



**Executive Committee Meeting
Wednesday, February 1, 2017
4:00 P.M.**

MCEDD Office, 515 East Second Street, The Dalles

AGENDA

<u>Topic</u>	<u>Time</u>	<u>Item</u>
Call to Order- Chairperson Jan Brending		
Executive Committee Minutes <i>January 4, 2017 and January 17, 2017</i>	5 minutes	Approval
Financial Report	10 minutes	Information
Budget Committee	10 minutes	Recommendation
NADO Alert	10 minutes	Discussion
CEDS Strategy Status	10 minutes	Discussion
Executive Director Report	10 minutes	Information/Discussion
Other New Business/ Board updates	10 minutes	Discussion

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.

MCEDD is an equal opportunity lender, employer and provider.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, JANUARY 4, 2017
4:00 p.m.
MCEDD Office and Teleconference

ATTENDANCE:

In Person: Bob Hamlin, Bob Benton, Bill Schmitt and Eric Proffitt

Teleconference: Jan Brending, Rod Runyon, and Bob Benton,

Absent: Rex Johnston and Ken Bailey

Staff: Sherry Wickert, Sherry Bohn and Amanda Hoey

CALL TO ORDER:

Jan Brending called the meeting to order at 4:02 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES:

Bob Hamlin moved to approve the November 2, 2016 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

FINANCE REPORT:

Sherry Wickert presented the November financial reports. Sherry reported that MCEDD's operational cash has decreased due to the usage of reserved match funds. The overall cash for the loan fund program continues to increase, because of loan payoffs and fewer new loans made, and is reflective by the lower Loans Receivable balances. Sherry reported that Accounts Payable currently has a negative balance, which is due to a credit on a credit card purchase. She also reported that the current accrued loan payment includes principal and interest for the five IRP loans, while the prior year's balance has an interest only payment for IRP-WA.

Sherry reported that November's Operations Budget vs. Actual report includes differences between several revenue and expense categories. The variance for Federal revenue is due to higher billings for several special projects than was budgeted for the timeframe and that Total Loan Fund Revenue, excluding the Housing RLF funds, is below projections by \$4,567. Sherry reported that Personnel costs are below budget, primarily due to staffing changes and that Event Services costs are above budget due to the categorization of expenses that were included as contractual expenses.

Bill Schmitt joined at 4:05 p.m.

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

RLF REVENUE/EXPENSE STATUS

Amanda Hoey reported that MCEDD's business assistance division continues to experience challenges in meeting revenue targets due to an increase in early loan payoffs and a corresponding decrease in new loans and deals in the pipeline. Amanda noted that in September, the Executive Committee discussed the situation and approved proceeding with the following staff recommendations:

- Hold tight and continue to control expenses as closely as possible, recognizing that we may need to cover some expenses with carryforward revenue or general fund.

- Analyze the program at the end of quarters two and three for potential adjustments to expenses, if revenue does not turn around.
- Direct the Loan Administration Board to analyze MCEDD's position in the market and any modifications to the program that may ensure it continues to serve its intended purpose.

Amanda reported that the following actions have taken place:

- The MCEDD Loan Administration Board met to recommend modifications for program policies. The proposed modifications are not anticipated to have an appreciable revenue or expense impact, however.
- The MCEDD Loan Fund Manager began increasing some outreach.

Amanda reported that we have now completed quarter two with a better view into the likely revenue forecasts through the end of the fiscal year. She noted that the trend continues for loan payoffs and an increasing balance of funds available. Amanda provided the available to loan amounts, projected loss and a review of the pipeline of prospects.

