



Executive Committee Meeting
Wednesday, May 4, 2016
4:00 P.M.

MCEDD Office
515 East Second Street
The Dalles, OR

AGENDA

<u>Topic</u>	<u>Time</u>	<u>Item</u>
Call to Order, Introductions		
Consent Agenda	5 minutes	Approval
Approval of March 2, 2016 Minutes		
Approval of April 6, 2016 Minutes		
Auditor Recommendation		
Financial Report	5 minutes	Information
Youth Protection Policy	10 minutes	Recommendation
<i>Executive Session per ORS 192.660(i)</i>		
(performance evaluations of public officers and employees)		
<i>Regular Session Reconvened</i>		
Executive Director Evaluation	10 minutes	Evaluation
CEDS 2017 and Economic Summit	20 minutes	Discussion
Executive Director Report	10 minutes	Information
Other New Business/ Updates from Committee Members		

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

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, MARCH 2, 2016
4:00 p.m.
MCEDD Office and Teleconference

ATTENDANCE:

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

Teleconference: Jan Brending, Bob Hamlin and Bob Benton

Staff: Sherry Wickert, Sherry Bohn, Carrie Pipinich and Amanda Hoey

CALL TO ORDER:

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

EXECUTIVE COMMITTEE MINUTES:

Bob Hamlin moved to approve the January 6, 2016 Executive Committee meeting minutes as presented. Ken Bailey seconded the motion. Motion carried unanimously.

FINANCE REPORT:

Sherry Wickert presented the January 2016 financial reports. She noted that the total cash accounts, while excluding the Housing RLF, are down from the prior year. She noted that the reduction in cash is due to new loans made and is now included as part of the Loans Receivable balances.

Sherry reported that January's Operations Budget vs. Actual includes the supplemental budget figures and that it also includes variances in both Revenue and Expenses. She reported that the Revenue for categories that include Federal, State, and Contract Reimbursement are below budget due to the billings associated with contracts. She also noted that even with the supplemental adjustment to loan interest, loan fund revenue continues to be under budget. Sherry reported that the largest difference is the category of Processing Fees. This category was not adjusted due to the anticipation of new loans to be made that will "catch up" with the annualized allocation. Sherry reported that the expenses for the loan fund program also continue to be below budget, making the overall impact much less than expected. She noted that Expense categories that are under budget due to the timing of expenses include Travel, Supplies, and Professional Services for contractual expenses. Sherry noted that Expenses for Other Materials and Supplies are higher than budget partly due to FY17 expenses included, but also for expenses for dues that were not budgeted.

BUDGET COMMITTEE:

Amanda Hoey reported that all three board position on the MCEDD Budget Committee transition this year due to Jeff Helfrich, Barbara Briggs and Jim Kacena no longer serving on the MCEDD board. She reported that the following three MCEDD board members are interested in serving on the budget committee:

- Dana Peck (WA Chambers representative)
- Eric Proffitt (Workforce representative)
- Nick Hogan (Cities of Skamania County representative)

Amanda also noted that these three would maintain the balance between Oregon and Washington members on the committee.

Amanda reported that one at-large position expires. She noted that this is the position currently held by Sam Bauer and that he is interested in being reappointed. Amanda reported that David Roth also expressed interest in serving on the budget committee. Their applications were provided to the Committee.

Amanda requested the Executive Committee discuss the expiring positions for the MCEDD board representatives and to recommend a candidate for the at-large position

Discussion: Ken Bailey stated that he felt both candidates were well qualified, but with three new MCEDD board members coming on the budget committee he thought that Sam Bauer would offer some continuity to the process.

Ken Bailey moved to recommend to the MCEDD Board appointment of the following to the budget committee: Dana Peck - term expiring February 2017, Eric Proffitt - term expiring February 2018, Nick Hogan - term expiring February 2019 and Sam Bauer- term expiring February 2019. Rod Runyon seconded the motion. Motion passed with one abstention – Eric Proffitt.

Discussion: Rod Runyon asked if there was an opportunity for David Roth to serve MCEDD in some other volunteer capacity. Amanda stated that she will contact David and discuss opportunities.

LOCAL DUES:

Amanda explained that annually the MCEDD Board must vote on assessment of dues for the next fiscal year. Amanda explained that local dues are used to leverage additional funding for the district and are currently used as part of the match that have allowed MCEDD to obtain EDA planning grants and Mobility Management grants.

Amanda explained the history of the assessment amounts. She explained the current dues schedule and requested the Executive Committee discuss and make a recommendation to the MCEDD Board for FY17.

Discussion: Ken Bailey asked if the local dues were covering the matching funds needed. He stated that if not, the MCEDD board needed to start the process to change that. Amanda explained that the dues did not completely cover the need for matching funds. Rod Runyon stated that he liked the process in place to review this issue annually. Ken Bailey stated that he supported no increase this year, but would like to strongly consider the possibility of increasing the local dues next year in order to better cover the need for matching funds and maintaining services. Eric Proffitt stated that the next biennium state budget will be hard hit so he would consider potential changes this year. Jan Brending stated that she felt she did not have enough information to make a recommendation to change dues this year. Ken Bailey restated an increase proposal should be considered next year. Bob Hamlin stated that he agreed with Ken Bailey and that it would give the Committee, Board and staff an opportunity to let everyone know that it might be increased next year.

Rod Runyon moved to keep the local dues assessment at the same rate, to notify all entities that MCEDD may be looking at an increase next year and that the Executive Committee will review this issue earlier next year. Eric Proffitt seconded the motion. Motion carried unanimously.

BROADBAND UPDATE:

Carrie Pipinich presented an overview of the funding and current activities associated with MCEDD's continued commitment to engaging in activities that advance broadband connectivity in the region. Carrie noted that in 2015 the Broadband Opportunity Council was formed as a place where federal agencies would come together to discuss broadband in the United States. She noted that much of the easy work has been done and that the work that remains is reaching those communities where geography and economics work against deployment and reaching individuals who do not yet have the same opportunities to use broadband to meet personal and professional goals. Carrie noted that there are still significant gaps in broadband service in the Mid-Columbia region. These areas are MCEDD's more rural locations and will likely require public participation through grant funds or other creative ways to support extending infrastructure, as the private business case is challenging to make. She also noted that broadband continues to be of critical importance to the economic vitality and competitiveness of the MCEDD region. Carrie stated that consistent service delivery from MCEDD, continuation of proactive broadband planning efforts and coordinating ongoing conversations related to broadband opportunities and issues is central to MCEDD's work. She noted that these regional coordination efforts require planned investment as they are more difficult to fund than some of the more specific, tangible projects that fit easily into a grant writing mold.

Amanda requested input from the Executive Committee on direction as MCEDD works through the sustainable funding model and core activities of its broadband strategy. She noted that staff recommends continuation of the following activities:

- Continue convening semi-annual Gorge Broadband Consortium meetings as a forum for ongoing conversation. Utilize these meetings and network to continue conversations related to Connect America Fund investment.
- Continue to be a resource related to improving community access. Support projects where funding is available to continue engagement.
 - A) Continue to host the Oregon Connections Telecommunications conference, as long as they are willing to return to the MCEDD region as we contract for services to act as local host.
 - B) Continue to engage in County economic development activities driven by contracts with those entities, such as in Wasco County.
- Maintain Gorgebroadband.org. Hosting is provided by in-kind sponsorship through Gorge.Net.
- Host Webworks Anywhere! Forums *only if* grant funding or adequate sponsorship is available to support the forums.

Discussion: Jan Brending expressed her support. Rod Runyon asked about the Google grant and if it was renewable. Amanda explained that it was a difficult fit the first time and MCEDD staff has not had an opportunity to sit down with Google staff to discuss future options yet. Rod Runyon asked if any of the involved communities had been asked to participate financially and suggested that they should be. Amanda stated that she liked the voluntary aspect. Ken Bailey stated that he supported the priorities as presented.

There was consensus from the Executive Committee to move forward as recommended by staff on priority activities and with option 1 in the memo.

