

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
Thursday, December 14, 2017
4:00 P.M.**

**Hood River Fire Station
Leonard Hay Community Room
1785 Meyer Pkwy, Hood River, OR 97031**

MCEDD BOARD MEETING AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order/Introductions	5 minutes	Information
Loan Client Highlight- Root and Cane	5 minutes	Presentation
Consent Agenda Approval of November 2017 Minutes	5 minutes	Approval
Audit Report- <i>Yvonne Roberts</i>	15 minutes	Information
Financial Report	10 minutes	Acceptance
2018 Meeting Calendar	5 minutes	Approval
Adoption of Resolution 2017-6 <i>Approving Transfer of Assets</i>	10 minutes	Approval
Transportation Admin Board Appointments	5 minutes	Approval
Policy Adoptions/Updates	10 minutes	Approval
Executive Committee Report	5 minutes	Information
Executive Director Report	10 minutes	Discussion
Loan Committee Report	10 minutes	Information
 <i>Executive Session per ORS 192.660 (f) (Exempt Documents) Regular Session Reconvened</i>		
Staff Reports	10 minutes	Information
Regional Updates- <i>MCEDD Board members</i>	20 minutes	Discussion
New Business	10 minutes	Discussion
Adjournment		

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

Public Comment: Individuals wishing to address the Board on items not already listed on the Agenda may do so in an orderly fashion throughout the meeting. Please wait for the current topic to conclude and raise your hand to be recognized by the Chair for direction. Speakers are asked to give their name and address and to limit comments to three minutes unless extended by the Chair.

Agenda Times: Times on the agenda are approximate. The Chair reserves the opportunity to change the order and time of agenda items if unforeseen circumstances arise.

MCEDD is an equal opportunity employer, lender and provider.



Root and Cane Vineyard Services, LLC obtained a \$63,000 Columbia River Gorge Oregon Investment Board loan in August 2017. The business is a contract vineyard management company located in Hood River with Joe Cushman as the sole member of the LLC. Joe started this business in early 2016 after obtaining a bachelor's degree in horticulture/viniculture at Oregon State University and working in his father's wine industry consulting business for the past three years. The loan to Root and Cane was used to support Joe in purchasing a grape harvesting machine to further expand the services his business offers to vineyards. Owner, Joe Cushman and his team provide:

- Customized farm plan based on site specific needs
- Consulting
- Soil amendments
- Cover crop and erosion control
- Vine establishment
- Pruning
- Vineyard floor management
- Pest scouting and control
- Data management
- Irrigation
- Disease prevention and management
- Equipment maintenance
- Fruit harvest

Learn more about Root and Cane Vineyard Services, LLC at www.rootandcane.org.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, NOVEMBER 9, 2017
MCEDD OFFICE, 515 EAST SECOND STREET, THE DALLES, OR
OR CONFERENCE CALL

BOARD MEMBERS: Ken Bailey, Sue Knapp, Rod Runyon, Bill Schmitt, Gary Thompson, Dana Peck, Robert Kimmes, Stephanie Hoppe, Bob Hamlin, Humberto Calderon, Perry Thurston, Eric Proffitt

STAFF: Amanda Hoey (Executive Director), Jessica Metta (Deputy Director), Sherry Wickert (Finance Manager), Siri Olson (Finance Manager), Kathy Fitzpatrick (Mobility Manager)

GUESTS: Brent Olson (MCCOG/LINK), Jake Warr (ODOT), Dan Schwanz (GOBHI)

CALL TO ORDER/INTRODUCTIONS

Ken Bailey called the meeting to order at 3:00 p.m. A quorum was present. A round table of introductions took place.

CONSENT AGENDA

Approval of September 2017 MCEDD Minutes.

Motion to approve the consent agenda made by Gary Thompson. Eric Proffitt seconded the motion. Motion passed unanimously.

SERVICE EXPANSION COMMITTEE REPORT

Ken Bailey provided an overview of the Service Expansion Committee. He noted that the Committee operated with the intention that the potential modification to add the LINK would need to meet MCEDD's mission and that MCEDD's transportation services provided a good basis for moving forward. He stated that the committee also wanted to ensure that there would be no adverse impact to other MCEDD projects or the current MCEDD operation and that MCEDD needed to ensure it could effectively serve the new program. In reviewing LINK finances, Ken stated the committee initially found a few concerns: first, that the brokerage call center occupied a majority of building so an appropriate lease arrangement was essential and second, the need for ongoing payment of current staff as the distribution of wages for a couple of positions was heavily weighted to the brokerage. As GOBHI is the largest call center brokerage user, committee members discussed the concerns with GOBHI and from the letter GOBHI provided, the Committee was satisfied that operations could be assured for continuation. Finally, the committee also identified a need to address the outstanding debt created through an interfund transfer at MCCOG to provide match for the Transit facility construction. While MCCOG is still determining the mechanics of paying that debt, the committee's letter to MCCOG and the preliminary conversation indicate that it will move forward. Given the preliminary GOBHI discussion and preliminary agreements with MCCOG, Ken stated that he felt that taking on the LINK would not negatively impact other MCEDD projects.

Bob Hamlin joined meeting at 3:05 p.m.

Amanda Hoey provided additional detail and thanked those serving on the Service Expansion Committee, noting members including Board members Ken Bailey, Bob Benton, Perry Thurston and

Dana Peck. She noted that much thought was put into financial analysis to get securities in place that would best ensure MCEDD could sustain services for the long term. She reviewed contents of the packet provided for the meeting. She noted Board member Mark Zanmiller's concern at the last board meeting related to the administration of the LINK and the relationship to the full board. She highlighted the Committee's recommendation to create a Transportation Administration Board (TAB). The TAB structure is modeled after the existing MCEDD Loan Administration Board (LAB) in which the LAB operates under policies and objectives established by the MCEDD Board and has autonomy for decision making within that framework. She noted the similar operation of the proposed TAB and noted that it would be regional and for all of MCEDD's transportation work, including support for the LINK.

Discussion: Eric Proffitt asked if the financial highlights included GOBHI/brokerage call center. Amanda stated that those accounts were removed from the overview, as was the facility construction, to provide the best proxy for LINK operations. For brokerage related components, it only includes revenue for the provided rides through the LINK for the non-emergency medical transportation component. Rod Runyon stated that he heard that David Meriwether is advocating MCCOG paying the debt from their funds. Ken Bailey corroborated that this was the ask from the MCEDD Service Expansion Committee as submitted in the letter (included in the board packet). Eric Proffitt noted that while he feels positive about the direction, there is always still a risk and wanted to know if we have an exit clause or strategy if these verbal agreements do not materialize. Amanda noted the need to finalize negotiations on lease agreements and the interfund loan balance. She stated that the draft resolution gives the MCEDD Executive Committee authority to negotiate those agreements. She stated that longer term we can look at restructuring, if necessary, to look at cost efficiencies, but the intention is to maintain services if the revenue continues to support those operations.

Dana Peck noted the advantages to both Oregon and Washington as picking up this transportation skill set could help strengthen regional transportation and MCEDD overall. Perry Thurston stated that he had initial concern over the vehicle fleet but that concern was alleviated after viewing the vehicles and understanding their maintenance schedule. He stated his opinion that in future all wheel drive access vehicles may be needed in certain areas. Amanda Hoey directed the Board to review ODOT's letter which includes a listing of assets, including the vehicles. She noted that staff met with our insurance agent to review and pointed out the upcoming vehicle replacement grant agreement. She also noted that there will be a number of policies the Board will need to adopt. Ken Bailey encouraged that the main players, including ODOT and GOBHI, want to see this transition successfully and have been willing to work together with MCEDD.

Sue Knapp asked about TAB development and oversight. Amanda Hoey reviewed the similarities to the LAB structure wherein the Board sets policies and procedures and the LAB reports to the full Board at least quarterly. For the membership, she noted that the draft resolution includes three Board members and up to four non-board members. TAB will have autonomy in making decisions based on full Board policies and procedures adopted.