Amanda requested the Executive Committee review the financial projections of the program and make a recommendation to the full board to be presented at the February meeting. She presented options for the Executive Committee to consider, including:

- Option 1: Adjust anticipation of legal expenses (reduction of \$2,000) to account for the two quarters of legal expenses that we have not yet needed to access. The remaining amount allows us to still responsibly pursue defaulted loans, if needed. Amanda noted that no formal action for this option would be needed, but future estimated profit and loss projections would incorporate this reduction in anticipated expenses. Amanda noted that this is a staff recommended option, in combination with another one of the options presented below
- Option 2: Make no further changes at the current time and wait another quarter to determine if any of the following factors significantly change MCEDD's financial picture: 1) Attainable Housing program new loans. 2) Influx of new business lending. Amanda noted that this item is unlikely to have significant revenue implications given the pipeline of active inquiries and likely timing of any resulting new loans. Amanda reported that selecting this option the Executive Committee would need to recognize that MCEDD may need to cover financial losses
- Option 3: Reduce expense in personnel assigned to the program. Amanda noted that no other substantial expenses beyond personnel can be reduced as they are fixed costs such as audit. a) Partially transfer staff to other program areas. Amanda noted that there are limitations to the extent that MCEDD can effectively transfer and retain staff to have a revenue impact (estimated impact of \$6,000). b) Pursue a partial reduction in force. Amanda suggested reconvening the budget committee if pursuing this option.
- Option 4: Provide additional investment into new staff to support further program outreach. Amanda reported that given conversations with other lenders, this does not appear to be a situation unique to MCEDD so the return will not likely match the investment. She noted that this option is not recommended by MCEDD staff leadership.
- Option 5: Pursue new revenue generation. Amanda reported that staff would prefer this route but do not have any identified tangible options beyond the activities we currently pursue.
- Option 6: Explore early payback for one of our USDA IRP loans. Amanda explained that IRP is the Intermediary Relending Program which provides low interest loans at 1% over

a 30 year term. She noted that the bulk of MCEDD's capital for the business assistance division originated from this source and that due to recent payoffs, MCEDD essentially has the full amount of the smallest IRP loan in a bank account, earning minimal interest. Amanda reported that electing to payback the funds is a permanent decision and that obtaining new capital occurs through a competitive process. She noted that it would be a difficult prospect to get funds back into MCEDD's accounts through a new IRP loan. Amanda noted that this option should not be pursued if the lack of new lending appears to be a short term issue rather than long term trend.

Discussion: Amanda reported that she had spoken to Ken Bailey as he had let staff know he would be unable to attend this meeting. She reported that Ken expressed the need to continue to look at the long term. Bob Hamlin asked what other sources of new revenue were available. Amanda responded that there were no viable new sources currently identified, but reviewed past explorations, including community reinvestment funds. Eric Proffitt stated that, with Options 1 and 3 the program would still end up with a projected loss. Jan Brending noted the new grant administration project and asked if loan staff could be allocated to that activity. Amanda reviewed the skill sets necessary and program learning curve. Sherry Wickert explained the project and its requirements, noting that it replaces a denied project so already has Project Management staff dedicated to serve the project. Eric Proffitt asked if MCEDD had any projected carry over. Amanda Hoey and Sherry Wickert discussed both prior and current status. Jan Brending asked about Beginning Cash. Amanda Hoey explained that MCEDD could cover the projected program loss but that it was larger than any previous program loss in her history and could not be sustained. Jan Brending asked Amanda for her recommendation. Amanda Hoey suggested a combination of options 1 and 3.a. Eric Proffitt asked about Option 3.b. Amanda Hoey explained the issues with Option 3.b. Sherry Wickert noted that the loan program requirements would still need to be met. Bill Schmitt noted that more loans could not be found and processed if loan fund personnel hours are reduced. Jan Brending asked if there were any other early payoff indicators and if loan requirements were causing problems. Amanda stated that there were none staff was aware of at the current time. Bob Hamlin asked if there was a pattern to the quality of new loan applications. Amanda Hoey explained that they have been similar to those in the past. Eric Proffitt asked what the worst case loss figures were if using the suggested option of 1,2 and 3.a. Amanda Hoey stated it was about \$19,000. Bob Hamlin asked if a delay could cost more. Amanda Hoey responded that there would be more limited options for the Committee and Board to pursue that would have measurable impact on the net loss. Eric Proffitt stated that he would be more comfortable waiting if there was more in the pipeline. Jan Brending stated that she supported Options 1 and 3.a, with some tough decisions made in the next budget cycle. Bob Benton asked how much would need to be loaned out in order to cover the loss. Amanda Hoey stated that the dashboard reflects that for the original budget, but it would need to be recalculated for the current situation. Bob Benton suggested that the figure be recalculated and then set as a target for loan staff. Sherry Wickert stated that there would be a need for more loans due to the fact that there would only be processing fees received and little or no interest given the short time left in the fiscal year.

