorated percentage based on the number of regular hours worked. The challenge is that Quick Books only allows up to 2 decimal points for the hours calculated. Over the course of a year, part time employees may accrue slightly less PTO than with the current system.

Discussion: Rod Runyon asked if Quick Books was functioning correctly. Amanda replied it is functional but has limitations. Siri Olson added there are limitations with all accounting systems, and Quick Books works well for MCEDD. Bob Hamlin asked if part time hours fluctuate within the week and if fluctuating hours might cause Siri to have to calculate hours by hand. Siri explained she currently calculates all part time employees' hours manually because she has to prorate the hours. The proposed policy change will fix that problem. The new system would base PTO accrual on hours worked. Amanda stated the new system would end Siri having to do manual adjustments, which is helpful because manual adjustments have a higher propensity for error and take quite a bit of time. The Executive Committee discussed the possibility of giving employees small adjustments each quarter if their PTO accrual was off due to Quick Books only allowing 2 decimals. Amanda explained alternate options include retaining the current policy, which would require manual adjustments and would allow quarterly adjustments. Another alternative is to revise the policy for fulltime employees and to make a separate policy adjustment for part time employees. Eric Proffitt stated MCEDD has a generous PTO policy to begin with, and jumping from 17 to 22 to 26 PTO hours over a 10-11 year period is very rapid. He suggested breaking down PTO

accrual into smaller increments to match what other organizations are doing. This creates a reward as employees move through the step process. Amanda stated the current PTO situation should be addressed, and the conversation about modifying PTO accrual totals can be tabled until later. The last personnel policy review was done in depth in 2012, and small segments are revised as needed. Siri stated the revised policy will better allow part time employees to know how much they will be earning. The pro-rated hourly accrual can be confusing. Eric asked what MCCOG's policy was. Siri explained MCCOG awarded sick leave as a lump sum at the beginning of the year to part-time employees to be in compliance with sick leave laws. LINK employees are new hires to MCEDD, but part time employees were allowed to transfer 20 hours of sick time and full time employees were allowed to transfer 40 hours of sick time. The new policy would be effective May 1 for the pay period taking place May 25.

Bob Hamlin motioned to approve the revised personnel policy language regarding the accrual of PTO hours and to request the MCEDD Board of Directors ratify adoption of the language. Eric Proffitt seconded the motion. Motion passed unanimously.

Amanda Hoey explained Personnel Policy language regarding fringe benefits should be reviewed and modified. No action is needed at this time, but Amanda asked for some clarity to allow for advisement on budget development. Fringe benefits include employer contributions to a 457b retirement account, medical, dental, vision, long term disability, and life insurance. Eligibility for these benefits is established in the Personnel Policy, stating "Employees who work 20 hours per week or more shall be eligible for fringe benefits as described in this policy." Hourly employees and drivers can have hour totals change week to week and month to month, which complicates fringe benefit eligibility. Options regarding fringe benefits include basing eligibility on a yearly average, basing eligibility on a monthly average, or retaining it as written. Amanda asked the Executive Committee to consider if the 20 hour threshold for fringe benefit eligibility is still the most appropriate place for MCEDD to be.

Discussion: Ken Bailey asked if employees are eligible for fringe benefits immediately or if there is a probationary period. Amanda replied employees are eligible the first full month they work. The challenge comes when some employees have 20 hours during one week but not in the next, so eligibility is reached and then dropped throughout the month. Ken asked if a three-month period would qualify most workers. Siri Olson replied it is unsure, but looking at the data would give a better idea of who is eligible. Amanda noted the current policy language is for schedules that do not vary. Rod Runyon asked if the language change is to help keep drivers. Bob Hamlin added most people taking the part time driver positions are already retired and may not be looking for benefits. Amanda stated the policy revision would be to provide clarity not to be a retention strategy. Rod stated most part time positions never qualify for benefits, and any extra hours worked result in extra pay. Eric Proffitt suggested moving the eligibility to 30 hours a week. Amanda stated a set time period would be most helpful, like the average hours worked over a month.

Bob asked how many employees utilize the fringe benefits. Amanda explained retirement contributions of 8.75% are automatic. The more costly piece is medical benefits, which one or two part time employees are accessing. Jessica Metta noted many of the drivers were hired with the intention of being part time. Eric asked if there is an opt out incentive for benefits. Amanda stated there is one, but it does not fix the issue of eligibility, which needs to be clarified. Ken stated a three month average would offer valuable information. Hours from February, March, and April could be used. Amanda stated she will bring back a proposal with proposed language using an average of hours worked over three months to

determine eligibility for fringe benefits. It is important to think through the implications of the policy for new hires. The policy language is typically reviewed by Special Districts Association of Oregon to ensure MCEDD is in compliance with state and federal regulations.

EXECUTIVE DIRECTOR EVALUATION:

Per ORS 192.660 (i) (Performance evaluations of public officers and employees), the MCEDD Executive Committee moved into Executive Session at 4:45 p.m.

Regular Session reconvened at 5:00 p.m.

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey reviewed highlights from the past month including:

- Opportunity zones have been nominated.
- MCEDD staff is working with a few jurisdictions in proceeding with the application to secure EDA disaster funding.
- MCEDD staff discussed submitting a planning proposal to EDA outlining use of additional funds, if available. EDA's response was positive and indicated they would have a conversation with MCEDD in July to provide an estimation of available resources.
- The RARE application was submitted. Amanda nominated Maggie Hanna, a past RARE, for the Marshal Memorial Fellowship, and she was selected.
- MCEDD received a request from Skyline Hospital for letter of support. MCEDD typically writes letters of support for items in the regional strategy. The letter would be for Skyline's Expanding on Excellence campaign as they look at expansion and renovation of the emergency department. The project is not in the regional strategy, but supporting health care facilities is.

Discussion: The board's consensus was to approve of MCEDD sending a letter in support of Skyline's Expanding on Excellence campaign.

- Columbia River Gorge Commission staff hosted the first meeting of the group designated to discuss the economic vitality chapter of the Management Plan. The meeting was mostly an orientation. MCEDD staff has worked with economic development staff in each county on developing language for the plan. The language should connect regional, state, and local plans, and should be legally sound. There is a solid language proposal to move forward with. Ken Bailey is active on the economic vitality board.

Discussion: Ken Bailey noted Jessica Metta was at the meeting as well. There was a wide variety of participants, so coming to a consensus may present a difficulty. Ken agreed with the idea proposed at the meeting that the Management Plan should not be a huge document but a document 2-3 pages long. Ken stated that in the document, MCEDD and county economic development departments should be clearly pointed out, as the majority of economic development in the region is done by these entities. The Columbia River Gorge Commission has a strategy, but its resources should go towards planning. Amanda stated MCEDD is prepared to drive forward comments about what staff would like the plan to look like. Dana asked if the ports have a role in this process. Amanda stated Oregon and Washington ports are represented, and MCEDD staff has been communicating with them so everyone is on the same page.