Gary Thompson stated that he was in favor of the transfer but noted that all but one of the rolling stock is older than he would like to see and thought that six will need to be replaced in next three years. He stated concern about value of those vehicles. Brent Olson noted that the standard for the useful life is when a vehicle reaches 5+ years and 150,000+ miles. He

stated that the oldest one is still around 125,000 miles and all are well maintained. Dan Schwanz provided historical perspective that before ARRA, vehicles were operated much older and with higher mileage. Many of the vehicles currently with LINK were purchased with resources through ARRA to update the fleet. The vehicles are operated mostly in the City of The Dalles, so few miles are accumulated even though they may be older vehicles. Amanda Hoey also clarified that MCEDD does not place a valuation on the vehicles as MCEDD is not purchasing the LINK but only transferring administration Gary Thompson also noted the variation in revenue, expense and profit over time and asked why it has carried so much over time. Amanda Hoey reviewed some of the historical changes noted within the overview.

Rod Runyon noted time is of the essence and supports going to smaller group for ongoing decision making. He sought clarification on which aspects would be reviewed by the Executive Committee and which would be reviewed by the TAB. Amanda Hoey reviewed the draft resolution and noted that initial agreements would be confirmed through the Executive Committee. The MCEDD Board would be expected to make TAB appointments at the December Board meeting based on recommendation from the MCEDD Executive Committee.

ADOPTION OF RESOLUTION 2017-5

Amanda Hoey presented resolution 2017-5 to authorize transfer of the LINK transportation system and establish the Transportation Administration Board.

Motion to adopt Resolution 2017-5 made by Rod Runyon. Bill Schmitt seconded the motion. Motion passed unanimously.

AUTHORITY TO TRANSFER ASSETS/AGREEMENTS

Amanda Hoey noted that this agenda item was included in the event that we needed to address any items with ODOT today. As there are no further required for today, future activity will be presented to the Executive Committee as authorized by the resolution.

OTHER NEW BUSINESS

Amanda Hoey formally introduced Siri Olson, MCEDD's new Finance Manager, and noted Sherry Wickert's retirement party on November 20, 2017. She also noted the recent hire of Lauren Hernandez as Office Administrator. Lauren starts part time with MCEDD in December.

ADJOURNMENT: Meeting adjourned at 3:35 p.m.

Respectfully submitted by Jessica Metta, Deputy Director

Memorandum

Date: December 7, 2017
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Audit

Request

Yvonne Roberts of Lewis, Poe, Moeller, Gunderson & Roberts, LLC will present the audit report for the year ended June 30, 2017. Print copies will be available at the meeting and at the MCEDD office following the meeting. MCEDD members may also request a copy of the audit be mailed to them, if preferred.



FINANCIAL SUMMARY

FOR: October 2017

MCEDD's Balance Sheet reflects cash is less than prior year balances and Receivable balances are higher, which represents loan activity increases from last year. MCEDD's Loan Receivable (1330) balance reflects increased loan activity. However, OIB Loans Receivable (1370) balance reflects the decreased OIB Loan activity, as compared to last year. In addition, Accounts Payable Liability (2010) balance of \$4,195.53 is due to timing of payables, which were paid in November.

MCEDD's Operations Budget vs Actual report, for October reflects Federal Revenue (4100) as being less than budgeted, due to the revenue for the 1st quarter from the ODOT Mobility Management funding not being available until October 1. The funding is now spread over 7 quarters, rather than 8 quarters as in the past. Professional Services (6400) expenses are \$50,993.74 less than budgeted due to timing of billings for the Agora project; and, Transfer to/from Source (9600) of \$7,323.61 is encumbered profit from EDA and is only available for relending.

Respectfully Submitted,

Siri Olson
Finance & Operations Manager

Mid-Columbia Economic Development District

Balance Sheet

As of October 31, 2017

	Oct 31, 17	Oct 31, 16
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	57,967.96	11,678.50
1015 · MCEDD MM	276,564.01	310,477.27
1020 · IRP		
1021 · IRP - Sherman	97,727.13	76,882.00
1022 · IRP - WA	47,634.11	65,574.68
1020 · IRP - Other	108,917.65	109,814.00
Total 1020 · IRP	254,278.89	252,270.68
1030 · Loan Funds		
1036 · EDA RLFs	165,038.35	184,566.79
1045 · Reg Strat	134,596.66	127,487.87
1050 · RBEG-OR	82,794.42	49,036.13
1055 · RBEG-WA	95,415.56	51,060.63
1057 · RBEG-KL	121,528.99	126,633.74
1067 · CDBG Microenterprises	79,665.32	61,258.87
Total 1030 · Loan Funds	679,039.30	600,044.03
1031 · Housing RLF	1,753,466.11	2,000,757.93
1070 · National Scenic Fund	1,400,047.55	1,235,753.39
Total 1000 · Bank Demand Deposits	4,421,363.82	4,410,981.80
1100 · CDS		
1121 · IRP Reserve	96,031.33	96,031.33
Total 1100 · CDS	96,031.33	96,031.33
1122 · IRP - DDM Product	542,660.63	629,971.53
1196 · OR Telecom Conference	30,096.36	34,361.69
Total Checking/Savings	5,090,152.14	5,171,346.35
Accounts Receivable		
1202 · Accounts Receivable	54,472.63	52,371.54
Total Accounts Receivable	54,472.63	52,371.54
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	7,500.00	18,333.33
1227 · Accrued Loan Interest	27,805.82	14,018.14
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accrd Int	-3,375.20	-1,418.75
1229 · Structured Accts Accr'd Int - Other	7,126.21	7,665.29
Total 1229 · Structured Accts Accr'd Int	3,751.01	6,246.54
Total 1200 · Receivables & Accruals	39,056.83	38,598.01
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,827,908.44	1,759,929.37
1321 · IRP - Sherman	150,899.82	173,284.62
1322 · IRP - WA	271,275.14	253,310.76
1331 · Housing RLF	250,000.00	0.00
1336 · EDA RLFs	545,684.12	506,836.79
1345 · Reg Strat	36,514.72	44,045.17
1350 · RBEG-OR	221,595.14	253,960.02
1355 · RBEG-WA	0.00	45,368.68

Mid-Columbia Economic Development District

11/22/17

Balance Sheet

Accrual Basis

As of October 31, 2017

	Oct 31, 17	Oct 31, 16
1357 · RBEG-KL/SK	5,164.45	0.00
1367 · CDBG Microenterprises	27,294.02	46,323.23
Total 1330 · MCEDD Loans Receivable	3,336,335.85	3,083,058.64
1370 · OIB Loans Receivable	1,486,579.65	1,629,982.63
Total 1300 · Loans Receivable	4,822,915.50	4,713,041.27
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-105,614.33	-118,027.66
1521 · IRP - SH Co	-9,520.35	-10,797.99
1522 · IRP - WA	-14,651.74	-14,476.77
1536 · EDA RLFs Allowance	-29,255.26	-35,290.15
1545 · Reg Strat Allowance	-2,223.05	-2,776.54
1555 · RBEG Allowance	-14,464.70	-18,584.67
1567 · CDBG Microenterprises	-1,827.70	-2,987.33
1575 · OIB Allowance	-45,000.00	-45,000.00
Total 1500 · Allowance for Doubtful Loans	-222,557.13	-247,941.11
Total Other Current Assets	4,639,415.20	4,503,698.17
Total Current Assets	9,784,039.97	9,727,416.06
TOTAL ASSETS	9,784,039.97	9,727,416.06
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	4,195.53	0.00
Total Accounts Payable	4,195.53	0.00
Other Current Liabilities		
2030 · Accrued Loan Payment	31,581.05	39,500.09
2035 · Accrued Interest Payable	5,334.62	4,185.11
2050 · PTO - Accrued	23,825.45	23,098.99
2070 · Health Insurance Payable	781.22	-6,898.89
2080 · Life & Disability Payable	0.00	-337.16
2090 · WC SAIF Ins	-138.79	-150.40
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	0.00	35.24
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	32.84	29.62
2115 · OR- SUTA Payroll Liabilities - Other	42.30	37.60
Total 2115 · OR- SUTA Payroll Liabilities	75.14	67.22
2120 · State Payroll Liabilities - Other	0.00	19.00
Total 2120 · State Payroll Liabilities	75.14	86.22
2100 · Payroll Liabilities - Other	0.00	4.00
Total 2100 · Payroll Liabilities	75.14	125.46
2800 · Deferred Revenue	15,768.33	13,333.33
Total Other Current Liabilities	77,227.02	72,856.53
Total Current Liabilities	81,422.55	72,856.53