The committee consensus was to proceed with options 1 and 3.a, with a revised target used as a goal for loan staff. The issue will be again revisited following the conclusion of quarter three.

DEPUTY DIRECTOR POSITION

Amanda reported that the Executive Committee discussed establishment of a Deputy Director position to address continuity of MCEDD's activities while she was out of the office with the Marshall Memorial Fellowship Transatlantic exchange and to provide for continuity at any other point in the year when she needed to be out of the office.

Amanda reported that the establishment of a Deputy Director position would allow for promotion of an existing qualified employee, as per MCEDD's personnel policies. She noted that she did not propose adding an additional staff member as MCEDD does not currently have the budget or resources for an additional FTE. Amanda noted that the Deputy Director would continue to fill the role in which they currently serve, with the additional responsibilities of the Deputy Director. Amanda noted that in reviewing staff qualifications and capacities, MCEDD's most senior Project Manager Jessica Metta (currently part-time) is proposed for the role.

Amanda addressed compensation for the position by proposing a scale that utilizes the Project Manager steps but starts on a higher rate for step 1.

Amanda proposed modifying the Project Manager Job Description, by adding the following specific items related to Deputy Director role:

- Act as a thought partner to the Executive Director to pace and drive organizational development and meet core strategic purposes.
- Serve as the delegated authority on behalf of the Executive Director in the Executive Director's absence.
- Add the Deputy Director as an authorized signer on MCEDD accounts.

Discussion: Amanda Hoey noted that Ken Bailey has stated that he thought it was a good idea, but if the committee was not fully comfortable proceeding, he could also support an informal role with a formal role to be adopted in the next fiscal year. Eric Proffitt asked if the Project Manager continue with their other duties as well. Amanda noted they would and the position would include a slight increase in hours to cover additional responsibilities, primarily a month before and after the fellowship and during the fellowship. Bob Hamlin asked if this was a recommendation to the full board. Jan Brending asked about the total proposed FTE change and temporary versus permanent nature of the change. Amanda explained that Jessica is proposed to move to full time while Amanda is out of the office (approximately 0.2 FTE increase). The time increase would be temporary for that juncture, but the change in position would be permanent. Rod Runyon asked what was the longest time Amanda had been away from the office. Amanda Hoey explained that this will be the most extended period of time out of the office continuously and the most significant difference is that with other prior paid time off, she has been available by both phone and email. She stated that with the Marshall Memorial Fellowship transatlantic exchange, that connection will be much more limited, if at all. Sherry Wickert noted that there is a lot of planning before when Amanda is out of the office for an extended time. Jan Brending expressed her support for the idea based on planning for possible succession.

Eric Proffitt moved to recommend to the MCEDD Board the approval of the Deputy Director position with the relevant compensation scale and the addition of the Deputy Director as an authorized signer on MCEDD accounts. Bill Schmitt seconded the motion. Motion carried unanimously.

LOCAL FUNDS ASSESSMENT

Amanda Hoey reported that last year, in considering a recommendation for local assessments, the Executive Committee decided to recommend no change to local assessments but to signal a potential for an increase in FY18 to better cover the need for matching funds and maintaining service levels. Amanda noted that the Committee requested to begin the review early in 2017 in order to be prepared for a recommendation for the MCEDD budget process. She presented the current assessment schedule and various comparisons. Amanda asked if there was any additional information that the Executive Committee needed for their deliberations and requested the Executive Committee to provide the general direction they wanted staff to explore.

Discussion: Amanda Hoey stated that Ken Bailey had expressed the need to look at exploring a slow increase over time. Bob Hamlin expressed the need to let entities know when and how the assessment would increase. Jan Brending noted that a large increase would be shocking to most entities and the need to allow entities the ability to build increases into their budgets. Eric Proffitt discussed connecting increases to some sort of index after reaching the needed level of matching funds. Jan Brending discussed some challenges with indexes. Bob Hamlin asked about the history of assessing ports at a flat fee. Amanda Hoey noted that there is limited history on that particular decision, so it could be explored again. Bill Schmitt noted the income levels between ports are quite different. Jan Brending suggested looking at different strategies with revenue levels and exploring adding an increase based on a percentage.