EXECUTIVE DIRECTOR REPORT:

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

- Closed loans with Baseline Brewing and A/R Market.
- The Loan Administration Board approved a \$30,000 loan for Seckora Consulting, LLC and \$20,000 to the Little Huckleberry Food Truck.
- The Oregon Investment Board approved a \$258,000 loan to Beachwood Eatery, LLC dba 9th Street Sugar Bowl.
- Through MCEDD's National Association, Amanda stated that MCEDD is monitoring the progress of a recently introduced House Bill that includes EDA Revolving Loan Fund Reforms. She noted that the bipartisan bill, Public Buildings Reform and Savings Act of 2016 (H.R. 4487), includes language that authorizes the EDA to release the federal government's interest in connection with a grant not less than seven years after final disbursement of the grant. Currently, grant recipients such as MCEDD are required to comply with extensive federal reporting and audit requirements forever. H.R. 4487 was referred to the House Transportation and Infrastructure Committee and the House Financial Services Committee for further consideration.
- On February 24, 2016 MCEDD was pleased to host all of the State Directors for the US Department of Agriculture from across the nation as well as DC staff, including the Undersecretary. We were honored to have been selected for the visit, which was part of their "Finishing Strong" conference in Portland. Amanda thanked Board Chair Jan Brending for joining us on the final stop and Board member Robb Kimmes who provided the space at Skyline Hospital.
- The next Connect Mid-Columbia meeting is scheduled for March 10, 2016 at 9 am at the CGCC Lecture Hall in The Dalles.
- The Dark Sky Campaign application was submitted to Google and approved for funding.
- Amanda reported that MCEDD is analyzing its role with the Pacific Northwest Manufacturing Partnership for ways to make it more effective. Amanda requested the Executive Committee discuss appointing a representative from a MCEDD member organization to represent MCEDD and to interface and report back. She suggested previous board member Anne Mendenbach from the Port of Hood River.

Discussion: Ken Bailey asked if it would still be a MCEDD position. Amanda explained that it would. Jan Brending stated she supported making that recommendation to the MCEDD Board. There was Executive Committee consensus to recommend the appointment of Ann Mendenbach, to represent MCEDD at the Pacific Northwest Manufacturing Partnership. The item will be placed on the March MCEDD board meeting consent agenda.

- Amanda noted that she participated in a site visit with Nancy Straw from the Ford Family Foundation with Gorge Owned. She noted that the discussion included opportunities for enhancing investment in our region, options related to our revolving loan funds and the critical support of the SBDC network.
- Amanda reported that Jessica Metta and Jacque Schei are working on planning for the upcoming April 30 Wind Challenge. Amanda reported that the day prior is our STEM career day which is full with approximately 880 students. Amanda also noted that three

local Oregon high school level robotic teams advanced (one from Hood River and two from The Dalles).

- The IGA with the City of Antelope is now signed. MCEDD is supporting them with grant administration and labor standards management for their CDBG funded water project.
- Carrie Pipinich submitted the biennium Specialty Crop Block Grant concept proposal to further grow the Gorge Cidermasters. Amanda requested Executive Committee approval to accept the contract, if awarded.

Eric Proffitt motioned to accept a Specialty Crop Block Grant contract, if awarded. Ken Bailey seconded the motion. Motion carried unanimously.

Bob Hamlin left the meeting at 4:56 p.m.

- Amanda reported that MCEDD has received three proposals for removing the sink in our bathroom and installing one which is ADA compliant. The least cost bid is Ridgeline Plumbing.

Discussion: Eric Proffitt asked about the difference between the bids. Amanda explained the three quotes. Executive Committee consensus was to move forward with the project as it is mandatory, and with Ridgeline Plumbing as the least cost bid.

- Amanda noted that in February she attended the CIS conference, gathering information on changes in MCEDD's benefits and the impacts to MCEDD's budget.
- Steve Lawrence has stepped down from the MCEDD Board with a recent appointment to another board. We are working on a Cities of Wasco County replacement.
- All local dues are paid from all participating entities.

ADJOURN: Meeting adjourned at 5:01 p.m.

*Respectfully submitted,
Sherry Bohn, Office Administrator*

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

ATTENDANCE:

In Person: Ken Bailey, Bob Hamlin and Eric Proffitt

Teleconference: Jan Brending

Staff: Sherry Wickert, Sherry Bohn, and Amanda Hoey

CALL TO ORDER:

Jan Brending called the meeting to order at 4:05 p.m. Introductions took place. A quorum was not present.

FINANCE REPORT:

Sherry Wickert presented the February 2016 financial reports. She noted that the cash balances continue the trend of less cash and higher Loans Receivables balances for this fiscal year. Sherry reported that the notable exception is the OIB loan fund program that has more cash available for lending and a lower Loans Receivable balance for 2016. She also noted that MCEDD's operational cash remains high partly due to matching funds for the Agora project that have not yet been expended.

Sherry reported that February's Operations Budget vs. Actual report reflects differences in both Revenue and Expenses. She reported that the Revenue for Federal, State and Contract Reimbursement continue to be under budget due to the timing for billings. Loan Fund program revenue continues to be below budget, as well as the expenses. Sherry noted because of the reduction in actual expenses, most loan fund programs will cover expenses with revenue. She also noted that expense categories that were under budget due to the timing of expenses included Travel, Supplies, and Professional Services for contractual expenses. Sherry reported that Expenses for Other Materials & Supplies included an expense which should have been included in contractual. It will be corrected and reflected in the next report.

AUDIT RECOMMENDATION:

Amanda Hoey reported that MCEDD received three responses to the Request for Proposal for Auditing Services submitted by the deadline. She noted the firms responding included:

- Kern and Thompson, LLC
- Lewis, Poe, Moeller, Gunderson & Roberts, LLC
- Onstott, Broehl & Cyphers, PC

Amanda presented a brief summary of each of the firms along with the staff analysis highlighting their qualifications, similar previous experience, rates, responsiveness and price quote.

Discussion: Jan Brending stated that she liked the idea of rotating auditors. She stated that she liked the firm of Lewis, Poe, Moeller, Gunderson and Roberts, LLC due to their experience. Jan stated that they would be her recommendation. Ken Bailey agreed. Ken stated that while he was comfortable with the

performance of Onstott, Broehl & Cyphers he felt that as a public agency MCEDD should get a fresh look. Ken also agreed with Jan on the level of experience of Lewis, Poe, Moeller, Gunderson and Roberts, LLC. Bob Hamlin concurred. Eric Proffitt stated that he liked the fresh eyes idea but the substantially lower price of Lewis, Poe, Moeller, Gunderson and Roberts, LLC concerned him. He wanted to make sure everything necessary has been taken into account. Amanda discussed the staff review and follow-up to references to ensure incorporation of the necessary elements. She also discussed contract termination clauses. The consensus of the Executive Committee members attending was to forward Lewis, Poe, Moeller, Gunderson and Roberts, LLC to the full Board with a recommendation for selection of the firm as MCEDD auditor.

MARSHALL MEMORIAL FELLOWSHIP:

Amanda presented an overview of the Marshall Memorial Fellowship, under the German Marshall Fund. She explained that it is an international leadership development program designed to prepare leaders from both sides of the Atlantic for transatlantic relations. Amanda noted that the program includes six months of distance learning and 24 days of first-hand experience through a transatlantic exchange. As Amanda announced at the March MCEDD board meeting, she has been selected with the 2016-17 Fellowship cohort and is one of only two selected from the Northwest, and the only from Oregon.

Amanda noted that there will be six months of preparation that she will be able to complete concurrent with my existing responsibilities. She also noted that there will be nearly a month of travel exchange that will require her to be out of the office with very little connection, in order to allow for full immersion in the program.