Mid-Columbia Economic Development District

Balance Sheet

As of October 31, 2017

	Oct 31, 17	Oct 31, 16
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	477,503.25	514,805.20
2821 · IRP Loan Payable \$600,000	396,225.44	417,520.24
2822 · IRP Loan Payable \$750,000	600,226.72	625,806.66
2823 · IRP Loan Payable - Washington	289,826.46	299,967.25
2824 · IRP Loan Payable - Sherman	186,672.31	186,672.31
Total Long Term Liabilities	1,950,454.18	2,044,771.66
Total Liabilities	2,031,876.73	2,117,628.19
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	50,748.51	142,767.42
Total Equity	7,752,163.24	7,609,787.87
TOTAL LIABILITIES & EQUITY	9,784,039.97	9,727,416.06

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

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	352,024.30	377,158.00	-25,133.70	93.3%
4100 · Federal	37,119.30	58,258.89	-21,139.59	63.7%
4200 · State	7,296.64	9,738.50	-2,441.86	74.9%
4300 · Local Match	7,457.73	7,000.00	457.73	106.5%
4400 · Local Assessment	50,034.00	50,034.00	0.00	100.0%
4500 · Contract Reimbursement	97,401.41	116,616.64	-19,215.23	83.5%
4600 · Loan Interest	79,895.50	88,350.64	-8,455.14	90.4%
4700 · Loan Processing Fees	9,315.99	9,296.64	19.35	100.2%
4705 · Loan Filing Fees	900.12	2,622.28	-1,722.16	34.3%
4710 · Loan Late Fee	2,510.06	699.92	1,810.14	358.6%
4750 · Investment Interest	608.85	342.64	266.21	177.7%
4800 · Receipts - Other	1,533.93	1,666.64	-132.71	92.0%
4934 · In-Kind Revenue	0.00	6,119.00	-6,119.00	0.0%
4935 · In Kind - MM	0.00	0.00	0.00	0.0%
Total Income	646,097.83	727,903.79	-81,805.96	88.8%
Gross Profit	646,097.83	727,903.79	-81,805.96	88.8%
Expense				
5000 · Wages	139,576.53	153,010.64	-13,434.11	91.2%
5500 · Fringe Benefits	34,766.90	38,622.28	-3,855.38	90.0%
5700 · Payroll Taxes	12,131.28	12,353.36	-222.08	98.2%
6110 · Travel & Conference	4,479.68	9,199.36	-4,719.68	48.7%
6190 · Event Services	1,151.25	966.64	184.61	119.1%
6200 · Equipment	1,303.20	1,500.00	-196.80	86.9%
6300 · Supplies	5,284.59	8,851.36	-3,566.77	59.7%
6400 · Professional Services	6,567.46	57,561.20	-50,993.74	11.4%
6600 · Communications	4,335.61	5,341.72	-1,006.11	81.2%
6700 · Building Costs	6,207.95	7,804.48	-1,596.53	79.5%
6800 · Bonds & Insurance	1,493.00	3,410.00	-1,917.00	43.8%
6900 · Other Materials & Supplies	2,600.14	4,843.64	-2,243.50	53.7%
9000 · Indirect Spread	0.00	-0.16	0.16	0.0%
9600 · Transfer to/from Source	7,323.61			
Total Expense	227,221.20	303,464.52	-76,243.32	74.9%
Net Ordinary Income	418,876.63	424,439.27	-5,562.64	98.7%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	40,460.00	40,460.08	-0.08	100.0%
7500 · Carryover to Next Year	365,340.39	372,664.00	-7,323.61	98.0%
7600 · In-Kind Contractual	0.00	6,119.00	-6,119.00	0.0%
Total Other Expense	405,800.39	419,243.08	-13,442.69	96.8%
Net Other Income	-405,800.39	-419,243.08	13,442.69	96.8%
Net Income	13,076.24	5,196.19	7,880.05	251.7%

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

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2018	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	449,638	3,500	-	453,138	99.23%
	Budgeted Expenses FY18 (Excludes In-Kind)	456,569				
	Gap/Surplus	(6,931)				
PROJ CODE	SPECIAL PROJECTS DETAILS	FY18	NOTES			
	ANTICIPATED REVENUE					
519	Dallesport CDBG	17,500	Multi-year project			
525	GTA Wind Challenge	24,000	Increase of 2,000 for FY18			
526	MCCFL - CDBG	13,000	Multi-year project			
527	City of Antelope - CDBG	5,000	Multi-year project			
528	DWD Wastewater - CDBG	1,400	Multi-year project			
530	The Dalles Airport - Flex Space	6,000	Multi-year project			
531	AOC/Wasco Co	7,519	Multi-year project			
532	Cider Grant	38,954	Multi-year project			
533	TD Wastewater Plant	13,000	Multi-year project			
534	Crystal Springs	17,000	Multi-year project			
535	Eclipse	5,000				
549	CL-HR Enterprise Zone	2,500				
554	Sherman Co ED	40,000				
	Sherman Co Housing	2,000				
557	GTA Staffing	51,651				
559	Wasco Co EDC	50,000				
560	Oregon Connections	5,000				
570	OEDD Website	700				
571	Mobility Management	87,500	1st year of 2-year grant (includes local match)			
575	GTA Robotics	15,895				
582	HR EDG	7,000				
585	Commute Options	10,000	Contract increase of 2,000 for FY18			
587	HR Drive Less Connect - ODOT	22,465	1st year of 2-year grant (includes local match)			
599	Agora	5,554	Final year of multi-year grant			
536	CGWA Travel Oregon Grant	1,000				
	TOTAL ANTICIPATED REVENUE	449,638				
	PROPOSALS SUBMITTED					
	Columbia Gorge Health Community Grant	3,500				
	TOTAL PROPOSALS SUBMITTED	3,500				
	IN DEVELOPMENT					
	TOTAL IN DEVELOPMENT	-				
	DECLINED					
	TOTAL DECLINED	-				

MCEDD Dashboard

Loan Program	Target	Q2 FY2017 (Oct 1- Dec 31)	Q3 FY2017 (Jan 1-Mar 31)	Q4 FY2017 (Apr 1-June 30)	Q1 FY2018 (July 1 - Sept 30)
Lending Activity	\$215,000 loaned/quarter	\$ -	\$49,400	\$231,500	\$ 360,000
Loan Utilization Rate- All RLFs	75% or more	69.62%	65.40%	67.00%	69.75%
Loan Utilization rate- EDA RLFs	75% or more	*	69.42%*		81.20%
Loan Delinquency Rate (>30 days)	5% or less	25.90%	26.80%	24.69%	24.40%
Job creation and retention/\$ loaned	1 job/\$35,000 loaned	NA	1 job/\$8,233 Loaned	1 job / \$9,646 loaned	1 job/\$6,545 Loaned
Inquiries/outreach	20 inquiries/ quarter. 5 outreach visits/quarter	14 inquiries 6 outreach visits	18 inquiries 12 outreach visits	21 inquiries 8 outreach visits	13 inquiries 8 outreach visits
Reporting Completed on Time	All	All	All	All	All

Comments/Action Needed
Only includes funded loans
*Measured every 6 months. Report figures based on EDA calculations which includes committed funds.

Finance	Target	Q2 FY2016 (Oct 1- Dec 31)	Q3 FY2016 (Jan 1-Mar 31)	Q4 FY2017 (Apr 1-June 30)	Q1 FY2018 (July 1 - Sept 30)
Special Projects Revenue Gap	At or exceeding budget	13,397	13,397	18,380	(10,931)
Local Jurisdiction Participation	100%	100%	100%	100%	100%
Average days of accounts receivable	33	38.39	37.17	36.36	75.8
Operational YTD actual vs. budget by Revenue & Expenses	Revenue: 100% or more Expenses: 100% or less	Revenue: 86.25% Expenses: 85.61%	Revenue: 85.62% Expenses: 85.3%	Revenue: 80.38% Expenses: 79.15%	Revenue: 47.38% Expenses: 22.96%

Comments/Action Needed
With projects in the pipeline, this gap is anticipated to close
Payment from USDA outstanding from prior FY
17.13% of the 47.38% of Revenue is due to prior FY Carryover

Key: Yellow Highlight= Watch. Red Highlight= Action Needed.