- Met with Hood River Energy Group to get more logistics about the proposal presented to the Executive Committee in April. The conversation went well regarding what a partnership would look like and the role MCEDD would play. If Hood River Energy Group is able to fully secure funding by July due to the anticipated start for the coordinator in August, and with a few other conditions, Amanda's recommendation is that it would make sense to house the energy group at MCEDD. Hood River County has space for the coordinator they could offer as in-kind

contribution. MCEDD has a flexible office space that may be used by a potential AmeriCorps RARE, but it could be shared with an energy coordinator.

Discussion: Rod Runyon asked if the funding for Hood River Energy Group is entirely outside of Hood River County's current budget problems. Amanda replied the funding is separate.

PRELIMINARY SALARY SURVEY RESULTS:

Amanda Hoey explained the salary survey is part of the 2018 Work Plan. The following comparables were accessed: National Association of Development Organizations salary survey, Nonprofit Association, Oregon Economic Development Districts, Association of Washington Cities. Amanda asked if the Executive Committee approved of MCEDD purchasing updated salary data from the Non-Profit Salary Survey. The data is more limited in application and may have more data on the Executive Director, Deputy Director, Finance and Operations Manager, and Office Administrator positions, but likely will not cover positions like Driver. The cost range is \$200-\$750 depending on if the data can be obtained as MCEDD or as Four Rivers Community Corporation.

Discussion: Ken Bailey stated for the drivers and office staff, local match data is fine. The Executive Director, Deputy Director, and Finance and Operations Manager positions are the ones MCEDD should focus on. Amanda stated the driver positions salary is good in comparison with the State of Oregon average annual salary. The last data MCEDD collected regarding salaries is from 2013. The Non-Profit Salary Survey data comes from survey results of regional and local entities. Amanda does not recommend a full study, as MCEDD does not have the resources for one. The Executive Committee agreed it is important for data to come from entities with similar demographics as our region.

Gary Thompson left the meeting.

Amanda advised it will be helpful for MCEDD staff to know if the Executive Committee would like to purchase Non-Profit Salary Survey data so staff can work through the analysis. Amanda noted for transparency purposes that some MCEDD positions are on par with other salary comparisons, and some positions are not going to be able to reach the same level as other salary comparisons given fiscal constraints. MCEDD can look at the data and determine how to address these positions. When the Deputy Director position was established, the salary was placed at a step up from a Project Manager, as that is the role it served at that time. Now, the position has taken on more responsibility. The Executive Director position should be reviewed as well, as there are salary discrepancies when compared to other salary data. If MCEDD has to make a future change in Executive Director, it would be difficult to attract candidates with the current salary range. The Loan Fund Manager salary is in line, and the Dispatch and Driver positions are as well, though this could change when the Transportation Package dollars become available.

Eric Proffitt moved to approve the purchase of data from the Non-Profit Salary Survey to aid the salary study not to exceed \$750. Rod Runyon seconded the motion. Motion carried unanimously.

Amanda stated the salary survey results will be used to advise the budget to give the board flexibility. Ken asked if the Jessica Metta, Deputy Director, is at the top step of the salary schedule. Amanda answered she is not. Ken suggested steps need to be added to the Executive Director position, which may give a guideline on which direction to head with other positions. The Executive Committee came to the consensus to approve of MCEDD staff preparing a step proposal for review and recommendation.

OTHER NEW BUSINESS; COMMITTEE MEMBER UPDATES:

No updates were heard.

The next Executive Committee meeting is scheduled for June 6 at 4:00 p.m.

ADJOURN: Meeting adjourned at 5:30 p.m.

*Respectfully submitted,
Lauren Hernandez, Office Administrator*



FINANCIAL SUMMARY

FOR: April 2018

Balance Sheet

Accounts Receivable (1202) of \$94,689.62 reflects receivables largely due to quarterly reports, which includes EDA \$20,000; ODOT \$36,960.00; GTA \$24,254.01, GOBHI \$10,910.00, and others. Structured Accounts Accrued Interest (1229) is now at a zero balance; a total of \$4,300.65 of accrued interest was written off to Bad Debt Expense, as a result of an OIB loan client bankruptcy being finalized. Accounts Payable (2010) has a zero balance.

MCEDD's Operations Budget vs Actual

Total Revenue is 81.3% of what we budgeted. Although, this seems below target at this point in time, we are seeing an increase in Contract Reimbursements (4500), due to increased rides for NEMT Contracts and Transportation Operations Director Contract with GOBHI, and Farebox Revenue.

Personnel Expenses are in line with what is budgeted. Travel and Conference expenditures (6110) is well below the budgeted amount, and anticipate this we will be well below budget for the FY, even with planned out of state travel for NADO Board meeting. Bonds & Insurance (6800) is at \$10,135.00. Our insurance policy is on a calendar year basis and will be adjusted to reflect the costs for January – June, and charges for July – December are considered prepaid for FY19. Professional Services is at \$36,017.99, which is also well below budget and anticipate it will remain below budget even with the anticipated CGBREX Government Affairs and Agora expenditures.

Total Expenditures are 72.1% expended for the FY18, as of April 30, 2018, which is well below budget.

Respectfully Submitted:
Siri Olson
Finance & Operations Manager

Mid-Columbia Economic Development District
Balance Sheet
As of April 30, 2018

	<u>Apr 30, 18</u>	<u>Apr 30, 17</u>
ASSETS		
Current Assets		
Checking/Savings		
1000 - Bank Demand Deposits		
1010 - MCEDD Checking	41,948.58	38,797.10
1015 - MCEDD MM	256,629.43	241,981.49
1020 - IRP		
1021 - IRP - Sherman	112,462.15	75,683.65
1022 - IRP - WA	90,331.75	78,811.31
1020 - IRP - Other	55,414.17	101,747.60
Total 1020 - IRP	<u>258,208.07</u>	<u>256,242.56</u>
1030 - Loan Funds		
1036 - EDA RLFs	201,311.58	222,294.90
1045 - Reg Strat	135,152.73	128,021.90
1050 - RBEG-OR	99,293.79	58,781.89
1055 - RBEG-WA	95,415.48	95,435.59
1057 - RBEG-KL	124,018.63	126,628.51
1067 - CDBG Microenterprises	84,057.97	66,166.98
Total 1030 - Loan Funds	<u>739,250.18</u>	<u>697,329.77</u>
1031 - Housing RLF	1,752,971.04	2,000,082.20
1070 - National Scenic Fund	1,401,065.12	1,377,732.12
Total 1000 - Bank Demand Deposits	<u>4,450,072.42</u>	<u>4,612,165.24</u>
1100 - CDS		
1121 - IRP Reserve	96,063.96	96,031.33
Total 1100 - CDS	<u>96,063.96</u>	<u>96,031.33</u>
1122 - IRP - DDM Product	427,025.81	581,808.85
1125 - LINK Petty Cash	50.00	0.00
1196 - OR Telecom Conference	14,183.87	19,254.17
Total Checking/Savings	<u>4,987,396.06</u>	<u>5,309,259.59</u>
Accounts Receivable		
1202 - Accounts Receivable	94,689.62	83,921.98
Total Accounts Receivable	<u>94,689.62</u>	<u>83,921.98</u>
Other Current Assets		
1200 - Receivables & Accruals		
1205 - Accrued Revenue	7,500.01	4,408.33
1227 - Accrued Loan Interest	19,595.80	31,067.59
1229 - Structured Accts Accr'd Int		
1231 - Unrecorded Structured Accrd Int	0.00	-2,419.68
1229 - Structured Accts Accr'd Int - Other	0.00	5,735.72
Total 1229 - Structured Accts Accr'd Int	<u>0.00</u>	<u>3,316.04</u>
Total 1200 - Receivables & Accruals	<u>27,095.81</u>	<u>38,791.96</u>
1300 - Loans Receivable		
1330 - MCEDD Loans Receivable		
1320 - IRP	2,020,706.39	1,806,413.60