Discussion: Jan Brending asked who would be responsible to pay the travel costs associated with the fellowship. Amanda Hoey explained that the Marshall Memorial Fellowship covers all travel costs, excluding some incidentals. Jan Brending noted that when Amanda announced her selection at the March MCEDD Board meeting it appeared that the MCEDD board was thrilled for Amanda and also found it an honor for MCEDD. Jan recommended that Amanda not be required to take leave without pay in order to fulfill the travel obligations of the program. Ken Bailey agreed and stated that MCEDD will receive more than enough benefit from Amanda's participation. Eric Proffitt and Bob Hamlin agreed. Ken Bailey asked when the travel would take place. Amanda stated that it would be October/November of 2016 or May of 2017. Amanda expressed her thanks for the committee's support.

INNOVATION IN AMERICAN GOVERNMENT AWARD

Amanda reported that MCEDD recently received notification from the National Association of Development Organizations of an opportunity to apply for the Innovations in American Government Award. She explained that the award is offered through Harvard Kennedy School's Ash Center for Democratic Governance and Innovation and recognizes programs demonstrating creative and effective government. The winners receive a \$100,000 grant to support replication and dissemination activities in 2017. Top finalists also receive monetary grants, but the amount of the award is unspecified.

Amanda reported that MCEDD staff proposes submitting an application for the Agora Investment Platform. It is an innovative program and one we seek to further replicate. She reported that the program appears to fulfill minimum eligibility requirements and aligns with several desired award criteria. While the initial application is brief, the award cycle is a significant process. Amanda noted that the applications are due April 15, 2016.

Discussion: The committee consensus was for staff to move forward with submitting the application.

EXECUTIVE DIRECTOR REPORT:

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

- Closed a loan with The Little Huckleberry Food Truck and scheduled to close loans with the Balch Hotel and Beachwood Eatery, LLC dba the 9th Street Sugar Bowl next week.
- The Loan Administration Board approved loan modifications for Abide Craft Distillery, LLC dba Camp 1805, Oregon Growers and Shippers, LLC, Oregon Brineworks, LLC, Shindiggs Event Company, LLC dba Boda's Kitchen.
- Proceeded with legal action for TGE, LLC.
- Amanda reported that the Oregon and Washington Investment Boards continue efforts to identify a pathway for the authorized and not-yet appropriated funding which totals approximately \$1.9M. She noted that in March, staff participated in a call with the director of the USFS State/Private forestry regarding the Rural Development, Forestry and Communities account. That discussion centered on clearly defining the requirements of the account and that Forest Service staff committed to exploring eligibility questions for a batch of example projects.
- Amanda reported that MCEDD has seen increased activity with the Cascade Locks-Hood River Enterprise Zone. She noted that MCEDD contracted with Hood River County to provide management of certain aspects of the zone. Amanda reported that in addition to the regular annual filing notifications, one application was received from Hood River Distillers and a preauthorization conference has been conducted. A second application is anticipated from a manufacturer in Odell. Amanda also noted that staff is working with a manufacturer moving into a Port of Cascade Locks facility.
- Amanda reported that the Parkdale Sanitation District project, which had a number 1 ranking in the 2015 CEDS received confirmation of USDA funding. The project leveraged the CEDS standing to obtain USDA national set-aside funds from the Strategy Community and Economic Development program.
- Broadband activities continue as a core focus for MCEDD. Amanda noted that the next regional Broadband Consortium meeting is scheduled for April 14th. She also noted that Carrie Pipinich has been working with Qlife on the recently released eRate option, a federal program designed to connect schools and libraries with modern telecommunications and internet access services.
- Amanda reported that Michele Spatz, MCEDD Mobility Manager, continues to advance regional transportation interests with a focus on enhancing regional mobility. She reported that Michele participates as a member of the John Day Area Commission on Transportation (ACT) and attends the Region 1 ACT. Funding through the STIP Enhance, Fix It and Connect Oregon have been the primary topic areas and Amanda

provided updates on the status of our region's projects. She also attends the Skamania and Klickitat Transportation Policy Committee meetings.

- Jacque Schei, MCEDD Project Manager, is providing support to the City of Antelope's CDBG award for a water system. The City is moving through their policies to meet first draw requirements.
- Amanda reported that Jacque is also providing support to Wasco County and the Mid-Columbia Center for Living for their CDBG award for a new mental health facility. They have almost completed all first draw requirements and are working with a separate contractor on the environmental review.
- MCEDD staff is wrapping up the final elements with the Klickitat School District for their CDBG-funded Community Center. All funds should be expended by the end of March. They are going through a federal audit currently, so MCEDD staff has been providing necessary documents from our grant administration and labor standards work.
- Amanda noted that MCEDD has two contracts to support the Dallesport Water District:
 - Grant administration and labor standards for a CDBG-funded water project. We supported the District in working through easement issues as they seek to move forward towards construction.
 - Grant administration for a wastewater planning project. The District recently re-issued an RFP for engineering services.
- The City of Cascade Locks has an agreement with MCEDD to support their CDBG-funded water system assessment project. The City is considering engaging MCEDD for further support on the implementation, which involves USDA funds.
- Amanda reported that staff met with representatives from the City of The Dalles and Columbia Gorge Regional Airport regarding their EDA-funded flex space. She noted that MCEDD submitted a draft IGA to support grant administration and labor standards.
- The STEM Career Day is scheduled for April 29 and is full with more than 800 students participating and 18 businesses.
- Amanda reported that three Gorge-based FIRST Tech Challenge robotics teams traveled to the West Super-Regional competition in Oakland, CA on March 24-26. The GTA assisted with sponsorship of the teams: the Bazinga Bots and Sa-BOT-age from The Dalles High School and Occam's Razor from Hood River Valley High School. Amanda noted that Occam's Razor advanced to the final level of competition, the World competition. She stated that Trout Lake School may also have an opportunity to advance to the World competition.
- Amanda reported that the Gorge Wind Challenge is scheduled for April 30. There is a contract in place between MCEDD and the GTA to put on the event and it is funded by Google.
- MCEDD is supporting the Gorge Night Sky project, which received a Google Community Data Center grant through the Tides Foundation. Amanda reported that the Gorge Night Sky Symposium was moved to August and MCEDD staff is working with the Columbia Gorge Discovery Center on a date. The committee is trying to secure Paul Bogard, author of the End of Night, as a keynote speaker and will release an RFP for presenters in April. Dana Peck and Jonathan Lewis are the key committee members moving this effort forward. Additional sponsorship requests for the symposium are circulating for the Galaxy (\$5,000 and above), Supernova (\$1,000), Constellation (\$500) and Starlight (in kind) levels. Amanda noted that the committee is also meeting with local

PUD's regarding energy efficiency and opportunities to participate, as well as to set up Point of Sale rebates at retailers for energy efficient compliant fixtures.

- Amanda reported that the MCEDD region has been named to participate in a project focused on supporting rural Oregon's food and beverage industry. The project offers companies free services to reduce risk and expand opportunities for revenue through exports. She noted that companies planning to export can apply for help a) getting ready for export, b) creating an export action plan and c) getting access to financial and other export resources.
- A welcome orientation was conducted with new MCEDD board member Sue Knapp in March.

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

*Respectfully submitted,
Sherry Bohn, Office Administrator*

Memorandum

Date: April 7, 2016
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Auditing Services; Formal Recommendation

Overview

MCEDD received three responses to the Request for Proposal for Auditing Services submitted by the deadline. Firms responding include:

- Kern and Thompson, LLC
- Lewis, Poe, Moeller, Gunderson & Roberts, LLC
- Onstott, Broehl & Cyphers, PC

The MCEDD Executive Committee discussed these three proposals (see March meeting materials for a summary of responses). The consensus of those attending was to recommend selection of Lewis, Poe, Moeller, Gunderson & Roberts, LLC based on their experience with similar entities and the desire to provide for periodic changes in our audit firm to provide a fresh set of eyes on our controls and financials. As we lacked quorum at the last Executive Committee meeting, however, we need action to provide the formal recommendation to the MCEDD Board of Directors.

Request (Consent Agenda)

Recommend to the MCEDD Board selection of Lewis, Poe, Moeller, Gunderson & Roberts, LLC for MCEDD auditing services.