Human Resources	Target	Q2 FY2017 (Oct 1- Dec 31)	Q3 FY2017 (Jan 1-Mar 31)	Q4 FY2017 (Apr 1-June 30)	Q1 FY2018 (July 1 - Sept 30)
Performance Evaluation Completed on Time	100%	100%	100%	100%	100%
Average Employment Length	3 years	5.7 years	5.95 years	6.20 years	6.12 years
Staff Training/Devel Participation	75%	100%	100%	100%	100%

Comments/Action Needed

Board of Directors	Target	Q2 FY2017 (Oct 1- Dec 31)	Q3 FY2017 (Jan 1-Mar 31)	Q4 FY2017 (Apr 1-June 30)	Q1 FY2018 (July 1 - Sept 30)
Board Meeting Attendance	75%	72%	52%	62%	64%
Meetings Lacking Quorum	0	0	0	0	0
Board Vacancies	0	1	0	0	0

Comments/Action Needed

Project Mgmt/ Regional Coordination	Target	Q2 FY2017 (Oct 1- Dec 31)	Q3 FY2017 (Jan 1-Mar 31)	Q4 FY2017 (Apr 1-June 30)	Q1 FY2018 (July 1 - Sept 30)
Number of objectives addressed from CEDS	2/quarter	7	6	7	7
Reporting Completed on Time	All	All	All	All	All

Comments/Action Needed

Key: Yellow Highlight= Watch. Red Highlight= Action Needed.

Memorandum

Date: December 8, 2017
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: MCEDD 2018 Meeting Schedule

Request

The proposed meeting calendar was anticipated to be on the Board consent agenda as it was approved for presentation by the Executive Committee. Following that action, however, staff realized the timing of a budget amendment requires a January meeting for the supplemental to be approved for the LINK addition. We therefore proposed the adoption of the meeting schedule, with the exception of moving the first meeting of the year from February 22, 2018 to **January 18, 2018**.



2018 MCEDD Board Meeting Schedule

* all meetings are held from 4:00 to 6:00 p.m. unless otherwise noted

Date	Location
Thursday, February 22, 2018 <i>Note: CEDS Project Prioritization</i>	Klickitat County
Thursday, March 22, 2018 <i>Note: Budget Process Approval, CEDS Adoption</i>	Hood River County
Thursday, June 14, 2018 <i>Note: FY 2018 Budget Adoption</i>	Klickitat County
Thursday, September 20, 2018 <i>Note: Annual Meeting, Elections</i>	Hood River County
Thursday, December 13, 2018 <i>Note: Audit Report</i>	Klickitat County



2018 MCEDD Executive Committee Schedule

Meets the first Wednesday of each month at 4:00 p.m. unless otherwise noted
MCEDD office or Teleconference number: 1-866-755-7677. Passcode: 799986.

Wednesday, January 3, 2018	Wednesday, July 11, 2018
Wednesday, February 7, 2018	Wednesday, August 1, 2018
Wednesday, March 7, 2018	Wednesday September 5, 2018
Wednesday, April 4, 2018	Wednesday, October 3, 2018
Wednesday, May 2, 2018	Wednesday, November 7, 2018
Wednesday, June 6, 2018	Wednesday, December 5, 2018



MCEDD Loan Administration Board Schedule

Meets the first and third Tuesday of each month at 8:00 a.m.
MCEDD office or Teleconference number: 1-866-755-7677. Passcode: 799986.

Memorandum

Date: December 6, 2017
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: LINK Asset Transfer

Request/Action

The MCEDD Executive Committee recommends adoption of Resolution 2017-6. This resolution would provide the necessary formal approval for transfer of the public transportation assets connected to the LINK public transportation from Mid-Columbia Council of Governments (MCCOG) to MCEDD.

Background

This resolution is required by the Oregon Department of Transportation (ODOT) to initiate the transfer. MCCOG has approved a similar resolution. The language includes required language to satisfy ODOT and the Federal Transit Administration (FTA). Valuations of the federal interest which are included in the asset list attached to the resolution have been provided by ODOT.

Attachments:

- Resolution 2017-6



RESOLUTION 2017-6

Approving Transfer of Public Transportation Assets from Mid-Columbia Council of Governments to Mid-Columbia Economic Development District

WHEREAS, the Mid-Columbia Council of Governments (MCCOG) will cease providing public transportation services on January 31, 2018; and

WHEREAS, MCCOG is seeking to transfer all assets and resources that support the operation of public transportation services to an eligible recipient for the continuation of the service; and

WHEREAS, the Mid-Columbia Economic Development District (MCEDD) is an eligible entity to receive these assets and to continue operations of public transportation services previously operated by MCCOG, and has expressed interest in obtaining those services from MCCOG; and

WHEREAS, upon approval from the Oregon Department of Transportation Rail and Public Transit Division (ODOT RPTD) and formal approval by MCCOG to transfer the assets shown in Attachment A and all responsibilities associated with the assets to MCEDD (said assets to include eight vehicles, a transit center, and electronic equipment); and

WHEREAS, these assets were purchased with funds from the Federal Transportation Administration (FTA) and ODOT RPTD; and

WHEREAS, the FTA retains an interest in seven of the eight vehicles, as they have not fully met established useful life standards for age and miles, and ODOT RPTD retains an interest in all of the vehicles as a first-lien holder until the vehicles are disposed, regardless of useful life. These vehicles may be transferred with prior approval from ODOT RPTD; and

WHEREAS, the FTA retains an interest in the transit center as it has not met established useful life standards for age. A restrictive covenant must be carried with the property assuring non-discrimination during the useful life of the property and stating that structures located on the property shall be solely used to support passenger transportation services that primarily benefit persons within Wasco County, Oregon. The transit center may be transferred with prior approval from ODOT RPTD; and

WHEREAS, the equipment may be transferred with prior approval from ODOT RPTD, and

WHEREAS, ODOT RPTD will oversee the transfer of these assets to MCEDD and will require the MCEDD to include these assets in MCEDD's equipment inventory records and to maintain the assets in accordance and compliance with the FTA and ODOT RPTD requirements.

NOW, THEREFORE, BE IT RESOLVED, that MCEDD intends to accept the transfer of these assets and their associated responsibilities from MCCOG on January 31, 2018, and to fulfill all obligations and execute all necessary documents and restrictions to complete the transfer.

ADOPTED THIS 14th DAY OF DECEMBER, 2017.

ATTEST:

MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT

Lauren Hernandez, Office Administrator

Ken Bailey, Chair

Attachment A: Assets to Transfer from Mid-Columbia Council of Governments to Mid-Columbia Economic Development District

Table 1: MCCOG Assets for Transfer to MCEDD

Vehicle Identification Number	Year	Make/ Model	Date Placed in Service	Minimum Useful Life	Remaining Federal Interest Based on Miles
1FDFE4FS9ADA01293	2010	Ford Eldorado Aerotech 220	12/10/2009	5 years / 150,000 miles	\$10,988.24
1FDFE4FS5ADA01291	2010	Ford Eldorado Aerotech 220	12/29/2009	5 years / 150,000 miles	\$6,790.69
1FDFE4FS7ADA01292	2010	Ford Eldorado Aerotech 220	12/29/2009	5 years / 150,000 miles	\$11,764.19
5TDJK3DC7BS007564	2011	Toyota Sienna	8/18/2010	4 years / 100,000 miles	\$10,394.96
1FDFE4FS5BDA56051	2011	Ford Glaval	7/5/2011	5 years / 150,000 miles	\$15,967.88
1FDFE4FS7BDA56052	2011	Ford Glaval	7/5/2011	5 years / 150,000 miles	\$27,947.98
1FDFE4FS3EDA05698	2014	Ford Elkhart EC11	2/11/2014	5 years / 150,000 miles	\$28,363.73
2D4GP44L56R768404	2006	Dodge Caravan	10/1/2006	4 years / 100,000 miles	No remaining interest – past useful life in years and miles

Table 2: MCCOG Facilities for Transfer to MCEDD

Facility	Lot Size/Acres	Square Footage	Date Placed in Service	Useful Life Date	Remaining Federal Interest
Transit Center 802 Chenoweth Loop Rd, The Dalles, OR 97058	2.01	3,652	6/1/2016	6/1/2056	\$1,216,060

Table 3: MCCOG Equipment for Transfer to MCEDD

Equipment	Serial Number	Date Placed in Service	Useful Life Date	Remaining Federal Interest
MS Win Server 2008 R2	License	6/27/2013	6/27/2018	No remaining interest – Valued at less than \$5,000
IBM Rackmount Server Xen 6C ES-2420 80W	KQ8R8HN	6/27/2013	6/27/2018	No remaining interest – Valued at less than \$5,000
Quantum LTO-5 HH Tape Drive	HU1324W6RS	6/27/2013	6/27/2018	No remaining interest – Valued at less than \$5,000

Memorandum

Date: December 7, 2017
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: MCEDD Transportation Administration Board Positions

Overview

The MCEDD Transportation Administration Board (TAB) was created by board resolution at our last meeting. It is intended to operate MCEDD's regional transportation initiatives as well as the LINK transportation system, under board-adopted policies and procedures.