Mid-Columbia Economic Development District
Balance Sheet
As of April 30, 2018

	<u>Apr 30, 18</u>	<u>Apr 30, 17</u>
1321 · IRP - Sherman	139,481.44	177,386.17
1322 · IRP - WA	230,886.77	246,282.31
1331 · Housing RLF	250,000.00	0.00
1336 · EDA RLFs	521,323.61	477,014.47
1345 · Reg Strat	35,901.70	42,843.57
1350 · RBEG-OR	209,160.25	243,063.53
1357 · RBEG-KL/SK	2,674.94	0.00
1367 · CDBG Microenterprises	22,334.72	40,619.18
Total 1330 · MCEDD Loans Receivable	3,432,469.82	3,033,622.83
1370 · OIB Loans Receivable	1,497,730.03	1,497,101.15
Total 1300 · Loans Receivable	4,930,199.85	4,530,723.98
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	-47,404.77	-45,000.00
Total 1500 · Allowance for Doubtful Loans	-224,961.90	-247,941.11
Total Other Current Assets	4,732,333.76	4,321,574.83
Total Current Assets	9,814,419.44	9,714,756.40
TOTAL ASSETS	9,814,419.44	9,714,756.40
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	0.00	314.22
Total Accounts Payable	0.00	314.22
Other Current Liabilities		
2030 · Accrued Loan Payment	96,587.21	97,939.92
2035 · Accrued Interest Payable	178.43	190.24
2050 · PTO - Accrued	23,825.45	23,098.99
2070 · Health Insurance Payable	-10,372.16	-7,863.07
2080 · Life & Disability Payable	-533.09	-357.88
2090 · WC SAIF Ins	-2,025.23	-158.90
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	28.90	29.60
2115 · OR- SUTA Payroll Liabilities - Other	68.52	43.22
Total 2115 · OR- SUTA Payroll Liabilities	97.42	72.82
Total 2120 · State Payroll Liabilities	97.42	72.82

Mid-Columbia Economic Development District
Balance Sheet
 As of April 30, 2018

	<u>Apr 30, 18</u>	<u>Apr 30, 17</u>
2100 · Payroll Liabilities - Other	-73.54	0.00
Total 2100 · Payroll Liabilities	23.88	72.82
2800 · Deferred Revenue	13,333.33	13,333.33
Total Other Current Liabilities	121,017.82	126,255.45
Total Current Liabilities	121,017.82	126,569.67
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	2,033,908.23	2,145,761.39
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	79,096.48	101,974.56
Total Equity	7,780,511.21	7,568,995.01
TOTAL LIABILITIES & EQUITY	<u>9,814,419.44</u>	<u>9,714,756.40</u>

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

	<u>Jul '17 - Apr 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	352,024.30	467,158.00	-115,133.70	75.35%
4015 · Link Income from MCCOG	105,728.23			
4100 · Federal	105,291.69	326,803.41	-221,511.72	32.22%
4200 · State	37,744.79	49,315.50	-11,570.71	76.54%
4300 · Local Match	11,577.73	7,000.00	4,577.73	165.4%
4400 · Local Assessment	50,034.00	53,034.00	-3,000.00	94.34%
4500 · Contract Reimbursement	360,753.29	374,680.16	-13,926.87	96.28%
4600 · Loan Interest	207,091.66	220,876.66	-13,785.00	93.76%
4700 · Loan Processing Fees	16,224.73	25,341.66	-9,116.93	64.02%
4705 · Loan Filing Fees	2,648.83	6,506.32	-3,857.49	40.71%
4710 · Loan Late Fee	5,053.62	1,749.98	3,303.64	288.78%
4750 · Investment Interest	1,542.18	791.66	750.52	194.8%
4800 · Other Revenue	2,137.43	2,036.66	100.77	104.95%
4803 · Sponsor Donations	500.00			
4805 · Farebox Revenue	8,412.08	4,999.80	3,412.28	168.25%
4934 · In-Kind Revenue	229.33	18,355.00	-18,125.67	1.25%
4935 · In Kind - MM	0.00	0.00	0.00	0.0%
Total Income	<u>1,266,993.89</u>	<u>1,558,648.81</u>	<u>-291,654.92</u>	<u>81.29%</u>
Gross Profit	1,266,993.89	1,558,648.81	-291,654.92	81.29%
Expense				
5000 · Wages	431,999.50	467,407.46	-35,407.96	92.43%
5500 · Fringe Benefits	110,294.23	115,481.02	-5,186.79	95.51%
5700 · Payroll Taxes	38,481.16	42,100.34	-3,619.18	91.4%
6110 · Travel & Conference	12,252.22	22,995.34	-10,743.12	53.28%
6190 · Event Services	1,401.25	2,416.66	-1,015.41	57.98%
6200 · Equipment	3,247.13	4,950.00	-1,702.87	65.6%
6300 · Supplies	20,193.59	34,781.94	-14,588.35	58.06%
6400 · Professional Services	34,183.67	112,544.70	-78,361.03	30.37%
6500 · Vehicle Costs	8,122.62	18,369.00	-10,246.38	44.22%
6600 · Communications	11,424.11	16,886.98	-5,462.87	67.65%
6700 · Building Costs	18,913.51	27,836.62	-8,923.11	67.95%
6800 · Bonds & Insurance	10,135.00	5,392.40	4,742.60	187.95%
6900 · Other Materials & Supplies	7,514.15	8,020.86	-506.71	93.68%
9000 · Indirect Spread	0.00	-85.70	85.70	0.0%
9100 · Capital Purchase	0.00	112,999.20	-112,999.20	0.0%
9600 · Transfer to/from Source	7,323.61			
Total Expense	<u>715,485.75</u>	<u>992,096.82</u>	<u>-276,611.07</u>	<u>72.12%</u>
Net Ordinary Income	551,508.14	566,551.99	-15,043.85	97.35%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	101,150.00	101,150.02	-0.02	100.0%
7500 · Carryover to Next Year	365,340.39	520,607.00	-155,266.61	70.18%
7600 · In-Kind Contractual	229.33	18,355.00	-18,125.67	1.25%
Total Other Expense	<u>466,719.72</u>	<u>640,112.02</u>	<u>-173,392.30</u>	<u>72.91%</u>
Net Other Income	<u>-466,719.72</u>	<u>-640,112.02</u>	<u>173,392.30</u>	<u>72.91%</u>
Net Income	<u>84,788.42</u>	<u>-73,560.03</u>	<u>158,348.45</u>	<u>-115.26%</u>

Memorandum

Date: May 30, 2018
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: MCEDD Private Sector Board Position

Overview

The MCEDD Board appoints seven private sector representatives as voting members to the MCEDD Board of Directors. Individuals from regional business sectors on the Board are generally appointed to one year terms that can be renewed at the annual meeting in September.