FINANCIAL SUMMARY

FOR: March 2016

The Balance Sheet for March includes variances on assets, particularly cash accounts. MCEDD's cash funds remain high due to match for the RCDI (Agora Platform) project, which is anticipated to be fully utilized in the fiscal year 2017. While the overall cash for MCEDD's loan funds is higher than the previous year, RLF loan funds are lower due to new loans made in this fiscal year. Accounts Receivable balance is also higher in the current year due to several billings for special projects, such as the Government Affairs/Communications Specialist contract. Liabilities remain similar with the exception of the insurance for payroll, which were paid in advance due to signature requirements.

MCEDD's Operations Budget vs. Actual report includes differences in both Revenue and Expenses. Federal (4100) and State (4200) revenues may not meet budgeted figures for this fiscal year, due to the lower than expected billings from contractors for services. However, it is noted that these projects have completion dates in FY17 and should "catch up" and be fully expended by the end of FY17. Revenue for Contract Reimbursement (4500) continues to be under budget due to the timing for billings. Loan Fund revenue reflects the below budget for MCEDD's programs, as well as the Housing RLF program. No loans have yet been made with the Housing RLF funds, which is the majority of the under budget for loan fund programs. The remaining under budget amount for the loan funds is \$4,014.27 and with a reduction in expenses, most funds should cover expenses with the revenue. Expenses are under budget, with the exception of Bonds & Insurance (6800) and Other Materials and Supplies (6900), which are expected to be under budget at fiscal year-end.

Respectfully Submitted,

Sherry Wickert
Finance & Operations Manager

Mid-Columbia Economic Development District

Balance Sheet

04/25/16

As of March 31, 2016

Accrual Basis

	Mar 31, 16	Mar 31, 15
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	44,163.14	48,696.63
1015 · MCEDD MM	277,050.57	191,502.46
1020 · IRP		
1021 · IRP - Sherman	70,189.51	-10,714.44
1022 · IRP - WA	80,544.58	64,493.15
1020 · IRP - Other	103,576.57	145,828.94
Total 1020 · IRP	254,310.66	199,607.65
1030 · Loan Funds		
1036 · EDA RLFs	77,737.83	114,033.44
1045 · Reg Strat	161,179.04	165,414.52
1050 · RBEG-OR	34,024.80	13,754.94
1055 · RBEG-WA	38,876.11	78,327.08
1057 · RBEG-KL	94,605.11	83,614.20
1067 · CDBG Microenterprises	40,746.77	49,164.98
Total 1030 · Loan Funds	447,169.66	504,309.16
1031 · Housing RLF	2,000,770.27	2,000,000.00
1070 · National Scenic Fund	1,300,713.42	1,129,717.39
1095 · CGEDA Checking	0.00	18,801.54
Total 1000 · Bank Demand Deposits	4,324,177.72	4,092,634.83
1100 · CDS		
1121 · IRP Reserve	96,031.33	96,031.33
Total 1100 · CDS	96,031.33	96,031.33
1122 · IRP - DDM Product	345,741.24	288,601.45
1196 · OR Telecom Conference	18,132.90	18,480.99
Total Checking/Savings	4,784,083.19	4,495,748.60
Accounts Receivable		
1202 · Accounts Receivable	91,448.42	64,107.15
Total Accounts Receivable	91,448.42	64,107.15
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	21,253.04	0.00
1227 · Accrued Loan Interest	14,400.20	21,815.50
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accrd Int	-235.33	-11,960.03
1229 · Structured Accts Accr'd Int - Other	5,206.43	41,410.04
Total 1229 · Structured Accts Accr'd Int	4,971.10	29,450.01
Total 1200 · Receivables & Accruals	40,624.34	51,265.51
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	2,049,757.32	2,055,942.45
1321 · IRP - Sherman	182,752.27	250,000.00
1322 · IRP - WA	245,922.18	258,135.96
1336 · EDA RLFs	595,687.76	533,908.82
1345 · Reg Strat	11,295.24	13,259.21
1350 · RBEG-OR	263,037.97	273,982.60

Mid-Columbia Economic Development District

04/25/16

Balance Sheet

Accrual Basis

As of March 31, 2016

	Mar 31, 16	Mar 31, 15
1355 · RBEG-WA	56,457.29	16,026.82
1357 · RBEG-KL/SK	32,627.77	42,231.58
1367 · CDBG Microenterprises	45,892.81	54,897.00
Total 1330 · MCEDD Loans Receivable	3,483,430.61	3,498,384.44
1370 · OIB Loans Receivable	1,553,942.96	1,683,858.86
Total 1300 · Loans Receivable	5,037,373.57	5,182,243.30
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-127,089.85	-129,755.85
1521 · IRP - SH Co	-15,000.00	0.00
1522 · IRP - WA	-15,178.13	-15,727.81
1536 · EDA RLFs Allowance	-37,163.51	-29,699.69
1545 · Reg Strat Allowance	-644.83	-1,234.11
1555 · RBEG Allowance	-23,405.81	-15,403.71
1567 · CDBG Microenterprises	-3,171.24	-3,616.18
1575 · OIB Allowance	-45,000.00	-30,000.00
Total 1500 · Allowance for Doubtful Loans	-266,653.37	-225,437.35
Total Other Current Assets	4,811,344.54	5,008,071.46
Total Current Assets	9,686,876.15	9,567,927.21
TOTAL ASSETS	9,686,876.15	9,567,927.21
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	2,405.49	2,551.95
Total Accounts Payable	2,405.49	2,551.95
Other Current Liabilities		
2030 · Accrued Loan Payment	80,306.81	80,990.42
2035 · Accrued Interest Payable	488.26	373.14
2050 · PTO - Accrued	24,497.84	24,889.44
2060 · Deferred Comp Payable	0.00	1,510.00
2070 · Health Insurance Payable	-8,495.37	0.00
2080 · Life & Disability Payable	-321.96	0.00
2090 · WC SAIF Ins	-255.65	-351.80
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	107.58	98.60
2115 · OR- SUTA Payroll Liabilities - Other	121.80	109.40
Total 2115 · OR- SUTA Payroll Liabilities	229.38	208.00
Total 2120 · State Payroll Liabilities	229.38	208.00
2100 · Payroll Liabilities - Other	0.00	2,906.41
Total 2100 · Payroll Liabilities	229.38	3,114.41
Total Other Current Liabilities	96,449.31	110,525.61
Total Current Liabilities	98,854.80	113,077.56
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	551,573.23	588,221.59
2821 · IRP Loan Payable \$600,000	438,485.25	459,423.94
2822 · IRP Loan Payable \$750,000	625,806.66	650,921.44
2823 · IRP Loan Payable - Washington	309,906.38	309,990.41
2824 · IRP Loan Payable - Sherman	193,188.09	200,000.00

Mid-Columbia Economic Development District

04/25/16

Balance Sheet

Accrual Basis

As of March 31, 2016

	Mar 31, 16	Mar 31, 15
Total Long Term Liabilities	2,118,959.61	2,208,557.38
Total Liabilities	2,217,814.41	2,321,634.94
Equity		
3100 · Fund Balances	7,320,555.07	5,145,867.54
3110 · Carryforward Balance	22,692.87	7,678.98
Net Income	125,813.80	2,092,745.75
Total Equity	7,469,061.74	7,246,292.27
TOTAL LIABILITIES & EQUITY	<u>9,686,876.15</u>	<u>9,567,927.21</u>