This unpaid committee is composed of at least three (3) MCEDD Board members and up to four (4) non-board transportation advocates. The following have expressed interest in serving as members of the initial TAB:

- Rod Runyon, MCEDD Board
- Dana Peck, MCEDD Board
- Perry Thurston, MCEDD Board
- Tyler Stone, non-board transportation advocate, Wasco County
- Steve Lawrence, non-board transportation advocate, City of The Dalles

Recommendation:

The MCEDD Executive Committee recommends appointment of all applicants serve on the MCEDD Transportation Administration Board:

- Rod Runyon, MCEDD Board
- Dana Peck, MCEDD Board
- Perry Thurston, MCEDD Board
- Tyler Stone, non-board transportation advocate, Wasco County
- Steve Lawrence, non-board transportation advocate, City of The Dalles

MEMORANDUM

Date: December 8, 2017
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Policies Updates for Transportation Transfer

Overview

The MCEDD Board authorized staff to proceed in the transfer of the LINK public transportation system to MCEDD. In order to do so, there are a couple of required Department of Transportation policies to which we must adhere. We have a number of those policies already in place due to MCEDD operations or our work with Mobility Management. Those without changes include our Title VI policy and public records policy. Certain policies require adoption or updates, including our Personnel Policy and addition of a Drug/Alcohol policy.

Drug/Alcohol Policy

MCEDD has a drug and alcohol policy statement included in our personnel policies. This statement is appropriate but needs to include reference to a Drug and Alcohol policy specific to those operating in safety sensitive positions at the LINK. In addition, MCEDD needs to adopt that Drug and Alcohol policy in accordance with Department of Transportation requirements. MCEDD staff reviewed the following policies:

- MCCOG's current drug/alcohol policy as contained in their personnel policies.
- Special District Association of Oregon's sample drug/alcohol policy for all staff and for programs operating with funding through the Department of Transportation.
- Central Oregon Intergovernmental Council's drug and alcohol policy specific to their public transit system.

The MCEDD Executive Committee authorized staff to present a modified version of COIC's policy as it is the most recently updated to remain in compliance with DOT regulations. As this decision was made at the December 7, 2017 Executive Committee meeting, staff is actively working on a draft document that will be sent to the board for initial consideration a few days in advance of the meeting.

Personnel Policy

The personnel policy requires certain amendments which were not precipitated by the LINK addition but by general updates needed including FMLA/OMFLA requirements and revisions to the Employee Assistance Program to match our current provider options. There are others such as driving while on MCEDD business which are precipitated by the LINK addition. These updates were influenced in part through discussion at the December 7, 2017 Executive Committee meeting and we will send a draft document to the board for initial consideration a few days in advance of the meeting.

Request

Approval of updated personnel policies and a new drug and alcohol policy.



Executive Committee Report **(December 2017)**

The MCEDD Executive Committee met in November and December to address business of the District. During these months, the activities of the committee included the following:

- Approved working with the Four Rivers Community Corporation Board to provide an administrative home at MCEDD for the 501c3.
- Reviewed the Best Practices Checklist from our insurance carrier. The checklist focused on employment practices this year. There were no deficiencies.
- Provided feedback on potential requests for resources to economic development and business efforts related to recovery from the Eagle Creek fire.
- Authorized MCEDD as co-sponsor for the REEDS Rural Energy and Economic Development Seminar in Olympia, WA.
- Discussed the Columbia River Gorge Commission's Gorge 2020 Management Plan and the economic development component. Provided direction to MCEDD staff on developing comments related to the formation of the economic vitality advisory group.
- Analyzed changes with Mid-Columbia Council of Governments and the LINK transportation program. Provided recommendations for creation of a Transportation Administration Board and approving transfer of the LINK to MCEDD.
- Discussed recommendations for ODOT-required policies and updates to MCEDD personnel policies.
- Authorized submission of an application to Travel Oregon and MCEDD acting as fiscal agent for the Gorge Hubs.
- Discussed projects for university center research assistance, including a rural schools reutilization memo and options to support longer term assessment of our loan program impacts.
- Approved travel for Carrie Pipinich to attend CiderCon.

**Executive Director’s Report
Prepared for December 2017 Board Meeting**

Economic Development Administration, Regional Economic Development

- **Annual Economic Symposium:** The Symposium was well attended with more than 100 individuals participating in the conversation. My appreciation to Jessica Metta and Jacque Schei for their coordination efforts on this event. Presentations are now posted and available at: <http://www.mcedd.org/strategy/get-involved/economic-symposium/>. The event was followed by a tour of SDS Lumber and WKO, coordinated by the Skamania EDC for state and legislative staffers. The annual symposium featured:
 - Welcoming Remarks: Ken Bailey, MCEDD Chair and Orchard View Farms
 - Keynote Speaker: Jason Spadaro, SDS Lumber, Discussing Trends in the Regional Economy
 - Regional Economist Dallas Fridley presenting the most recent data on employment, wages and growing and declining industries.
 - Panel Session: Relevance of the forest and wood products sector. Moderated by Lisa Naas-Cook. Includes Jon Paul Anderson (High Cascade/WKO Inc), Jay McLaughlin (Mount Adams Resource Stewards), Jeff Nelson (Nelson Brothers Engineering), Trevor McConchie (Washington DNR), Emily Platt (US Forest Service), Bob Sourek (Bear Mountain Forest Products) and Wayne Vineyard (Port of Klickitat, retired Hancock Timber Resource Group)
 - Summary and Connection to the regional strategy. Our intention is to use the information from this session to draft a more detailed forest products section of the regional strategy and to update the demographics section.
- **Legislative Updates:** Our national association, NADO, provides regular calls with members to discuss federal activities that impact our programs. Given that the continuing resolution is set to expire December 8, 2017, the Association will schedule the next call quickly if needed. *I will provide updated information at the Board meeting.*
- **Agora Investment Platform:** We are mid-way through the pilot of Agora’s expansion into other regions. Agora is an online marketplace designed to advance community and economic development priorities. The Platform was created in partnership with MCEDD and we own a segment of the intellectual property. In December, MCEDD convened a meeting with representatives from Meyer Memorial Trust, Regional Solutions, USDA Rural Development and Economic Development Districts to discuss the future of Agora. For MCEDD it has had value in our CEDS process. For all partners, there was statement that the premise for Agora had continuing relevance for their work and partners identified an even accelerated need for the tool. Given that technology changes quickly, however, the partners will assess if Agora is still the most appropriate tool, needs to be scaled back or if there are other products on the market.
- **Economic Development District Association:** The Association meets bi-monthly with District Directors, partners and federal agencies. The December meeting included a joint conversation with Oregon Regional Solutions and discussion with the Port of Portland on Terminal 6 plans.



Panel at the 2017 Symposium

Business Assistance Division

- **Officer Election:** The MCEDD Loan Administration Board re-elected officers with Scott Clements as chair and Bob Hamlin as vice-chair.
- **Funds Balance:** An increase in loan activity is bringing down the available to loan balance to approximately \$750,000.
- **Investment Boards:** There has been an increased level of support for obtaining the initial authorized but unappropriated funds for the Oregon and Washington Investment Boards. Oregon Governor Brown's Eagle Creek Recovery Council sent a letter to the congressional delegation encouraging support for obtaining the remaining authorized, unappropriated funds for the Oregon and Washington Investment Boards. The congressional delegation sent a letter to the Secretary of Agriculture (attached). The letter has bi-partisan, bi-state support.
- **EDA RLF Funds:** The US EDA released the Final Rule implementing the transition to an RLF risk-based performance system for programs using their funding. A portion of MCEDD's RLF funds originated through EDA. In response to the draft rule, MCEDD expressed concerns about the shift to this system as it seem to run counter to the purpose and intent of the RLF program. We highlighted concern about the administrative burden and encouraged establishing a working group to garner guidance and feedback from RLF recipients in the design of the framework for this new system. EDA is planning to host a public webinar and MCEDD staff will be discussing the status with the Loan Administration Board. MCEDD's risk analysis rating will be set with the March 31, 2018 report submitted to EDA.
- **Eagle Creek Recovery Council:** MCEDD staff is participating on the Council to advise on business needs for recovery and options available through our office.
- **RLF Impact study:** MCEDD requested assistance from the University of Oregon's Consulting Group for research and technical assistance to conduct a study of the long-term impact of MCEDD's business loan program. The project was accepted and research will be funded largely with resources under the Economic Development Administration University Center grant. The scope of work for this project was included in the December Executive Committee packet.