Eligible persons: “Private Sector Representative” is defined as an individual in a responsible decision making position in a for-profit organization, or that individual’s representative.

Current Vacancy: We have one available position on the board as Humberto Calderon has requested to step off the board. Generally, this position is for an individual representing Latino or tribal businesses.

Solicitation: The deadline for submission of interest forms was set for May 30, 2018. The notification of the board opening was posted per our usual protocol with notice going to the media and the opening being listed on the MCEDD site.

Filling the Vacancy: Scott Clements submitted a statement of interest to fill the position. He currently serves as chair of the MCEDD Loan Administration Board. He also serves on the Columbia Cascade Housing Corporation Board. He has previously served on the Affiliated Tribes of the Northwest Indians Financial Services Corporation. His primary business is Clements Partners, LLC.

Request:

The MCEDD Executive Committee is asked to make a recommendation to the MCEDD Board for appointment of a candidate. The appointee would fulfill the remainder of the open term, which lasts through September 2018, and be considered for reappointment in September.

Memorandum

Date: May 31, 2018
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Personnel Policy: Fringe Eligibility

Overview

At the last Executive Committee meeting, the Committee discussed the issues related to calculating eligibility for fringe benefits. Of the options presented, the Committee asked for staff to present a formal option based on a three month average for eligibility.

Current Policy

Fringe benefits are established by board direction. Currently, benefits include employer contributions to a 457b retirement account as well as medical, dental, vision, long term disability, and life insurance. Current eligibility for these benefits is established as follows:

6.1 Eligibility: Employees who work 20 hours per week or more shall be eligible for fringe benefits as described in this policy.

Proposed Revision

The proposed revision must take into account existing staff, as well as new hires.

6.1 Eligibility: Employees shall be eligible for fringe benefits as described in this policy.

Eligibility for benefits is defined as outlined in the chart below.

Full Time	Part Time	Temporary
Eligible for benefits on the 1 st day of the month following hire.	Employees averaging 20 or more hours worked on a weekly basis shall be eligible for a pro-rated portion of benefits. The average will be based on***** For new hires, eligibility shall be determined based on the average of anticipated regularly scheduled hours for the first three months. If averaging 20 hours or more per week, a part-time employee shall be eligible for pro-rated benefits beginning on the 1 st day of the month following hire	Ineligible for employer-paid benefits.

*****Option 1 (recommended): the average of hours worked over the quarter shall be calculated at the end of each quarter (3/31, 6/30, 9/30, 12/31) to define eligibility for the upcoming quarter. Hours used for the calculation include hours taken as PTO or sick leave, actual hours worked and paid holiday time.

*****Option 2: the average of hours worked in the prior three months to determine eligibility for the upcoming month. Hours used for the calculation include hours taken as PTO or sick leave, actual hours worked and paid holiday time.

*****Option 3: Modify either option 1 or 2 to reflect hours scheduled rather than actual hours worked.

Note: Any revisions made to section 6.1 will need to flow into section 6.3 of the personnel policy as well. The final version will reflect the same language.

Other Considerations

- Waiting period for insurance (fairly standard practice, but not currently in place at MCEDD).
- Currently there is opt-out payment on health insurance for those eligible but not accessing the insurance. Continuation or discontinuation of that practice- as well as the amount- should be discussed.

Request

Provide a recommendation on a policy or discuss areas for revision and presentation for subsequent additional review. Staff will request that any recommended version be reviewed by SDAO prior to presentation to the Board for consideration.

Memorandum

Date: May 31, 2018
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Annual Symposium

Overview

The current status of the annual Columbia Gorge Economic Symposium is as follows:

- We have secured a location at the Civic Auditorium in The Dalles.
- The date is set for Friday November 2, 2018.
- We have our first two sponsors: NW Natural and Columbia Gorge Community College.
- The keynote is secured. Esina Alic (see attached bio) will keynote.
- Regional economists Dallas Fridley and Scott Bailey are secured.
- We are just beginning to discuss the tech panel.
- Tickets are now on sale through eventbrite. \$25 in advance.
- Outreach is underway. A targeted email invitation was sent in May. Information was added to our website and a press release should go out in June.
- We have submitted our community application for an AmeriCorps RARE and are waiting on the decisions for community selections. If selected, a portion of the work from the RARE would support the Symposium development and continued outreach.

Input

Executive Committee assistance at this point is mostly needed for feedback on the following:

- Additional targeted outreach we should consider.
- Targeted sponsorship or partnership requests
- Draft agenda and highlighting MCEDD services

Memorandum

Date: May 31, 2018
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: EDA Performance Evaluation Questionnaire

Overview

The US Economic Development Administration Seattle Regional Office staff contacted MCEDD regarding a performance evaluation questionnaire (attached). Staff will guide conversation on the section for completion and review by the Executive Committee.

Economic Development Administration
Seattle Regional Office

Economic Development District
Performance Evaluation Questionnaire

The Economic Development Administration's (EDA) Seattle Regional Office (SRO) asks that each District Organization please complete this self-evaluation questionnaire and return it to the SRO Planning Area Director with a copy to your assigned Project Officer within 30 business days of receipt. The Executive Director of the District Organization or his/her designee should complete Parts I and III (Management & EDA Program) of the questionnaire. The Executive Director or Fiscal Officer should complete Part II (Financial Accountability). Additionally, we request that other key EDA-funded personnel from the organization also participate in providing feedback. At the discretion of the Project Officer, this self-assessment may be distributed to EDA-funded personnel, Economic Development District (EDD) staff, members of the governing board, and staff of the member jurisdictions.

In accordance with 13 CFR Part 304.4 the agency must evaluate the management standards, financial accountability and program performance of each funded Economic Development District (EDD) at least once every three years. This self-assessment is comprised of three parts which cover:

- 1) Regional Eligibility;
- 2) Management of the District; and
- 3) Implementation of the CEDS, including the Districts performance and contribution towards retention and creation of employment.

This survey will aid in future discussions relating to other aspects of performance evaluation. Performance evaluations of District Organizations are not punitive actions, but rather a means of strengthening the program. These evaluations are tools for targeted outreach, program enhancement, and communication with our District Organizations. Another purpose of the survey is to improve the District Organization's understanding of Federal grants management standards and guidelines.

Please provide a numerical response where quantifiable questions are asked. For questions requiring a "Yes" or "No" answer, please circle or otherwise indicate the correct response. For self-assessment questions requiring variable responses, please circle or otherwise indicate your rating using the following scale: 4=Excellent, 3=Good, 2=Fair, 1=Poor.