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

04/25/16

Accrual Basis

	Jul '15 - Mar 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	345,666.47	299,529.00	46,137.47	115.4%
4100 · Federal	141,497.01	156,608.99	-15,111.98	90.4%
4200 · State	19,206.14	26,475.00	-7,268.86	72.5%
4300 · Local Match	12,884.91	13,555.28	-670.37	95.1%
4400 · Local Dues	45,529.00	45,530.00	-1.00	100.0%
4500 · Contract Reimbursement	342,002.38	366,083.28	-24,080.90	93.4%
4600 · Loan Interest	196,616.41	207,471.50	-10,855.09	94.8%
4700 · Loan Processing Fees	7,148.87	24,674.99	-17,526.12	29.0%
4705 · Loan Filing Fees	772.58	6,774.99	-6,002.41	11.4%
4710 · Loan Late Fee	5,307.21	1,512.51	3,794.70	350.9%
4750 · Investment Interest	1,361.82	2,624.96	-1,263.14	51.9%
4800 · Receipts - Other	2,924.44	5,674.00	-2,749.56	51.5%
4803 · Sponsor Donations	0.00	0.00	0.00	0.0%
4934 · In-Kind Revenue	23,917.06	54,359.25	-30,442.19	44.0%
4935 · In Kind - MM	500.00	1,050.00	-550.00	47.6%
Total Income	1,145,334.30	1,211,923.75	-66,589.45	94.5%
Gross Profit	1,145,334.30	1,211,923.75	-66,589.45	94.5%
Expense				
5000 · Wages	330,490.69	337,674.45	-7,183.76	97.9%
5500 · Fringe Benefits	84,230.61	92,935.52	-8,704.91	90.6%
5700 · Payroll Taxes	29,239.87	29,158.38	81.49	100.3%
6110 · Travel & Conference	14,492.77	26,584.73	-12,091.96	54.5%
6190 · Event Services	3,848.84	4,999.99	-1,151.15	77.0%
6200 · Equipment	2,978.71	3,139.00	-160.29	94.9%
6300 · Supplies	19,199.91	34,756.26	-15,556.35	55.2%
6400 · Professional Services	58,700.57	121,682.00	-62,981.43	48.2%
6600 · Communications	9,834.21	10,754.98	-920.77	91.4%
6700 · Building Costs	13,203.56	13,986.73	-783.17	94.4%
6800 · Bonds & Insurance	4,652.00	3,450.00	1,202.00	134.8%
6900 · Other Materials & Supplies	7,103.94	5,087.99	2,015.95	139.6%
9000 · Indirect Spread	0.00	-2,966.22	2,966.22	0.0%
9600 · Transfer to/from Source	5,195.66	0.00	5,195.66	100.0%
Total Expense	583,171.34	681,243.81	-98,072.47	85.6%
Net Ordinary Income	562,162.96	530,679.94	31,483.02	105.9%
Other Income/Expense				
Other Expense				
7010 · Bad Debt Expense	0.62	0.00	0.62	100.0%
7400 · Loan Payment	83,512.05	83,511.00	1.05	100.0%
7500 · Carryover to Next Year	368,359.34	379,274.00	-10,914.66	97.1%
7600 · In-Kind Contractual	24,417.06	55,409.25	-30,992.19	44.1%
Total Other Expense	476,289.07	518,194.25	-41,905.18	91.9%
Net Other Income	-476,289.07	-518,194.25	41,905.18	91.9%
Net Income	85,873.89	12,485.69	73,388.20	687.8%

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
2016 PIPELINE**

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2016	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	429,337	8,500	10,000	447,837	95.87%
	Budgeted Expenses FY 2016 (Excludes In-Kind)	359,914				
	Gap/Surplus	69,423				
COD E	SPECIAL PROJECTS DETAILS	2016	NOTES			
	ANTICIPATED REVENUE					
517	Klickitat CDBG	17,000				
518	Cascade Locks CDBG	5,000				
519	Dallesport CDBG	7,750				
520	Google Broadband	7,000				
521	Specialty Crop Grant	31,300	2yr grant annual cash only, no in-kind			
522	Agency Coordination Pilot - Transportation	17,000	2yr project - starting FY15			
523	ODOT - Coordinated Human Sves Trans Plan	16,485	2yr project - starting FY16			
524	Travel Oregon Wine Country Mkting	3,250	Staffing \$250			
525	GTA Robotics (Wind Challenge)	18,700	2yr project			
526	MCCFL CDBG	6,649	Multiple year project			
527	City of Antelope - CDBG Project	4,918	Multiple year project			
528	DWD Wastewater CDBG	2,400				
548	ColPac	2,500				
549	HR County Enterprise Zone Mgmt	1,000	Estimation based on hourly rate			
551	Urban Renewal	1,500				
554	Sherman Co ED	38,250				
557	GTA Staffing	65,852				
559	Wasco Co ED	35,000				
560	Oregon Connx	3,500				
570	OEDD Website	700				
571	Mobility Management	80,000				
575	GTA Robotics	12,656	New contract FY16			
582	HR EDG	7,000				
585	Commute Options	8,000	2yr project - starting FY16			
587	HR Drive Less Connect - ODOT	12,687	2yr project - starting FY16			
596	RBDG - Wine Marketing	15,440	Staffing \$500			
E599	Arts/Culture Alliance	1,800				
E906	Travel Oregon - JDRT	5,000				
	Gorge Night Sky - Google	1,000				
	TOTAL ANTICIPATED REVENUE	429,337				
	PROPOSALS SUBMITTED					
	City of The Dalles - EDA Mgt Project	7,500				
	Gorge Night Sky - BPA	1,000				
	TOTAL PROPOSALS SUBMITTED	8,500				
	IN DEVELOPMENT					
	City of Cascades Locks - USDA Grant Admin	10,000	FY17			
	TOTAL IN DEVELOPMENT	10,000				
	DECLINED					
	Gorge Night Sky - ODOE	1,000				
	TOTAL DECLINED	1,000				

MEMORANDUM

Date: April 27, 2016
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Youth Protection Policies

Overview

As the programs MCEDD operates continue to change to meet the needs of regional economic development, we have entered into projects that have a higher degree of potential interaction with youth. As such, it is necessary for us to consider adopting formal youth protection policies.

Attached are recommended policies. In addition, we use VerifiedVolunteers to conduct necessary background checks for volunteers in positions which would interact with youth. The attached documents are based on review of existing policies from other organizations that have a high degree of interaction with youth and based on best practices. The proposed policies are nearly the same as those recommended to, and approved by, the Gorge Technology Alliance for which MCEDD provides staffing. Modifications include items specific to MCEDD such as references to our name and mission.

Request

The MCEDD Executive is asked to review the attached policy documents and make a recommendation to the full MCEDD Board for adoption.

MCEDD Volunteer Code of Conduct

The purpose of the Volunteer Code of Conduct is to promote the safety and well-being of all Mid-Columbia Economic Development District (MCEDD) program participants. The opportunity to represent MCEDD is a privileged role to be held by those who are willing to agree to behaviors that fulfill this trust.

In my MCEDD volunteer role, I agree to:

1. Represent the mission of MCEDD and promote equal opportunity for MCEDD programs. Programs are accessible without regard to race, color, religion, gender, sexual orientation, national origin, age, marital status, disability, or veteran status.
2. Obey local, state and federal laws.
3. Accept support and/or supervision from program representatives.
4. Treat others courteously. Be a positive role model. Exhibit good sportsmanship.
5. Establish and maintain safe environments for all participants. Act responsibly to protect participants.
6. Provide for physical and emotional needs of participants during programs. Not withhold necessities nor use physical punishment. Communicate that verbal, emotional, or physical mistreatment (e.g., humiliation, isolation) during the program is unacceptable. Report suspected abuse to protect those who cannot protect themselves.
7. Not consume alcohol, marijuana, or illicit drugs, nor be under those influences, while responsible for youth or MCEDD programs.
8. No adult should be the only adult present with one (or more) children under 18. Having at least two adults within sight at all times when a child is present ensures that help will be available in the event of an emergency and may provide clarity in assessing and reporting safety concerns or questionable incidents.

I have read, understand, and agree to the MCEDD Volunteer Code of Conduct above. I understand that MCEDD may determine individual suitability to volunteer in its programs. I will comply with those decisions. I understand and agree that any action on my part that contradicts any portion of these expectations may be grounds for non-acceptance, suspension or termination of my volunteer role with MCEDD programs.