**For additional information on our Business Assistance activities, please see the Loan Committee Report (blue enclosure).*

Project Management; Industry Development; Grant Administration

- **CGBREZ:** The Columbia Gorge Bi-State Renewable Energy Zone will host a joint meeting with the Community Renewable Energy Association (CREA) in December. CGBREZ will discuss a repowering memo drafted by the government affairs specialist David Van't Hof. Staff will also discuss the scope of work for the consultant and discuss any changes that may be needed. An update will be provided at the board meeting if there are significant modifications made to the agreement.
- **CREA:** CREA is scheduled to approve a transfer of financial management to MCEDD. Previously they had been served by the Mid-Columbia Council of Governments (MCCOG).
- **REEDS:** At the request of RNP, MCEDD will co-sponsor the REEDS (Rural Energy and Economic Development Seminar) in Olympia, WA. There is no financial contribution required, only coordination time and assistance in providing information on how renewable energy impacts rural economies. It is a good opportunity to have presence in Olympia on this topic.

- **Gorge 2020 Management plan update.** One of the focus areas of the Columbia River Gorge Commission’s Management Plan update is “economics.” MCEDD submitted comments related to this focus area and the need to align with MCEDD as the regional economic development entity. We also requested an open and transparent process, formal representation and other factors consistent with the direction of the Executive Committee and MCEDD Board.
- **City of Rufus:** The City is currently receiving financial reporting support from MCCOG. As that entity ends service, we have met with City staff and the Mayor to discuss options for MCEDD to support.

**For additional information on our Project Management activities, please see the Staff Reports (salmon enclosures).*

Operations

- **Personnel:** MCEDD welcomes Lauren Hernandez as our new Office Administrator and Siri Olson as our new Finance and Operations Manager. Sherry Wickert retired November 30, 2017. We wish her well!
- **Training/Conferences:** Kathy Fitzpatrick attended ODOT grant management and reporting training as well as the Oregon Transportation Conference, with costs covered through a RTAP scholarship. Siri Olson attended WSDOT training and is taking advantage of resources offered through a NADO EDA workshop. Eric Nerdin participated in the Enterprise Zone workshop. Jessica Metta is attending the Oregon Economic Forum, with our appreciation to Key Bank for their support. I attended the NADO Annual Training conference and Oregon Business Summit.
- **Four Rivers 501c3 and MCEDD Oregon Center 501c4:** MCEDD staff met with MCCOG staff to discuss the transition of the Four Rivers 501c3. Our 501c4 members have agreed to dissolve the MCEDD Oregon Center following adoption of the 501c3.
- **Building:** Roofing work has been underway at the building we lease in downtown The Dalles. It should be the final work required after a roof failure in the 2017 winter storms caused flooding in our office.
- **NADO:** I was recently elected to the Board of Directors for our National Association of Development Organizations.



*Farewell Sherry!
(pictured with her
husband, Steve)*

Congress of the United States

Washington, DC 20510

November 21, 2017

The Honorable Sonny Perdue
Secretary
U.S. Department of Agriculture
1400 Independence Ave., S.W.
Washington, DC 20250

The Honorable Mick Mulvaney
Director
Office of Management and Budget
725 17th Street NW
Washington, DC 20503

Dear Secretary Perdue and Director Mulvaney:

We write to you today regarding the Columbia River Gorge National Scenic Area (Scenic Area), which spans the Columbia River Gorge in southern Washington and northern Oregon. We ask that you include funding for economic development grants for the Scenic Area in your Fiscal Year 2019 Budget Request.

The Columbia River Gorge National Scenic Area Act, passed in 1986, aims to protect the nationally significant Columbia River Gorge for future generations. This 292,500 acre area, spanning the Columbia River from the mouth of the Sandy River, past the mouth of the Klickitat River, and to the mouth of the Deschutes River, is renowned for its spectacular beauty and is a popular destination for travelers, business professionals, and tour groups alike. The Scenic Area encompasses an incredible combination of ecosystems, wildlife, farmland, cultural sites, and communities.

Unfortunately, this area did not escape the wrath of this year's devastating fires when, on September 2nd, the Eagle Creek fire started near the community of Cascade Locks, OR. The fire quickly spread and even crossed over the Columbia River where it started burning near Skamania, WA. The Eagle Creek fire threatened homes and businesses, forced the evacuation of communities, shut down major roads and Interstate 84 for weeks, and choked the air with smoke. This fire also started during Labor Day weekend, which is one of the busiest weekends for businesses, and the economic loss will affect the Scenic Area in the years to come.

When the Columbia River Gorge National Scenic Area was enacted, the law required that the federal government provide the Scenic Area with economic development grants. These grants are given to the Oregon and Washington Investment Board and the funds are evenly split between Oregon and Washington. However, the federal government is still authorized to provide the Scenic Area with \$2 million.

As the region begins to recover, it is important that the federal government work to meet the obligations agreed upon when the Columbia River Gorge was designated as a National Scenic Area. The \$2 million could provide businesses with low-cost loans to help address lost revenue and cover unexpected expenses that arose from the fire. The funds could also help repair vital infrastructure that tourists rely on for recreational activities like hiking, biking, camping, and

fishing. The sooner these repairs are made the faster these communities can get back on their feet. This is critical given that the region attracts over 2 million annual visitors through unique recreational activities and tourist attractions, generating significant economic activity in the region.

As you continue to work on your Fiscal Year 2019 Budget Request, we encourage you to include the \$2 million in economic development grants. This will not only fulfill the federal government's obligation, it will help recover the region's economy and promote future economic development. In addition, we encourage the USDA to use economic development programs and accounts under USDA Rural Development's purview to allocate these funds to the Oregon and Washington Investment Board. Thank you for your consideration of our request.

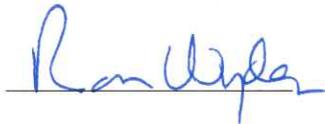
Sincerely,



Jeffrey A. Merkley
United States Senator



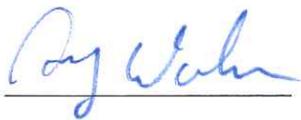
Patty Murray
United States Senator



Ron Wyden
United States Senator



Maria Cantwell
United States Senator



Greg Walden
Member of Congress



Jaime Herrera Beutler
Member of Congress



Earl Blumenauer
Member of Congress

To: MCEDD Board of Directors

From: Jessica Metta

Date: December 1, 2017

Re: Deputy Director's Report

Deputy Director Duties

Jessica supported the Executive Director in planning the Economic Symposium, staffing support and in representing MCEDD in the community.

Sherman County Economic Development

The following activities are the result of the Sherman County contract with MCEDD for economic development services.

- **Joint Broadband Requests:** With the assistance of Carrie Pipinich, Jessica is continuing to assist the Sherman County cities and Biggs Junction in considering a joint request to develop fiber to the homes in the cities. A resident survey was widely distributed and Jessica and Carrie provided two informational community meetings about the project. They are now helping the cities develop a Request for Proposals for internet service providers to develop the last mile infrastructure to connect the cities of Sherman County.
- **Grant Writing:** Jessica continues to research federal, state and private grant opportunities open to Sherman County and focused on potential sources for the County's CEDS projects.
 - Jessica submitted a Ford Family Foundation grant for the Wasco School Events Center to complete necessary facility improvements. The grant was unfortunately denied at a staff level with the ability to resubmit if more community support is provided as match.
- **John Day River Territory:** Jessica continues to participate on behalf of Sherman County on the Steering Committee for the JDRT, the regional destination marketing organization covering Sherman, Gilliam, Wheeler and Grant Counties. Jessica is leading a sub-committee to implement a \$5000 Travel Oregon grant to install tourist welcome kiosks at each of the gateways into the John Day River Territory. The kiosks have been constructed and installation will likely be this winter, weather cooperating.
- **Housing Assistance:** Jessica continued to promote the Sherman County rental housing incentive program and researched options to expand the program to allow for rehabilitation of existing structures. She is helping the County review a similar program in Morrow County for possible replication.
- **City Assistance:** Jessica attended the Oregon Main Street Conference on behalf of the cities of Sherman County. She hosted a quarterly coordination meeting of the four cities and presented information learned at the conference, issued



Completed JDRT Tourism Information Kiosks Ready for Installation

a joint RFP for Code Enforcement Services which did not generate responses, and researched city staff training opportunities for the cities.