The Executive Director should include the 1) current organizational chart and/or staff roster, 2) current governing board roster, 3) current CEDS strategy committee roster and 4) the Districts personnel policy manual within their submission to the EDA SRO. We ask that each participant provide their feedback and self-assessment directly to the EDA Seattle Regional Office.

Note: This survey is not an official US Government form and its completion is not required by law. However, it is a useful tool intended to aid in the accomplishment of periodic evaluations required by law for the performance assessment of EDA-funded economic development districts.

Economic Development District Name & Location:	
Member Counties:	
EDA Award Number:	Date Completed:
Questionnaire Completed By (Name & Position):	Signature:

**Part I. ECONOMIC DEVELOPMENT DISTRICT MANAGEMENT:
Organization, Governance, & Operations
13 CFR Part 304.2**

1. Membership Participation	
a) How many member jurisdictions (e.g. counties, Villages, Tribes, etc.) are there in the district organization?	
b) How many of these member jurisdictions actively participate in and/or contribute financially to the support of economic development activities of the organization?	
c) How many board members serve on the organization's governing body?	
d) How many board meetings were held during the last full grant year?	
e) What was the average percentage of attendance at the board meetings?	
f) Of the board meetings held during the past year, what percentage had a quorum in attendance?	
2. Governing Body	
Does the board (governing body) membership meet the following requirements, and how does the board interact and assist with the economic development activities of the District	
a) It is broadly representative of the principal economic interests of the region.	Y N
b) It includes private sector, public officials, community leaders, representatives of workforce development boards, institutions of higher education, minority and labor groups, and private individuals.	Y N
c) Does the Board oversee and guide the District in their economic development activities?	Y N
d) Do Board decisions assist the executive director and staff in accomplishing District goals and objectives?	Y N
e) Does the governing body of the District provide access for persons who are not members to make their views known concerning ongoing and proposed District activities?	Y N
3. Staff	
a) Is the organization assisted by a professional staff drawn from qualified persons in economic development, planning, business development or related disciplines?	Y N
b) Does the executive director conduct annual performance evaluations for staff members?	Y N
c) Does the board conduct annual performance evaluations for the executive director?	Y N
4. Public Information & Involvement	
Does the district organization...	
a) ...hold meetings open to the public at least twice a year, and publish the date and agenda of	Y N

such meetings sufficiently in advance to allow the public a reasonable time to prepare in order to participate effectively?	
b) ...have a system of parliamentary procedures to assure that board members and others have access to an effective opportunity to participate in the affairs of the district?	Y N
c) ...provide information sufficiently in advance of decisions to give the public adequate opportunity to review and react to proposals?	Y N
d) ...make available to the public such audited statements, annual budgets and minutes of public meetings, as may be reasonably requested?	Y N
e) ...comply with all Federal and State financial assistance reporting requirements and the conflicts of interest provisions set forth in 13 CFR Part 302.17?	Y N
f) ...inform the public and foster participation in the affairs of the district through a wide variety of means, such as public meetings, printed or electronic newsletters, local media, website, etc.?	Y N
g) ...have an effective and regularly updated website?	Y N
5. Economic Development Activities	
Does the organization engage in the full range of economic development activities listed in its EDA-approved CEDS, which may include...	
a) Coordinating and implementing economic development activities in the District?	Y N
b) Carrying out economic development research, planning, implementation and advisory functions?	Y N
c) Coordinating the development and implementation of the CEDS with other local, State, Federal, and private organizations?	Y N
d) What paid services does the District provide for membership? Please list:	
e) Has the District applied to EDA, or worked with any partners who have submitted an application to EDA, for Public Works, Economic Adjustment or Technical Assistance in the past year? If yes, please identify.	Y N
f) Does the organization utilize their Economic Development Representative (EDR) for their state?	Y N

**Part II. ECONOMIC DEVELOPMENT DISTRICT MANAGEMENT:
Financial Accountability**

Questions:	Yes/No	Comments/References:
1. Does the organization prepare accurate financial reports and submit them to EDA as scheduled in the terms and conditions of the grant award?	Y N	
2. Has the organization established procedures to regularly compare and evaluate budgeted costs with actual costs?	Y N	
3. Does the organization's management obtain and review monthly operating statements which show programs, costs and remaining balances?	Y N	
4. Is the rate of expenditure of grant funds in	Y N	

keeping with the grant ratio?		
5. Do the organization's records identify the receipt and expenditure of funds separately for each EDA grant, and may unexpended funds be readily determined?	Y N	
6. Do all contracts and proposed contracts with consultants, contractors and subcontractors comply with 15 CFR part 14 or 24, as applicable?	Y N	
7a. Does the organization have an approved indirect cost rate or cost allocation plan? If yes, briefly describe the method for allocating costs.	Y N	
7b. Does the method used for distributing the common or indirect costs result in an equitable distribution of these costs to all Federal and non-Federal projects?	Y N	
8. Have all EDA unexpended funds from prior grants been returned to EDA?	Y N	
9. Has the organization established written policies and rules governing major operating areas such as:		
9a. ...Personnel practices, including compensation, annual and sick leave and payroll deductions?	Y N	
9b. ...Travel (See 2 CFR 200.474)	Y N	
9c. ...Consultant and contract services (2 CFR 200.459)	Y N	
9d. ...Procurement, general (2 CFR 200.318)	Y N	
9e. ...Property control (2 CFR 200.310)	Y N	
10. Does the organization prepare and use an annual overall financial plan or operating budget to allocate its resources by type of work or activity?	Y N	
11. Does the organization utilize the services of an independent public accountant? If so, provide the name and address.	Y N	
12. Do the organization's accounting personnel have and use as a reference the terms and conditions of the grant award?	Y N	
13. Has the organization been audited in accordance with the terms and conditions of the grant?	Y N	Date of last completed audit:
14. Does the most recent independent audit or other available records of your organization indicate that sound financial controls and practices are in place?	Y N	
15. Has corrective action been taken on all open audit recommendations? (See 2 CFR 200.500 Subpart F Audit Requirements)	Y N NA	