Volunteer Applicant Signature: _____ Date: _____

Code Violations

Any adult volunteering with MCEDD who is aware of a violation of this Code, or who is in doubt about whether or not a behavior is appropriate, is required to immediately consult a MCEDD Supervisor, and if satisfied with the guidance provided, to act in accordance with it. If the individual seeking guidance is not satisfied with the guidance or if a MCEDD Supervisor is the potential violator, the individual is required to contact the MCEDD Executive Director.

The following behaviors ordinarily constitute violations of this Code.

- Engaging in any activity that endangers the safety, security, or integrity of a child; deliberately makes a child feel shame or humiliation; or demeans a child, such as making threatening remarks or behaving in a manner that deliberately intimidates or frightens a child.
- Engaging in personal exchanges such as phone calls, e-mail, texting, social networking, etc., with a child outside the context of MCEDD activities, educational matters, or career concerns. A copy of written communications with a child should ordinarily be provided to a parent, guardian, or second adult working with the child.
- Engaging a child in activities that are not related to the MCEDD activity for which the volunteer is approved, educational matters, or career concerns; or spending personal time with a child outside of MCEDD program activities (unless the adult is a family member or family friend).
- Keeping any activities with a child secret; encouraging a child to keep any activities secret; or deliberately concealing activities from parents, guardians, or other adults working with the team.
- Making sexually explicit remarks; showing or displaying sexually explicit material; inappropriate physical exposure or contact; or using offensive language or gestures.
- Failure to follow the Communication and Reporting Requirements.

The previous list is intended to set behavioral boundaries that will protect children and adults participating in MCEDD activities from engaging in activities that might place them at risk. The behavior of all adults working in MCEDD programs should be (and should appear to be) well within the bounds of appropriate conduct. This will not only protect the children, but may also protect adults from false accusations of misconduct.

Although we hope that both children and adults participating in MCEDD activities will develop positive, supportive relationships, the adult has primary responsibility for establishing and maintaining appropriate physical and emotional boundaries.

Individuals seeking to exploit children are known to use mentoring roles to create unhealthy relationships. Participants in MCEDD activities must be aware of this risk and if they have concerns about possible unhealthy relationships or efforts being made to form unhealthy relationships, they are required to report their concerns to a MCEDD Supervisor or MCEDD Executive Director.

Child Abuse Defined

For purposes of the MCEDD Code of Conduct, a “child” is defined as any person under 18. An “adult” is anyone 18 or older.

The majority of reported acts of child abuse are committed by someone the child is related to or knows and trusts. The fact that a parent, guardian, or relative of a student may be participating in a MCEDD activity in no way precludes the possibility of him or her engaging in abusive behavior.

Child Emotional Abuse

Emotional abuse is behavior toward a child that is demeaning or disrespectful. Examples include verbal threats, social isolation, intimidation, unreasonable demands, or the intentional damaging of a child’s self-esteem.

Child Physical Abuse

Physical abuse is defined as the non-accidental use of physical force against a child in such a way that the child either sustains bodily injury or is at risk of bodily injury, however slight.

Child Sexual Abuse

Child sexual abuse is defined as any form of sexualized interaction involving a child and a more powerful individual (age, size, knowledge). Child sexual abuse may occur through inappropriate physical contact, as well as through behaviors that do not involve actual physical contact, for example, inviting a child to view pornography. Experts estimate that 30 to 50 percent of all acts of child sexual abuse are committed by children under 18 victimizing a younger, smaller, or less able child.

Individuals who seek to sexually abuse or exploit children frequently attempt to gain access to children through youth serving organizations. These individuals may spend months purposely building an emotional connection with a child or group of children and work to make inappropriate behavior seem normal. They are often socially skilled and adept at giving convincing excuses when confronted with inquiries about having overstepped normal boundaries.

Communication and Reporting Requirements

Protecting children participating in MCEDD activities from injury requires knowledge, judgment, and diligent oversight by adults who make it a priority to promptly report any concerns about potentially inappropriate behavior, and who listen carefully to indications or disclosures of behaviors or conditions that might lead to abuse or otherwise be unsafe.

Any adult participating in a MCEDD activity who believes that a child may be the victim of, or at risk of, child abuse (emotional, physical, or sexual) from any source is required to immediately report their concerns. The individual reporting the possibility of abuse should not attempt to conduct an investigation or confront the suspected offender, even if he or she knows the person well.

The report should be made to the state or local government child protection agency, or to the local police. If the MCEDD activity is through a hosting school or organization and they have established procedures for reporting child abuse, those reporting procedures should be followed. The MCEDD should be notified (to the extent the agencies involved and the hosting school or organization permit this).

While volunteers in Oregon and Washington are not mandated to report suspected cases of child abuse, the MCEDD strongly encourages its volunteers to report issues of suspected child abuse to their state child protection agency.

MCEDD is available to advise any individual with concerns about the safety of children in MCEDD programs and may be contacted directly and anonymously if information or guidance is needed. All information regarding complaints or incidents of Code violations is treated as private information, including the identity of the individual making the report. Information will only be disclosed as required by law.

Individuals who fail to adhere to the Code may be excluded from working in MCEDD programs and at MCEDD events.

Contacts

MCEDD Executive Director; 541-296-2266 or amanda@mcedd.org

MCEDD Finance and Operations Director; 541-296-2266 or sherry@mcedd.org

Oregon Child Protective Services: 1-855-503-SAFE (7233)

Washington Child Protective Services: 1-866-ENDHARM (1-866-363-4276)

MCEDD Conditions of Volunteer Service

Activity: _____ Date(s): _____

As a volunteer working with the Mid-Columbia Economic Development District (MCEDD), this document outlines the conditions of your volunteer service, assumption of risk and the extent to which you may be covered by MCEDD insurance. Please read carefully and sign both sides to acknowledge the conditions of volunteer service and to assume the risks associated with your volunteer activity (hereafter referred to as ACTIVITY).

TORT LIABILITY

MCEDD will indemnify and defend you against civil actions for injuries or damage to the person or property of others, subject to the following general conditions: (1) You are working on a MCEDD task assigned by an authorized MCEDD supervisor; (2) You limit your actions to the duties assigned (defined in the assigned duties section below); and (3) You perform your assigned tasks in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.

WORKERS' COMPENSATION INSURANCE

Workers' compensation coverage is not provided for volunteers of MCEDD.

RULES AND REGULATIONS

You will conduct yourself in a manner that is considerate of other participants and in accordance with MCEDD Rules and Regulations (including Code of Conduct, when applicable) and with any state, city and applicable laws or rules where the ACTIVITY is occurring.

RECORDED MEDIA

I recognize and acknowledge that the MCEDD may record my participation and appearance on any recorded medium including, but not limited to video, audio, photos (collectively, "recordings") for use in any form (including, but not limited to print, websites, blogs, internet, social media). I authorize such recording and release the MCEDD to use my name, likeness, voice, and biographical material to exhibit or distribute such recordings in whole or in part without restrictions or limitations for any educational or promotional purpose. If you would like to opt out of this section, please request a release from your MCEDD supervisor.

REPORTING RESPONSIBILITY

Any time you are involved in any accident or exposed to a potential liability situation while performing assigned duties, you MUST inform your MCEDD supervisor as soon as possible. The supervisor must contact MCEDD at 541-296-2266 within 24 hours.

ASSIGNED DUTIES (Describe below or attach additional sheet. Forms cannot be accepted without this information.)

TOTAL VOLUNTEER HOURS: _____ Estimate total hours for the duration of this activity, up to 12 months.

I HAVE READ AND UNDERSTAND THE ABOVE DUTIES AND CONDITIONS OF VOLUNTEER SERVICE.