Committee consensus was to explore options for an increase in local assessments over a period of time and then to provide increases generally based on inflation and annual review. In addition, staff was requested to review the Ports assessment and provide options to determine if it is appropriate to continue at a flat rate or to revise to a graduated scale to account for the difference in the economies and incomes of the Ports.

EXECUTIVE DIRECTOR REPORT:

Amanda reported on the work with Sherman County to support a housing incentive fund. Amanda reported that there is interest in contracting with MCEDD for management of the Sherman County housing incentive and loan fund and asked the Executive Committee to discuss the opportunity.

Eric Proffitt moved to authorize staff to move forward with contracting MCEDD for management of the Sherman County housing fund. Bill Schmitt seconded the motion. Motion carried unanimously.

Amanda reported that the Gorge Technology Alliance plans to update its strategic plan and has submitted an initial inquiry to The Ford Family Foundation to explore an opportunity for a grant to support the work. MCEDD would need to be the applicant.

Bob Hamlin moved to authorize staff to apply to the Ford Family Foundation. Bill Schmitt seconded the motion. Motion carried unanimously.

Amanda Hoey also noted the following from the Executive Directors report:

- The status of Oregon and Washington Board funding.
- The MCEDD Loan Administration Board approved new loans to Freeborn Designs, LLC \$12,000 loan for startup of a high fashion apparel business in Hood River, Oregon and Daniel Talley and Jeremy Mark \$157,000 loan for construction of a single family

dwelling in Moro, Oregon. The project will be funded through the Attainable Housing Development RLF account.

- Comprehensive Economic Development Strategy (CEDS) process is scheduled for two meetings in January.

January 19, 2017 in Bingen. The topic is finalizing the strategies and action plan. Amanda reported that space is limited.

January 26, 2017 in The Dalles. This is a rescheduled meeting that was postponed due to weather.

- The Gorge Commission will be going through its Management Plan review and is currently in the scoping stage. Amanda requested direction on how MCEDD staff should engage in the conversation, messaging about alignment with our regional economic development strategy and if we should encourage a conversation at a future MCEDD Board meeting with Commission staff.

Discussion: Jan Brending expressed her support of aligning this with the CEDS and receiving future updates about the Management Plan at a future MCEDD Board meeting.

- City of The Dalles staff contacted MCEDD to discuss a contract to support grant administration and labor standards review for their Wastewater Plant project. The City applied for a \$2M Clean Water State Revolving Fund loan from DEQ in support of an \$11M project to upgrade their wastewater treatment plant. The funds require compliance for all components with federal standards. Construction on the project is planned to occur from January to December 2017.
- MCEDD received the forecasted allocation for 2017-2019 activities to support Hood River Drive Less Connect.
- CDBG interpretations made by the State of Washington Department of Commerce have recently had a negative impact to MCEDD programs. The first deals with program income and the second deals with procurement. Amanda requested direction on further pursuing conversations with the Department to clarify and resolve these issues.

Discussion: The committee's consensus was to proceed.

- Gorge Web Design (Dee Holzman) was selected for the MCEDD website design
- MCEDD is processing the paperwork to receive a \$500 donation from Key Bank Foundation. Northwest Natural will be providing a \$500 sponsorship to further support of 2017 MCEDD events.
- Agora: new projects are being uploaded and the Executive Committee is encouraged to log in and review new projects.
- The next full board meeting is scheduled for February 23, 2017 in The Dalles.

ADJOURN: Meeting adjourned at 5:22 p.m.