**Part III. EDA PARTNERSHIP PLANNING PROGRAM:
CEDS Implementation and Program Performance**

1. Required Reports	
Has the EDD submitted to EDA the following reports in accordance with the terms and conditions of the award?	
a) Grant progress report(s)	Y N
b) CEDS updates and revisions	Y N
c) Financial reports	Y N
d) Government Performance & Results Act (GPRA) due 10 days after end of Award annually	Y N
2. Comprehensive Economic Development Strategy (CEDS)	
How do you rate the effectiveness your CEDS process and document in the following areas? <i>(4=Excellent, 3=Good, 2=Fair, 1=Poor)</i>	
a) ...The engagement and effectiveness of the Strategy Committee?	4 3 2 1
b) ...The quality of the data analysis?	4 3 2 1
c) ...Summary Background: A summary background of the economic conditions of the region?	4 3 2 1
d) ...SWOT Analysis: An in-depth analysis of regional strengths, weaknesses, opportunities and threats?	4 3 2 1
e) ...Strategic Direction/Action Plan, The strategic direction and action plan should build on findings from the SWOT analysis, and identify the stakeholder(s) responsible for implementation, timetables, and opportunities for the integrated use of other local, state, and federal funds.	4 3 2 1
f) ...Evaluation Framework: Performance measures used to evaluate the organization's implementation of the CEDS and impact on the regional economy.	4 3 2 1
g) ...Economic Resilience (i.e., the ability to avoid, withstand, and recover from economic shifts, natural disasters, the impacts of climate change, etc.)	4 3 2 1
3. Scope of Work (SOW)	
<i>(4=Excellent, 3=Good, 2=Fair, 1=Poor)</i>	
a) How do you rate your organization's performance in carrying out the Scope of Work contained in your EDA grant award?	4 3 2 1
b) To what extent is the SOW based on the Strategic Direction/Action Plan identified in the CEDS?	4 3 2 1
c) Does the SOW contain an Economic Resilience component?	Y N
4. Role of the Board	
How do you rate the role of the board in the following areas? <i>(4=Excellent, 3=Good, 2=Fair, 1=Poor)</i>	
a) ... Providing leadership and setting policy for the organization's economic development program?	4 3 2 1
b) ... Reviewing and approving the CEDS?	4 3 2 1
c) ... Does the Board review and approve the Districts Scope of Work each year?	4 3 2 1
5. Staff Capability	
How do you rate the organization's EDA-funded staff in the following areas? <i>(4=Excellent, 3=Good, 2=Fair, 1=Poor)</i>	
a) ...Familiarity with the organization's CEDS?	4 3 2 1
b) ...Familiarity with the Partnership Planning grant award's scope of work?	4 3 2 1
c) ...Effectiveness in carrying out the Partnership Planning grant award's scope of work?	4 3 2 1
d) ...Knowledge of and relationship with the region's stakeholders?	4 3 2 1
EDD Effectiveness	
How do you rate the organization's effectiveness in the following areas? <i>(4=Excellent, 3=Good, 2=Fair, 1=Poor)</i>	
a) Public Awareness: How well is the organization known by members of the general public?	4 3 2 1
b) Reputation: What is the perception held by local and regional leaders of the EDD's contributions to the area?	4 3 2 1
c) Collaboration: How effective is the organization in partnering with other organizations, including EDA-funded economic development organizations such as University Centers, other EDD organizations, Trade Adjustment Assistance Centers, states, and civic organizations?	4 3 2 1
d) Innovation: To what extent does the organization engage in innovative or notably successful	4 3 2 1

development activities?	
Briefly note any unusually successful activities or innovative programs operated by your organization that contribute to your overall effectiveness, or that might be replicated by others:	

**Part IV. EDA PARTNERSHIP PLANNING PROGRAM:
EDA Assistance**

How effective are EDA's Partnership Planning funds in assisting with the Districts Economic Development Goals and Objectives?
How could EDA/SRO be more effective in assisting District Organizations?

Insitu Inc.
118 East Columbia River Way
Bingen, WA 98605
www.insitu.com

ESINA ALIC

President and CEO

M.B.A., University of California
Berkeley Bachelor of Science,
Mechanical Engineering Portland State University



Esina Alic is the president and chief executive officer of Insitu. Insitu provides industry leading unmanned aircraft systems, software solutions and services that deliver decision-making capabilities to military, government and commercial customers. Prior to this role, Esina was senior vice president of Global Operations, Strategy and Programs at Adidas where she was in charge of operations strategy development, and implementation and execution of a global portfolio of programs.

Before Adidas, Esina served in senior executive roles at Boeing, where she was in charge of defining growth strategy for the Global Services & Support business, as well as global sales and marketing for Boeing's autonomous portfolio. Prior to joining Boeing, Esina held executive positions at Insitu, including her roles as vice president of Strategy, vice president of Global Operations & Supply Chain Management and vice president of International Operations & Partnerships.

Prior to joining Insitu, Esina held executive and management roles in business, finance and engineering at other organizations ranging from start-ups to Fortune 50 companies. These included her roles as vice president of Finance at Visa, and management and

engineering roles with BearingPoint, Arthur Anderson, FiberCycle Networks, Electro Scientific Industries and Tektronix. Esina has extensive knowledge of both the defense and commercial aerospace markets, as well as experience in high-tech, oil and gas, consumer goods and other industries. Throughout her career, she has overseen a number of merger and acquisition activities, developed strategic partnerships worldwide and worked in more than 30 countries.

Esina is currently based at Insitu headquarters in Bingen, Wash. where she lives with her husband and two daughters.



Deputy Director's Report
Prepared for the June 2018 Executive Committee Meeting

Transportation

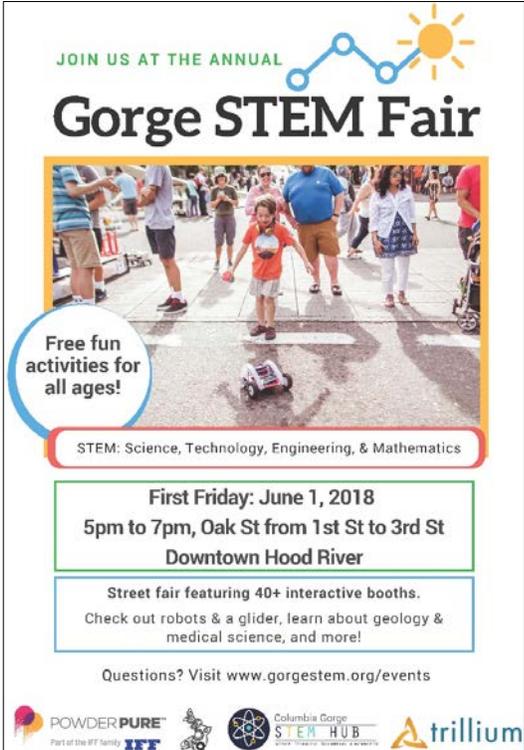
- Presented our grant application to the Board of Northern Wasco County PUD for funds that would support a bus shelter at The Dalles Transportation Center, rebranding of the LINK vehicles and building. We expect their decision the first week of June.
- Continued development of an ODOT Transportation and Growth Management grant application to support development of a Wasco County Transit Development Plan. Presented to the Wasco County Board of Commissioners for approval for the County to serve as the applicant on MCEDD's behalf. This grant is due June 8.
- Developed a Travel Oregon Medium Sized Grant which would support the Gorgetranslink.com website redevelopment, enhance columbiagorgecarfree.com website, and develop interactive maps with integrated transportation options to trails tools.
- Supporting the roll-outs of the Columbia Gorge Express service to Hood River and integration with CAT and Mt. Adams Transportation Service (MATS) routes. There will be a launch celebration on Saturday, June 12, 9 to 10:30 a.m. at the new stop near the waterfront Event Site in Hood River. The Board is welcome!
- Prepared for the roll-out of the new LINK service providing free transportation to The Dalles Farmers' Market through a PacificSource grant. This has included press releases, marketing materials (see right), bus stop equipment and outreach to appropriate partners.
- Created a LINK page on the MCEDD website (mcedd.org/linktransit) and acquired ownership over the LINK's Facebook page.
- Finalized titles of LINK vehicles, sale of the vehicle leased to Tygh School Community Center and focused on ensuring all LINK vehicle maintenance is up-to-date.
- Supported an emergency preparedness training in The Dalles for a number of regional partners with free LINK transportation.
- Continued to assist with coordination of a metro-to-Gorge commuter bus to serve Gorge employers, with service starting June 11. A universal pass covering this service as well as CAT and MATS routes is in development as well.
- Worked closely with NADO staff Carrie Kissel during her visit to Klickitat County researching ag worker transportation issues in the County.
- Continued to process applications for hiring a part-time dispatch position for the LINK.