Volunteer Name (Please print):
Telephone Number:

Full Mailing Address:
Email Address:
Volunteer Signature:
Date Signed:
MCEDD Supervisor Name:
MCEDD Supervisor Signature:
Date Signed:

VOLUNTEER ASSUMPTION OF RISK

With full knowledge of the facts and circumstances surrounding the ACTIVITY, I voluntarily participate in the ACTIVITY and assume the responsibilities and risks resulting from my participation. As an authorized MCEDD volunteer, I understand that MCEDD will provide liability coverage as detailed previously. I, for myself, my heirs, executors, administrators and assigns, waive, release and forever discharge the Gorge Technology Alliance and its respective board members, officers, employees, agents and volunteers from any and all demands or claims for damage or injury, from any cause of suit or action, known or unknown, that I may have against the Gorge Technology Alliance or its board members, officers, employees, agents or volunteers, including but not limited to from all liability under the Oregon Tort Claims Act, ORS 30.260 – 30.300, and for any and all harm or damage to my health in any matter resulting from or arising out of my volunteer activities. This release does not extend to or waive any rights I may have under the Oregon Tort Claims Act, ORS 30.260 – 30.300 to defense and indemnification from any demand, claim, suit or action brought against me, or liability I may be subject to, or arising out of my authorized volunteer activities.

I certify that there are no health-related reasons or problems that preclude or restrict my ability to volunteer for the MCEDD. I understand that an emergency may develop which necessitates the administration of medical care. Therefore, in the event of injury or illness, I authorize the MCEDD to facilitate means to secure appropriate medical treatment. I understand that such treatment shall be solely at my expense. Notwithstanding this paragraph, I understand and agree that the MCEDD has no obligation to provide or seek out any medical treatment. I also authorize the MCEDD to contact the individual identified as an emergency contact in the case of an emergency.

Emergency Contact Name: _____

Telephone Number: _____

I declare that I am eighteen years of age or older, that I have read this entire agreement and understand the above provisions and that I agree to be bound by them.

I understand that by signing this agreement I am releasing claims and giving up substantial rights, including my right to sue.

Volunteer Name (please print): _____

Volunteer Signature: _____ Date: _____

REQUIRED FOR ALL PARTICIPANTS UNDER 18 YEARS OF AGE:

PARENT OR GUARDIAN'S AUTHORIZATION FOR MEDICAL CARE AND CONSENT TO AGREEMENT

I, _____, as a parent or legal guardian hereby grant permission

for _____ to do volunteer work for the MCEDD. In the event of an emergency, accident, or illness, I authorize the MCEDD and its employees to administer emergency medical care to my child and, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature below hereby represents that I have read, understand, and consent to this agreement.

Parent or Guardian Signature: _____ Date: _____

Note: Complete a new form every 12 months for on-going volunteer service, or when volunteering for a different activity, or when volunteer duties change.

Memorandum

Date: April 27, 2016
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: 2017 CEDS and Strategy Committee

Overview

Annually MCEDD updates the Comprehensive Economic Development Strategy (CEDS) for our five county region and every five years we go through a major rework of that strategy. The last major rework was conducted in 2012 so we are due for our major rework in 2017. As staff considers the manner in which we conduct outreach, host meetings and address the requirements laid out by our federal funders, we have two areas for Executive Committee consideration and discussion. The first is the composition of the Strategy Committee and the second is the process we use to develop the revised strategy.

CEDS Strategy Committee

While the CEDS is formally adopted by the MCEDD Board of Directors, it can be developed by a separate strategy committee with a formal recommendation to the Board. In the past, the MCEDD Board has acted as the CEDS Strategy Committee as we have determined the board to be broadly representative of the economic interests of the region. Under this format we have conducted meetings with broad invites to stakeholders to encourage participation and obtain their feedback. MCEDD staff has provided the primary support and has compiled/developed the strategy. This year, staff is requesting discussion of appointment of the CEDS Strategy Committee to include additional formal members. Consideration would be to ensuring geographic diversity and sector focus, but an option to consider additional private sector members as well as perhaps a more inclusive look at those underrepresented on our governing body. We would propose retaining the public component and comprehensive stakeholder engagement under this structure. In addition, MCEDD staff would still compile the strategy, but the Committee would act in a strong advisory capacity to staff and would ultimately present the Strategy to the Board for consideration of adoption.

Process

We are updating the process for which we will develop the CEDS based on guidance from EDA and best practices published by our National Association. We will rotate meetings within all five counties, similar to our 2012 structure. One process element we are hoping to obtain Executive Committee support for is using the “annual” Economic Summit to kick off the CEDS.

Request

The Executive Committee is asked to make a recommendation on the structure of the CEDS strategy committee and discuss the CEDS 2017 process, with a focus on the kick-off event.



**Executive Director’s Report
Prepared for April 2016 Executive Committee Meeting**

This report covers activities in April 2016 since the last full board meeting.

Business Assistance Division

- The MCEDD Loan Administration Board reviewed the EDA Revolving Loan Fund plan and recommended revisions to the MCEDD Board for final adoption. Included in the required revisions are modifications to ensure at least one private sector member with lending experience is present for all decisions. The Loan Board recommended adding an additional private sector member as an alternate to alleviate concerns with the availability of the two current private sector positions. MCEDD staff is contacting EDA staff to clarify if an alternate would be an approved solution.

- MCEDD closed loans with the following clients:

Client	Amount	Purpose
Little Huckleberry Food Truck	\$20,000	Start-up of a food truck business in Bingen
Abundance Marketing dba Balch Hotel	\$175,000	Purchase of the Balch Hotel in Dufur
Beachwood Eatery, LLC	\$258,000	Purchase of the 9 th Street Sugar Bowl in The Dalles
Arcelia Maribel Quintero De Marquez dba Taqueria La Fogata	\$20,000	Start-up of a food truck business in The Dalles

- The MCEDD Loan Administration Board approved loan modifications or collateral releases for the following clients:
 - 15 Mile Ventures, LLC dba Freebridge Brewing
 - CRG Freight, Inc
 - Hank Tank dba 64oz
 - Oregon Brineworks, LLC
- MCEDD is proceeding with legal action, as approved by the MCEDD Loan Administration Board and Oregon Investment Board, to address defaulted loans.
- The Oregon Investment Board approved a \$48,000 loan to **Downey’s Sleep Center** and approved loan modifications for the following:
 - Beachwood Eatery, LLC dba 9th Street Sugar Bowl
 - Defiance Brewing Company dba Sedition Brewing
- MCEDD manages the Cascade Locks-Hood River Enterprise Zone. We are working on an amendment and extension to our contract with Hood River County for these services. Interest in the program picked up in the last month with project applications submitted for the following entities:
 - The Renewal Workshop
 - Ferment, LLC
 - Hood River Distillers
- Staff submitted a response to a University of Oregon’s request for economic development project concepts. We requested assistance to measure the long term impact of our revolving loan fund programs. The University has expressed interest, but will not have student capacity under after the summer.

- I received a subpoena to testify as a witness on a case that relates to a past MCEDD loan client. It should not impact MCEDD negatively, but I will have to appear and we are required to provide certain documents. I am working with our attorney to ensure these are provided in an appropriate manner.
- The approved loan to Seckora Consulting was withdrawn.
- MCEDD staff is working with the North Central Oregon Regional Solutions Attainable Housing subcommittee to analyze potential revisions to the Attainable Housing Revolving Loan Fund. Discussion is scheduled for the May 16th Advisory Committee meeting and could include recommendations for revisions to the proposed loan size, particular purpose or terms.