Respectfully submitted,

Sherry Bohn, MCEDD Office Administrator

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
TUESDAY, JANUARY 17, 2017
7:45 a.m.
MCEDD Office and Teleconference

ATTENDANCE:

In Person: Rod Runyon

Teleconference: Jan Brending, Eric Proffitt, Bill Schmidt, Rex Johnston, Bob Hamlin, Ken Bailey and Bob Benton

Staff: Sherry Bohn and Amanda Hoey

Guest: Les Ruark (teleconference)

CALL TO ORDER:

Jan Brending called the meeting to order at 7:45 a.m. A quorum was present. Round table introductions took place

TRAVEL REQUEST APPROVAL

Amanda Hoey presented a request for out-of-state travel to allow Carrie Pipinich to attend CiderCon which is put on annually by the United States Association of Cidermakers (USACM). She noted that it would provide staff with an opportunity to better understand the broader cider industry, hone marketing skills required to support the growing Gorge Cider Society, and give staff a chance to meet and learn from other regional association leadership. Amanda reported that the USACM has offered to provide a free pass for attendance at the convention and share lodging for the duration of the event to provide an opportunity for staff to participate. She reported that this was estimated at approximately \$1,100 in value that MCEDD could leverage but that MCEDD would need to cover travel costs associated with the trip. Amanda reported that staff proposes using funds from the Specialty Crop Block Grant through the Oregon Department of Agriculture (ODA) to cover travel expenses. This grant is focused on providing staff support and furthering marketing efforts for the Gorge Cider Society. She noted that this trip and its purpose fit within the scope of work for the grant and support further development of the Gorge Cider Society and that approval would be conditional upon confirmation from ODA.

Amanda noted that all out-of-state (OR/WA) travel not already approved through the budget process must be approved by the MCEDD Board or Executive Committee and requested MCEDD Board approval to allow Carrie Pipinich to travel to Chicago, IL to participate in the CiderCon conference and represent the Gorge Cider Society through dedicated vendor space provided at no cost and in a regional association roundtable with cider industry associations from around the US.

Rob Runyon moved to approve the request as presented. Rex Johnston seconded the motion. Motion carried unanimously.

OTHER NEW BUSINESS

Amanda Hoey reported that over this past weekend that the office building roof had developed a leak in approximately the same location as the last one about a year ago. She reported that she had contacted the building owner and that he was working on finding a contractor to fix the leak as soon as possible.

Discussion: Eric Proffitt asked about the roof integrity. Amanda explained that the roof had been patched the last time, the building owner was seeking to have a more permanent fix done and noted that this was most likely caused by snow and ice buildup.

ADJOURN: Meeting adjourned at 7:50 a.m.

*Respectfully submitted,
Sherry Bohn, MCEDD Office Administrator*



FINANCIAL SUMMARY

FOR: December 2016

December's balance sheet has differences in current assets and liabilities. MCEDD's operational cash continues to decrease from the usage of its reserved match funds. The trend of higher loan fund cash and lower loans receivable balances persists, due to principal repayments and fewer new loans made in FY17. Accounts Payable (2010) includes expenses for insurance, which were paid in January 2017. Liabilities for health insurance costs reflect the payment made in December for January.

MCEDD's Operations Budget vs. Actual report has notable differences in revenue and expense categories. The variance for Federal (4100) revenue is due to higher billings for several special projects than was budgeted for the timeframe. Total Loan Fund Revenue, excluding the Attainable Housing RLF funds, is below projections by \$7,223.45. Bonds & Insurance (6800) and Other Materials/Services (6900) are above budget due to expenses that are included for FY18. These overages on expenses will be transferred at year-end. With the exception of Event Services (6190) which is over due to categorization of actual expenditures, all other expenses are under budget due to the timing of billings.