- Ridership: The LINK's revenue-producing rides in non-emergency medical transportation were low in February, possibly due to the change-over of the medical brokerage from MCCOG to GOBHI and system changes. We worked proactively with the brokerage to get those numbers back up and have seen much higher figures for March, April and May.
- Training:
 - Kathy Fitzpatrick received training to manage online real-time transit routes.
 - Worked to update required driver training for passenger assistance, defensive driving and CPR/ First Aid.
 - Charlotte Dupree and Jessica Metta both attended three free ODOT trainings in May in Bend, including a Procurement workshop, Drug and Alcohol Program Manager workshop and Reasonable Suspicion workshop.

Gorge Technology Alliance

- Assisted the GTA in considering options for a large fundraiser for the college scholarship. A quick email blast request brought in about \$300 but a larger effort is needed.
- Supported a meeting of Gorge Women in STEM Steering Committee and networking event. Began planning for a film screening on October 23 of a Portland-based effort focused on the experiences of women in the tech industry.
- Began planning for a large event in January 2019 focused on innovators in the region, with support of Nate DeVol of Dog River Coffee.
- Promoted and will participate in the June 1 STEM Fair in downtown Hood River, 5-7pm. See right. The Board is welcome to attend! Over 40 booths will be in a blocked-off portion of Oak Street.
- Began planning a GTA round-table focused on the housing needs of the Gorge and what our local governmental entities are doing in the short and long-term. An early July meeting is likely.
- Participated in a meeting of the Economic Vitality Work Group for the Gorge Commission and in a Washington youth workforce training conference in Lyle.
- Held the annual GTA Board of Directors officer election. New President and Treasurer are Mike Graham of Real Carbon and Dave Fenwick of vLetter, respectively. Steve Olson of Sightline Applications and Suzanne Burd of CGCC are continuing as Vice President and Secretary, respectively.
- Hosted regular events for CEOs, Geek Lunch on historic patents and a Featured Event with a tour of SDS Lumber.



JOIN US AT THE ANNUAL

Gorge STEM Fair

Free fun activities for all ages!

STEM: Science, Technology, Engineering, & Mathematics

First Friday: June 1, 2018
5pm to 7pm, Oak St from 1st St to 3rd St
Downtown Hood River

Street fair featuring 40+ interactive booths. Check out robots & a glider, learn about geology & medical science, and more!

Questions? Visit www.gorgestem.org/events

 POWDER PURE
 Part of the WF family IFF
  Columbia Gorge STEM HUB
 Local Industry, Academic & Community
  trillium

Executive Director’s Report
Prepared for the June 2018 Executive Committee Meeting

Business Assistance

- The MCEDD Loan Administration Board approved the following loans:

Business	Amount	Purpose
Diamond Lazy K dba Deschutes River Beef	\$70,000	Working capital- Maupin, OR
Feast Market LLC	\$50,000	Working capital and business expansion- White Salmon, WA
T & B Transportation Services, LLC	\$25,000	Start-up of a “less than a truckload” freight business- Goldendale, WA

- The Columbia River Gorge Oregon Investment Board approved a \$37,395 loan for Terra Cotta to start-up a boutique retail business in The Dalles, OR.
- Closed loans: \$250,000 Oregon Investment Board loan to Farmers Conservation Alliance and \$600,000 Attainable Housing loan to Michael Kitts Homes, Inc. and Hood River Homes, Inc.
- A standard abatement for Native Cider, LLC dba Son of Man was approved through the Hood River/Cascade Locks Enterprise Zone. Hood River County has approved an extension of MCEDD’s contract to continue to act as the zone manager through FY19.

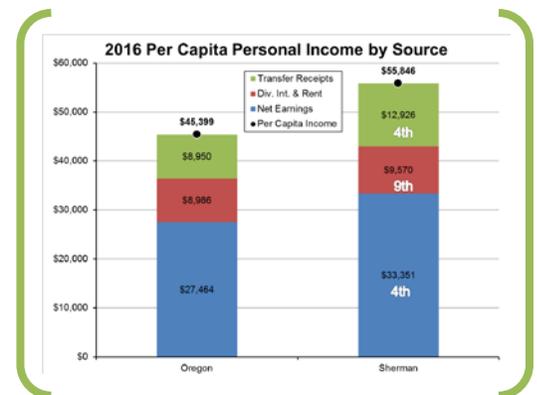
Regional

- Opportunity Zones: The U.S. Department of the Treasury and the Internal Revenue Service recently designated Opportunity Zones, including 10 zones in the MCEDD region. The Tax Cuts and Jobs Act created Opportunity Zones to spur investment in distressed communities throughout the country. New investments in Opportunity Zones can receive preferential tax treatment. For Opportunity Zone resources and a map of zones [click here](#).
- We extended contracts with a few of the subrecipients for the Agora Investment Platform project. Notably, for Colpac to further explore relationships with state funding agencies and opportunities for a universal application. We have also discussed applicability of the Platform for developing the pipeline for Opportunity Funds. It may be ideally situated to provide visibility to regional priorities in Opportunity Zones.
- The status of our regional strategy priority projects is updated on our website, including highlights on these projects:
 - ❖ Pumped Storage project: <http://www.mcedd.org/2b-pumped-storage-project-takes-another-step-forward/>
 - ❖ Mid-Columbia Center for Living groundbreaking: <http://www.mcedd.org/community-mental-health-facility-breaks-ground/>. The project was awarded to Griffin Construction. Construction is expected to take about 11 months to complete.