Infrastructure

- We are pleased to announce that the Parkdale Sanitary District project, which had a top CEDS ranking in 2015, has secured USDA funding. The Board received a copy of the letter from Won Kim with the District which stated in part “On behalf of the Parkdale Sanitary District (PSD), we would like to thank MCEDD for working with us on our funding priorities for the upcoming facility improvement project. With MCEDD’s approval to prioritize our project on the Community Economic Development Strategy, PSD was able to work with United States Department of Agriculture (USDA) to secure a loan/grant source. In short, we are moving forward with the potential to receive a \$1.51 million loan and a \$1.17 million grant for the improvement project. With MCEDD’s board approval on to prioritize PSD’s Improvement Project, we were able to secure the maximum grant amount of approximately 43%!” The CEDS ranking was critical for the project as it allowed the District to qualify for **USDA Strategic Economic and Community Development (SECD) funds**, which include projects supported through a multi-jurisdictional strategic economic community development plan. **We were the first round of communities to be funded under this program.**
- Carrie Pipinich supported the Dufur Recreation Department in submission of a grant application to Oregon State Parks for their West End Restroom replacement.
- There are multiple projects submitted for consideration of Oregon Water Resources Department. Public comment is solicited through April 29, 2016. A listing of the projects and draft ranking can be found here: http://www.oregon.gov/owrd/docs/WPGL/20160415_WPGL_PublicCommentNotice_FINAL.pdf. Projects with current rankings of #3, 5, 9, 10, 19 and 23 are located in the MCEDD region and a portion of those are also reflected in our CEDS.
- We received notice of positive legislative progress that could support the Giles French Park, a long term CEDS priority. The Water Resources Reform and Development Act of 2016 includes provisions that would allow a third party partner to collect and use recreation fees for operation, maintenance and management of an Army Corps recreational site. This authority would potentially allow a cooperative partnership for Sherman County to invest in and operate Giles French Park. The bill will go to the Senate Committee for markup, followed by a Senate vote. A companion bill in the House and ultimate reconciliation between the two would be necessary for this to advance.
- MCEDD provided a draft Intergovernmental Agreement to the City of The Dalles to support grant administration for the EDA-funded flex space at the Columbia Gorge Regional Airport. The Agreement is not anticipated to be finalized until the start of FY17.
- The Columbia Gorge Regional Airport is seeking a \$65,000 grant through the WSDOT 2015-17 Airport Grant program. Funds would be used for taxiway A rehabilitation. We provided a letter of support and are also discussing options for the de-icing project listed in the CEDS.

- MCEDD provided a letter of support for the Columbia River Gorge Historic Highway TIGER grant application. TIGER funds to allow for the design and construction of the Historic Columbia River Highway State trail between Viento State Park and Perham Creek in Hood River County.
- MCEDD has been in conversation with Klickitat County staff regarding potential CDBG applications for projects also listed in our CEDS.
- We are tracking and supporting high priority projects in the ConnectOregon and Enhance process and have provided letters of support to key projects in our region.
- Staff is currently providing grant administration and labor standards support to CDBG funded projects for the City of Antelope, Wasco County/Mid-Columbia Center for Living, Klickitat School District, Dallesport Water District, and City of Cascade Locks.

Economic Development Administration, Regional Economic Development

- The MCEDD EDA annual Partnership Planning grant was approved for base funding at \$80,000. It is pending signature by the EDA Seattle Regional Director.
- EDA Seattle Region has appointed a new planning director to replace Richard Manwaring. We look forward to meeting the replacement.
- We continue to support use and expansion of the **Agora Investment Platform** with the following highlights in the last month.
 - We are working with project owners to update projects listed as priorities in the CEDS. We are trying to get this complete before the funder engagement strategy moves forward.
 - Mark Heystek is conducting training for the additional districts in which we are expanding Agora, as well as Skamania Economic Development Council and Community Enrichment for Klickitat County who are conducting local outreach.
 - MCEDD submitted an Innovation Award application for the Agora Platform.
 - We are in conversation with USDA national staff regarding consideration of expansion of Agora to additional regions across the nation.
 - We have updated the funder engagement strategy, with input from our district partners and one of the original foundation funders. We are primarily targeting outreach to foundations and state agencies. We have a meeting set with Oregon state agency directors in June.
- Broadband activities continue as a core focus for MCEDD, with the following highlights:
 - The regional **Broadband Consortium** met on April 14th and featured State of Oregon and Washington Broadband updates, federal updates, discussion regarding Connect America Funds, FirstNet/OneNet status and a regional roundtable.
 - Carrie Pipinich has been supporting expansion of broadband to our communities and meeting with ISP's.
 - The **Oregon Connections Telecommunications** Conference committee continues to plan for an October event and has secured a keynote speaker: Peggy Smedley of Connected World Magazine.
- Michele Spatz, MCEDD Mobility Manager, continues to advance regional transportation interests with a focus on enhancing regional mobility. Projects include:
 - Exploring a Rides to Wellness grant with
 - Supporting the West End Transit (WET) bus
 - Meeting with the Gorge Yellow Taxi and Columbia Area Transit regarding potential for expansion of services to upper Hood River valley.
 - Promoting the Mount Hood Express.
 - Meeting with employers regarding opportunities to get employees to work.

- Coordinating Gorge TransLink Alliance meetings.
- There will be a new Columbia Gorge Express service, which is anticipated to start May 25th.
- Developing the Human Services Coordinated Transportation plans. She is analyzing the surveys returned and has scheduled a meeting on June 3rd meeting with stakeholders to review findings.
- Amanda was appointed to the Oregon Public Transportation Plan Advisory Committee. In the first meeting, the group elected to allow appointment of an alternate should the primary appointee be unable to attend a meeting. Input is sought from the Executive Committee on who we should request.

Project Management

- The **STEM Career Day** will take place on April 29th. It will be followed by the **Gorge Wind Challenge** on April 30th.
- Jessica Metta has been supporting the Gorge Technology Alliance with the following highlights:
 - The April Featured Event focused on wearable technology with Xensr.
 - The April CEO Forum featured Tad McGeer, President of Aerovel.
 - Board elections results indicate retention of all incumbents and the addition of Dave Windsor, Cardinal Glass.
- The Columbia Gorge Bi-State Renewable Energy Zone met in April and I will provide highlights of the discussion at the Executive Committee meeting. We have extended the contract with David Van't Hof for Government Affairs and Communication activities. We have a request from Northwest RiverPartners to present at a future CGBREZ meeting and are reviewing their proposal.
- Carrie Pipinich has been providing support to the **Gorge Cider Society**. Highlights from the past month include:
 - The Cider Society is working with Blue Collar Marketing to provide social media training.
 - Carrie and her advisory committee are working on the new Gorge Cider Adventure (previously Cidercamp)
 - Most exciting, we were invited to submit a **full grant proposal for Columbia Gorge Cider Industry Development** for the next phase of the Oregon's 2016 Specialty Crop Block Grant Program process. The program received 44 concept proposals representing over \$4.8 million in funding requests. From those, only 25 applicants were invited to submit full grant proposals.
- We have a contract in place for a consultant to complete the marketing plan for the Columbia Gorge Winegrowers Association.
- The Columbia Gorge Arts/Culture Alliance completed updates to the 2016 map. It is now posted on gorgeculture.org and maps will be distributed locally and through the PDX welcome center.
- The Gorge Night Sky project is proceeding with a planning group in place and anticipation for events on August 18th and 19th.

Operations

- Letters of support were submitted for approved ConnectOregon and Enhance projects, as well as the Historic Columbia River Highway TIGER application. We anticipate submitting a response to the Oregon Water Resource Department as part of their public comment period.
- Personnel: Jacque Schei's six month evaluation was conducted in April.

- I have been working with our Special Districts Association of Oregon (SDAO) on personnel issues. SDAO provides human resources and personnel legal support to MCEDD at no additional cost to ensure we can address all human resources issues in a timely and appropriate manner.
- Training: Michele will attend the Active Transportation Conference in May.
- MCEDD was contacted by a writer for Gorge Magazine who is working on a story for the summer issue that is taking a look at the future of the Gorge.
- I received an update on the travel dates for the Marshall Fellowship. It is scheduled for April 19 to May 14, 2017.
- Annual report: Sue Knapp and I are scheduled for a presentation in May to the City of The Dalles. I will also provide a presentation in June at Government Affairs.
- Budget preparation has been underway, with publications going out on April 29th. The Budget Committee meeting is scheduled for May 10, 2016.
- I am scheduled out of the office May 26, 2016 to June 9, 2016.

Upcoming Meetings

- Connect Mid-Columbia is scheduled for May 19, 2016 at 9 am, Skyline Hospital.
- There is no scheduled June Executive Committee meeting.
- **Next Full Board meeting is June 16, 2016 at 4 pm** at the Hood River Fire Station.
- **Next Executive Committee meeting is Wednesday, July 6, 2016 at 4 pm.**