Respectfully Submitted,

Sherry Wickert
Finance & Operations Manager

Mid-Columbia Economic Development District

01/25/17

Balance Sheet

Accrual Basis

As of December 31, 2016

	Dec 31, 16	Dec 31, 15
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	13,090.91	9,624.34
1015 · MCEDD MM	261,938.95	327,011.07
1020 · IRP		
1021 · IRP - Sherman	80,927.01	154,175.90
1022 · IRP - WA	71,331.53	74,292.02
1020 · IRP - Other	98,752.11	27,709.23
Total 1020 · IRP	251,010.65	256,177.15
1030 · Loan Funds		
1036 · EDA RLFs	197,131.06	42,434.12
1045 · Reg Strat	127,776.13	167,786.75
1050 · RBEG-OR	48,119.40	18,953.12
1055 · RBEG-WA	96,650.74	34,413.50
1057 · RBEG-KL	126,628.49	92,516.92
1067 · CDBG Microenterprises	62,190.80	57,356.89
Total 1030 · Loan Funds	658,496.62	413,461.30
1031 · Housing RLF	2,000,583.79	2,000,595.79
1070 · National Scenic Fund	1,314,053.31	1,267,415.62
Total 1000 · Bank Demand Deposits	4,499,174.23	4,274,285.27
1100 · CDS		
1121 · IRP Reserve	96,031.33	96,031.33
Total 1100 · CDS	96,031.33	96,031.33
1122 · IRP - DDM Product	647,264.07	392,615.34
1196 · OR Telecom Conference	14,179.84	17,343.06
Total Checking/Savings	5,256,649.47	4,780,275.00
Accounts Receivable		
1202 · Accounts Receivable	99,066.15	80,567.27
Total Accounts Receivable	99,066.15	80,567.27
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	3,215.00	2,502.00
1227 · Accrued Loan Interest	20,273.33	17,460.39
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accr'd Int	-1,756.08	-236.44
1229 · Structured Accts Accr'd Int - Other	8,366.18	5,424.36
Total 1229 · Structured Accts Accr'd Int	6,610.10	5,187.92
Total 1200 · Receivables & Accruals	30,098.43	25,150.31
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,720,782.28	2,056,447.97
1321 · IRP - Sherman	170,382.59	97,402.67
1322 · IRP - WA	249,419.00	247,104.93
1336 · EDA RLFs	495,180.23	625,029.14
1345 · Reg Strat	43,204.08	5,642.50
1350 · RBEG-OR	250,918.67	276,709.58
1355 · RBEG-WA	0.00	61,106.85
1357 · RBEG-KL/SK	0.00	33,430.39

Mid-Columbia Economic Development District

01/25/17

Balance Sheet

Accrual Basis

As of December 31, 2016

	Dec 31, 16	Dec 31, 15
1367 · CDBG Microenterprises	44,885.24	48,079.96
Total 1330 · MCEDD Loans Receivable	2,974,772.09	3,450,953.99
1370 · OIB Loans Receivable	1,550,928.45	1,584,124.82
Total 1300 · Loans Receivable	4,525,700.54	5,035,078.81
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-118,027.66	-127,089.85
1521 · IRP - SH Co	-10,797.99	-15,000.00
1522 · IRP - WA	-14,476.77	-15,178.13
1536 · EDA RLFs Allowance	-35,290.15	-37,163.51
1545 · Reg Strat Allowance	-2,776.54	-644.83
1555 · RBEG Allowance	-18,584.67	-23,405.81
1567 · CDBG Microenterprises	-2,987.33	-3,171.24
1575 · OIB Allowance	-45,000.00	-45,000.00
Total 1500 · Allowance for Doubtful Loans	-247,941.11	-266,653.37
Total Other Current Assets	4,307,857.86	4,793,575.75
Total Current Assets	9,663,573.48	9,654,418.02
TOTAL ASSETS	9,663,573.48	9,654,418.02
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	4,326.80	643.37
Total Accounts Payable	4,326.80	643.37
Other Current Liabilities		
2030 · Accrued Loan Payment	57,471.24	52,471.27
2035 · Accrued Interest Payable	190.24	488.26
2050 · PTO - Accrued	23,098.99	24,497.84
2070 · Health Insurance Payable	-7,863.07	0.00
2080 · Life & Disability Payable	-357.83	0.00
2090 · WC SAIF Ins	-226.84	-314.27
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	92.07	97.97
2115 · OR- SUTA Payroll Liabilities - Other	123.14	120.71
Total 2115 · OR- SUTA Payroll Liabilities	215.21	218.68
Total 2120 · State Payroll Liabilities	215.21	218.68
Total 2100 · Payroll Liabilities	215.21	218.68
Total Other Current Liabilities	72,527.94	77,361.78
Total Current Liabilities	76,854.74	78,005.15
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	514,805.20	551,573.23
2821 · IRP Loan Payable \$600,000	417,520.24	438,485.25
2822 · IRP Loan Payable \$750,000	600,226.72	625,806.66
2823 · IRP Loan Payable - Washington	299,967.25	309,906.38
2824 · IRP Loan Payable - Sherman	186,672.31	193,188.09
Total Long Term Liabilities	2,019,191.72	2,118,959.61
Total Liabilities	2,096,046.46	2,196,964.76
Equity		
3100 · Fund Balances	7,572,025.03	7,320,555.07
3110 · Carryforward Balance	-89,619.18	22,692.87
Net Income	85,121.17	114,205.32