Mid-Columbia Center for Living Groundbreaking

- Activities with the US Economic Development Administration (EDA) continue to proceed. Highlights include:
 - ❖ We are still anticipating a proposal to the agency in July for expanding our partnership planning grant should the agency have additional resources available to expend before end of the fiscal year.
 - ❖ Columbia Gorge Community College executed the grant agreement with EDA for the funding to complete a feasibility study for the food/beverage collaborative. Matching funds provided through the Oregon Investment Board were extended for a year to match the EDA timeline.
 - ❖ Port of Cascade Locks received technical assistance funds and has been working with EcoNW on a feasibility study for the state-owned airport in the City. The final advisory meeting was held in May. The report focuses on six development options for the airport property but provides no recommendation.
 - ❖ We are still working towards options for a regional economic resiliency application. See the attached letter from the Oregon Governor committing support.
 - ❖ We continue to support communities in their applications for EDA Disaster funds. Active applications include City of Cascade Locks, City of Stevenson and Skamania PUD.
- Gorge Night Sky closeout: We have a few remaining funds originating from the Gorge Night Sky project. Jacque Schei explored options for the best use of the final resource. Pending a formal proposal from the Hood River Energy group, we are planning to use the remaining resources to support an event they are coordinating which will provide energy guidance/resource/tools as outreach to educate residents on how to reduce energy use. A dark sky component would be added to the materials.
- Metrics: All three Oregon counties in the MCEDD region ranked in the top ten for the state in terms of 2016 per capita personal income. Washington counties in the MCEDD region experienced increases in their 2016 per capita personal incomes over prior years. Details: <http://www.mcedd.org/per-capita-personal-income-rates-climb/>



Project Management

- Jacque Schei continues to lead our infrastructure grant administration projects including:
 - Antelope: The project requires additional resources to cover costs associated with surveys, archaeological monitoring needed during construction, additional design work, and to account for an increase in construction costs since the time of the original application. The City is submitting an application to the Drinking Water State Revolving Fund for additional funds. If awarded, MCEDD would negotiate a revision to our agreement with the City due to the expanded project scope.
 - Crystal Springs Water District: The design for the current project is close to complete. The District has two additional funding applications pending state review. The projects would support: 1) construction of a new reservoir and 2) consolidation efforts with the Odell Water Company. MCEDD will contract for grant administration services if funding is received.
 - The Dalles Wastewater: Construction on the project started in 2017. Since then the project scope expanded and the estimated completion date has been extended

to July 2018. The City's public works director has asked MCEDD to submit a proposal if additional resources are required for MCEDD project management.

- Carrie Pipinich is coordinating activities for the Wasco County Economic Development Commission, with a heavy focus on activities to coordinate relevant cities in the proposed joint Wasco County Enterprise Zone. The current zone (focused on areas in the City of The Dalles) sunsets on June 30, 2018. Over the last six months, staff from the MCEDD and City of The Dalles have been working closely with representatives from the Port of The Dalles, Wasco County and the cities of Dufur, Maupin, and Mosier to explore opportunities to bring this tool to other communities during the re-designation process.
- The Hood River Economic Development Group held a joint meeting with North Central Regional solutions for outreach in the unincorporated areas of Hood River County. Much of the focus was on wastewater issues, particularly a project that shows on the CEDS.
- Carrie Pipinich is coordinating activities for Sherman County Economic Development, with a heavy focus on supporting the Biggs water project for application to USDA. In addition, MCEDD continues to support the City of Rufus with their AP/AR. We have been challenged in receiving items timely from City staff and have encountered a few significant issues with past filings (prior to MCEDD's involvement) being missed. We are continuing to try and work with and support the City, but are actively encouraging changes in process to allow us to continue to serve as a support for the City.
- Industry sector work continues as a primary aspect of MCEDD. A few highlights for the cider cluster include:
 - Carrie Pipinich will provide a presentation to the Oregon Department of Ag during their meeting in Hood River in June.
 - The Gorge Cider Society has published the 2018 version of the Gorge Cider Route. Staff has drafted some additional communications for tasting room staff to enhance use of the Route.
 - The group hosted a Gorge Cider Society booth at the Hard Pressed Cider Fest in April and hosted five short, educational talks throughout the day.
 - The Cider Society successfully implemented its new membership structure for 2018. This new structure will support further sustainability for the group.

Operational

- Audit is scheduled for the first week in October. Generally, MCEDD Board members are provided an opportunity to meet with the auditors upon their arrival. ***Tentatively pencil in Monday, October 1, 2018!*** It is a great opportunity to talk with the auditors.
- Semi-annual reporting is now complete for all projects, transportation and loan functions. We did extend the RLF USDA reporting which was submitted late as we worked on ensuring the accuracy of figures.
- Evaluations: Six-month evaluations have been completed for Siri Olson and Kathy Fitzpatrick (conducted by Jessica). The six-month evaluation for Lauren Hernandez is scheduled (to be conducted by Siri).
- Training: I am attending the NADO summer board meeting June 2-4. Carrie Pipinich and I attended the Regards to Rural conference, with Carrie presenting on a panel highlighting broadband activities. Eric Nerdin and I participated in an EDA webinar to review their CAMELS system for loan funds. Eric also attended the Mid-Columbia Regional Community Reinvestment Act (CRA) Listening Session put on by the FDIC. I

think previously reported, but in case note: Lauren Hernandez received her notary certificate. We now have two notaries in the office: Lauren and Jacque Schei.

- **Salary Survey:** The Oregon Economic Development District Association approved covering the cost of the 2017 nonprofit salary survey data purchase. At our last meeting, the MCEDD Executive Committee had agreed to support this cost, but I am pleased to be able to have it covered through another source. Data is anticipated to be ordered this week.

Next Full Board Meeting: Thursday, June 14, 2018 at 4 pm in White Salmon.

Next Executive Committee Meeting: Thursday, July 11, 2018 at 4 pm. *Note: due to the holiday this is a week later than typical.*

Executive Director 2018 Goals

As discussed in the evaluation conducted May 2018

Professional Development: Participate on the National Association of Development Organizations Board of Directors and Research Foundation Advisory Council.

Key Activities:

- Implement the 2018 workplan priority focus areas.
- Maintain strong financial health of MCEDD.
- Increase visibility of MCEDD regionally and nationally, including in relation to new opportunities available in the region (such as opportunity zone designations).
- Identify growth opportunities to support staff development and retention.

Timeline: Progress evaluated at the annual review.



KATE BROWN
Governor

May 14, 2018

Mr. David Porter
US Economic Development Administration
One World Trade Center, Suite 244
121 SW Salmon Street
Portland, OR 97204

RE: Mid-Columbia Economic Development District Application

Dear Mr. Porter:

In the fall of 2018, I convened fire recovery councils for the two areas most significantly impacted by this past year's fire season: Columbia River Gorge, related to the impacts Eagle Creek Fire, and SW Oregon related to the impacts of the Chetco Bar Fire. These councils were charged with identifying impacts and suggesting actions to help ameliorate those impacts. In the case of the Eagle Creek Fire, the impacts on businesses and natural resources were widespread. Interstate 84 (I-84), the lifeline for businesses in the area, was either fully or partially closed for three weeks, disrupting industry in the Gorge. The closure for this fire succeeded previous closures of I-84 and shocks to the system caused by winter storms in 2017 and the 2016 derailment of an oil train in Mosier. In this context, the Recovery Council recommended undertaking efforts to strengthen economic and business resilience in the Gorge.

This letter is in support of the Mid-Columbia Economic Development District (MCEDD) application to the US EDA to fund economic and business resilience work in the Gorge. My office and I are committed to assisting MCEDD in securing the balance of the funds, and to that end I supported the funding of the Local Economic Opportunity Fund in the 2018 session. These funds were specifically allocated to this account, in part, to help meet the needs for more work on resilience in regions impacted by the last fire season.

Thank you for your careful consideration of this important effort.

Sincerely,


Governor Kate Brown

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