- **Other Assistance:** Jessica met with two businesses in Grass Valley, researched topics to support the Wasco School Events Center, met with downtown event organizers in Moro to support their efforts, is assisting the County in tracking the application status for the Biggs Water System loan from USDA, and is assisting the CEDS project prioritization process for the County.

Gorge Technology Alliance

The following activities are the result of the GTA contract with MCEDD for project management services.

- **Meetings and Events:** Jessica continues to host several monthly events for education and networking opportunities as well as events specifically for CEOs and human resources managers. MCEDD Board members are always welcome to attend as a sponsor of the GTA. The next big event is the Winter Party and Awards Ceremony on Dec 12, 5:30pm at Springhouse Cellar Winery (13 Railroad Ave. in Hood River) with dinner provided. Please RSVP to Jessica. The GTA has launched a Gorge Women in STEM group with Jessica's guidance. Quarterly events will be planned with an online communication network to support women STEM professionals in the region.
- **Strategic Planning:** Jessica assisted Scheinberg Consulting and the GTA Board in completion of a new three-year strategic plan for the organization with funding support from a Ford Family Foundation grant. The plan was approved in October and four new committees have been meeting to begin the work around the updated goals: 1. Strengthen STEM education. 2. Increase success of member businesses. 3. Increase visibility of the Gorge as a center for high tech innovation and commerce. 4. Increase the GTA's impact and influence by increasing organizational and programmatic capacity. Jessica is also assisting a Board Operations Committee in updating how the Board functions.
- **STEM Education Support:** Jessica is holding a 50/50 raffle fundraiser for the college scholarship fund at the Winter Party. She is also hosting the FIRST LEGO League (FLL) robotics tournaments in the region on Dec 2, 9 and 10. Jessica and Jacque have begun preparations for the annual Wind Challenge event in March 2018 with financial support from Google. Jessica also continues to participate on the Leadership Team for the STEM Hub funded by Oregon to improve STEM education in the MCEDD region.
- **Membership and Sponsorship Drive:** Jessica assisted the GTA in its annual membership and sponsorship renewal drive in October. A number of sponsors have increased their support in acknowledgement of the GTA's continued improvements.



Students present their robot to judges at the GTA's FLL Tournament on December 2, 2017.



To: MCEDD Board of Directors
Date: December 4, 2017
From: Carrie Pipinich, Project Manager
Re: Project Management Report

Broadband

- **Wasco County:** Carrie has continued to work with Q-Life and the City of Maupin to move the fiber project forward. Two responses to requests for information from the State have been submitted. The programs include the Regional Infrastructure Fund and the Rural Broadband Capacity Pilot Program. Next steps with these programs are still being developed. In addition to seeking funding, the City of Maupin has undertaken some of the underground work themselves to reduce overall costs.
- **Sherman County:** The cities in Sherman County indicated interest in exploring development of an RFP for broadband network build outs in their communities. To support this effort staff have worked closely with the Cities to conduct a demand survey and host two community forums. The results of these efforts indicated significant concern about the speeds and reliability of broadband service available in Sherman County. A Draft RFP has been developed and is being reviewed by the four cities as well as Sherman County. Staff worked with the County to support a funding request to the Rural Broadband Capacity Pilot Program to support development of improved networks as well.
- Staff submitted a response to the Rural Broadband Capacity Pilot Program for \$50,000 in funding to support dedicated staff time and other potential expenses associated with development of a regional broadband plan that focuses on identifying and addressing access and utilization challenges as well as seeking resources to complete projects to meet these needs.
- **“Networks of the Future” Conference:** Carrie is lead staff support for the Oregon Connections Conference which was held October 19 and 20 at the Hood River Inn this year. Futurist Steve Brown is the keynote speaker. Additionally, this year there were several panels that focused on the continued urban/rural digital divide and strategies to address it moving forward. Details and a video of the Keynote and related panel discussion are available at oregonconnections.info.
- **Gorge Broadband Consortium:** The next Gorge Broadband Consortium discussion will be held on December 15, 2017 in The Dalles, Oregon. This meeting is a good chance to network with communities around the region interested in improving broadband service and internet service providers that work in our region in addition to hearing updates on policies, programs, and activities pertaining to broadband access in our area.

Wasco County Economic Development Commission (EDC):

- The October meeting of the EDC was held in Shaniko, and provided an opportunity for the EDC to learn more about needs for this small community. Due to their size, Shaniko has challenges with capacity for seeking and managing grants for projects ranging from infrastructure to historic preservation. Additionally, the group followed the meeting with a tour of the Young Life Facility at Washington Family Ranch, south of Antelope.



- **EDC Committee Highlights:**
 - **Wamic/Pine Hollow:** Staff has continued to work with WWSA staff to support information gathering with a circuit rider in preparation for a funding request. Additionally, WWSA is working to address some compliance challenges on with their waste water system, and staff is supporting the WWSA Board as they develop their approach to this challenge.
 - **Dufur:** The Dufur Committee has three focus areas that continue to move forward. In conjunction with the Dufur Chamber, MCEDD has issued a Request for Proposals for the development of a community brand with support from the Travel Oregon grant awarded this fall. In addition, the City and the transportation working group in Dufur was awarded DLC/ODOT's Transportation Growth Management Education and Outreach Program grant. The School District is also beginning development of a Safe Routes to School Plan with support from Commute Options and the local working group. Lastly, the City of Dufur participated in a one-stop meeting in November to review potential funding options identified in their recently completed water and waste water system plans.
- Staff is working with the City of The Dalles staff to explore opportunities to access state brownfield funding to conduct an initial assessment of brownfield needs in The Dalles with a focus on the downtown area. This effort will develop a better understanding of the challenges around contamination that could impact redevelopment of sites.
- **Community Enhancement Projects:** The CEP process is getting underway in preparation for development of the 2018 list early in the New Year. Staff is working with EDC Commissioners and local organizations to support updates to projects on Agora.
- Staff was able to participate in the League of Oregon Cities Small Cities gathering for our region in September. The meeting was held in Maupin and focused on updates from the Solar Eclipse. The next meeting will be held December 21, 2017 in Dufur. Staff is working closely with Business Oregon regional representatives to present to the group on the infrastructure project planning and funding processes.

Fermentation Cluster:

- **Cider Marketing Development:** The Gorge Cider Society has begun the process to refine the Gorge Cider Route in preparation for the 2018 version to come out in the spring. Additionally, they are exploring smaller events and tastings held throughout the year in partnership with local cideries and additional engagement around larger regional events to draw attention to cider.
- **Gorge Cider Society Organizational Development:** Staff and the Advisory Committee presented a membership structure to the cideries that incorporates both dues and engagement with the group as requirements for membership. In addition, they presented a draft budget that focuses on marketing activities and continuing the Cider Route.
- **Columbia Gorge Winegrowers:** Staff collaborated with the CGWA to submit an application for CGWA's Gorge Wine Brand Development project that will create a clear brand for Gorge Wine Country, develop marketing assets for use during its roll out via social media and the CGWA's website as well as through additional public relations capacity for CGWA. This project was funded and an RFP issued in early November. Staff is supporting CGWA with grant administration during the project.

Hood River Economic Development Group

- In October the EDG discussed recovery efforts from the Eagle Creek Fire and received updates on the Governor's Recovery Council's work. In November, the group toured the Duckwall Fruit facility. Duckwall is the third largest pear processing facility in the Northwest, and employs as many as 350 people at the peak of their season. The group learned about the role packing houses play in the fruit market and discussed impacts of the Underwood Fruit fire earlier this fall.



To: MCEDD Board of Directors
From: Jacque Schei, Project Manager
Date: November 27, 2017

Re: Project Manager's Report

For the following projects, Jacque serves as a main contact to coordinate grant activities, ensures grant recipients meet the conditions of the grant contract, monitors progress of the project, and ensures that contractors fulfill contractual obligations.

Community Development Block Grant (CDBG) Support

Wasco County/MCCFL: MCEDD has an agreement with Wasco County to serve as the Grant Administrator for a CDBG grant (\$2,000,000) to support MCCFL in building a Community Mental Health facility to serve the citizens of Wasco County and surrounding counties as needed. The County advertised requests for bids for the construction of the building on September 13, with bid opening set for October 18. The County received two bids, but after discussion with the MCCFL Board, decided both bids were over the budgeted amount available and rejected all bids. The County is working with MCCFL to determine next steps which will include a re-advertisement for a request for bids at some point in the next several months. This may include a redesign of the building.

City of Antelope: MCEDD has an agreement with the City of Antelope to serve as the Grant Administrator for a CDBG grant (\$1,025,515.79) to support construction of its transmission mains, adding a water storage reservoir, and upsizing the water mains in the distribution network. The project has contracted for two separate cultural resources surveys and during each, tools and other stone artifacts were found at the site planned for the reservoir. The project engineer is working with the survey team and the State Historic Preservation Officer to finalize a location for the reservoir within the survey sites that is suitable for all parties. The project will also be submitting a Letter of Intent to the Drinking Water State Revolving Fund for the additional costs associated with the survey, archaeological monitoring needed during construction, additional design work, and to account for an increase in construction costs since the time of the original application.

Dallesport Water District (DWD): MCEDD has an agreement with DWD to serve as the Grant Administrator for a CDBG grant to support development of a wastewater facilities plan and a second agreement to support grant administration for a separate CDBG/USDA funded project for water improvements, both for the community of Murdock, WA. Regarding the wastewater project, a resolution adopting the plan has been approved and the project is now in the closeout stage. Regarding the water improvement project, Phases I, II and the well drilling of Phase III are complete and work on the final phase (well and well improvements) started in late September.

Economic Development Administration (EDA) Grant Support:- Columbia Gorge Regional Airport: MCEDD has an agreement with the City of The Dalles to support grant administration for an EDA grant (\$625,000 - awarded to the City and Klickitat County) to support construction of a 12,600 square foot building at the Columbia Gorge Regional Airport. The building will be

used as hangar and office space for regional businesses, such as the Life Flight Network. Construction has started on the project. The building is nearing completion and construction is expected to be done in mid- to late December. The project will then need to go through closeout procedures.

State Revolving Loan Fund Project Support

Crystal Springs Water District (CSWD): CSWD has secured a Safe Drinking Water Revolving Loan Fund (\$3,743,000 loan and \$500,000 forgivable loan) for the Mid-Valley Reservoir and 13,000 ft of pipe replacement. MCEDD has signed an agreement with the CSWD to support grant administration tasks and labor standards management for their project (total agreement amount \$35,000). CSWD is currently working on the environmental review phase of the project as well as land acquisition for their reservoir site.

City of The Dalles Wastewater Plant Upgrade Project: The City of The Dalles applied for a \$2M Clean Water State Revolving Fund loan from DEQ in support of an \$11M project to upgrade their wastewater treatment plant. MCEDD has an agreement with the City (\$23,000) to support labor standards management on the project. The funds require compliance for all components with federal standards. Construction on the project has started. The end date of the project has been pushed back to March 2018 and it is likely additional work will be added to the project.



To: MCEDD Board of Directors

Date: November 30, 2017

From: Kathy Fitzpatrick, Mobility Manager

Re: Mobility Management/Transportation Report

Gorge Translink Alliance

MCEDD's Mobility Manager coordinates the Alliance which seeks to enhance regional connectivity and develop a seamless network of transportation services in the five-county region.

- MCEDD secured increased funding for the Gorge TransLink Alliance Mobility Manager program through ODOT. This increase over the prior biennium will support strategic assessment of public transportation capacities with the new resources through the Oregon Transportation Package (HB 2017). MCEDD leverages funds from WSDOT to fund the Mobility Management position.
- Kathy is working with the Gorge TransLink Alliance to develop an RFP for the redesign of the website. The website is a primary tool for providing transportation service information, schedules, and resources to clients and regional stakeholders, to highlight regional connectivity, and to market programs in way that will increase ridership. The next Gorge TransLink Alliance meeting will feature a presentation of website templates and plug-ins that have been developed for public transit agencies and alliances like the Gorge TransLink Alliance. A representative from [Trillium Solutions Inc](#) will give the presentation. Check out this example of what the new website could do: <http://www.nworegontransit.org/>
- Everybody Rides Campaign Project: The Everybody Rides Campaign will provide enhanced awareness of available public transportation resources throughout the five county region. The grant application for this project has reached the final level for approval from the Columbia Gorge Health Council.
- Kathy participated in a workshop designed to guide WSDOT's strategic planning process that includes Economic Prosperity as one of WSDOT's new goals. WSDOT is asking for regional input into strategies that will tie transportation investment decisions more directly to the promotion of economic vitality.
- Kathy has also been meeting individually with the Public Transportation Service staff for each county to learn about each provider's assets, challenges, and goals in order to provide support for individual needs while identifying opportunities to collaborate regionally. She is working closely with these representatives to help further strategic plans and goals, promote services, and identify new funding sources.
- Kathy is helping to coordinate and plan for the new Columbia Area Transit, Columbia Gorge Express, and the Mt. Adams Transportation service expansions scheduled for 2018.
- Kathy is working with the Historic Columbia River Highway Advisory Committee, ODOT, the Columbia Gorge Tourism Alliance, the Columbia Gorge Express, and the West End Transit (Skamania County) to plan for the potential trail, road, and parking closures on the west end of the Columbia River Gorge due to the Eagle Creek Fire and the potential for increased congestion on the Washington west end.

Drive Less Connect

MCEDD contracts with Commute Options to conduct transportation demand management outreach to employers in Wasco and Sherman counties. MCEDD also receives grant funding from ODOT to support the State's Transportation Options Plan and to promote the use of the Drive Less Connect platform to Hood River County employers.

- The 2017 Drive Less Challenge Statewide Campaign was a success and a great opportunity to promote regional public transit, the Drive Less Connect program, and active transportation benefits to the general public and to employers such as Insitu, MCMC, Providence Hood River, Google, and Mt. Hood Meadows.
- Commute Options dedicated more funds for the Mobility Manager contract to increase the number of Commute Options Partnerships and to increase the outreach to existing partners like MCMC. Kathy has already seen a 70%-100% growth in the numbers of active employees of the targeted existing partners.
- Kathy is working with employers like Google to expand their existing Drive Less Connect Employee Benefit programs.
- Kathy and the new Executive Director for CAT are meeting with employers in the Hood River and White Salmon areas to explore possible public and employee commute options from Portland. [Gray Line of Portland](#) has indicated some interest in the project.
- The [Hood River County Energy Plan](#) is open for public comment. The plan is a blueprint to help the county save on energy costs, become more resilient to rising energy prices and natural disasters, and create significant environmental and public health benefits. The Mobility Manager staff contributed to the draft plan, supporting goals that include regional public transit and active transportation modes.
- Kathy is working with Commute Options to coordinate a Safe Routes to School program for North Wasco County District 21, which may become the marquee project for the [Blue Zones The Dalles](#) team. Read more about the project in The Dalles Chronicle: <http://www.thedalleschronicle.com/news/2017/nov/29/workaround-sought-school-traffic/>

NADO: Technical Assistance Award for Eastern Klickitat County Transportation Study

Our national association, NADO, received USDA funding to research solutions to challenging rural transportation needs in certain areas of the country. They included research of the transportation needs in the vineyard and winery cluster in eastern Klickitat County as part of their scope of work. NADO will do the research necessary to develop options and recommendations for transportation solutions. MCEDD is partnered with Klickitat County Economic Development on this work.

Association of Oregon Counties Pilot Project Completed

The purpose of this project is to implement the recommendations resulting from the AOC/ODOT North Central Region's Coordinated Human Services Transportation Pilot Project that focused on the needs of Limited English Proficiency (LEP) individuals in Hood River and Wasco Counties. This successful partnership with the Next Door Inc. produced cultural and language trainings for Link and CAT staff and community outreach tools including a travel training program for Community Health Workers, plain language guides installed in appropriate locations, and two very well-received radio novellas.