1:26 PM

**Mid-Columbia Economic Development District
Balance Sheet**

01/25/17

As of December 31, 2016

Accrual Basis

	Dec 31, 16	Dec 31, 15
Total Equity	7,567,527.02	7,457,453.26
TOTAL LIABILITIES & EQUITY	<u>9,663,573.48</u>	<u>9,654,418.02</u>

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

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	426,597.18	302,193.00	124,404.18	141.2%
4100 · Federal	86,703.76	79,713.48	6,990.28	108.8%
4200 · State	14,352.78	32,616.00	-18,263.22	44.0%
4300 · Local Match	7,000.00	7,000.00	0.00	100.0%
4400 · Local Assessment	45,529.00	45,530.00	-1.00	100.0%
4500 · Contract Reimbursement	147,618.67	145,616.48	2,002.19	101.4%
4600 · Loan Interest	122,515.21	139,008.58	-16,493.37	88.1%
4700 · Loan Processing Fees	2,761.49	16,749.98	-13,988.49	16.5%
4705 · Loan Filing Fees	318.16	6,749.88	-6,431.72	4.7%
4710 · Loan Late Fee	5,390.87	1,049.94	4,340.93	513.4%
4750 · Investment Interest	956.59	774.86	181.73	123.5%
4800 · Receipts - Other	1,988.43	3,749.98	-1,761.55	53.0%
4801 · Paypal Registrations	1,435.00	0.00	1,435.00	100.0%
4803 · Sponsor Donations	3,150.00	0.00	3,150.00	100.0%
4934 · In-Kind Revenue	2,630.64	33,641.00	-31,010.36	7.8%
4935 · In Kind - MM	0.00	700.00	-700.00	0.0%
Total Income	868,947.78	815,093.18	53,854.60	106.6%
Gross Profit	868,947.78	815,093.18	53,854.60	106.6%
Expense				
5000 · Wages	228,261.96	234,297.52	-6,035.56	97.4%
5500 · Fringe Benefits	58,129.77	67,787.92	-9,658.15	85.8%
5700 · Payroll Taxes	19,926.26	20,458.56	-532.30	97.4%
6110 · Travel & Conference	5,623.98	15,028.94	-9,404.96	37.4%
6190 · Event Services	1,454.26	950.48	503.78	153.0%
6200 · Equipment	1,913.67	2,250.00	-336.33	85.1%
6300 · Supplies	6,496.40	13,458.06	-6,961.66	48.3%
6400 · Professional Services	27,109.78	37,263.48	-10,153.70	72.8%
6600 · Communications	6,796.49	9,404.96	-2,608.47	72.3%
6700 · Building Costs	8,902.40	9,469.90	-567.50	94.0%
6800 · Bonds & Insurance	4,317.50	3,350.00	967.50	128.9%
6900 · Other Materials & Supplies	5,973.62	5,490.00	483.62	108.8%
9000 · Indirect Spread	0.00	-2,339.94	2,339.94	0.0%
9600 · Transfer to/from Source	6,698.31	0.00	6,698.31	100.0%
Total Expense	381,604.40	416,869.88	-35,265.48	91.5%
Net Ordinary Income	487,343.38	398,223.30	89,120.08	122.4%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	60,703.02	60,702.98	0.04	100.0%
7500 · Carryover to Next Year	336,978.00	336,978.00	0.00	100.0%
7600 · In-Kind Contractual	2,630.64	34,341.00	-31,710.36	7.7%
Total Other Expense	400,311.66	432,021.98	-31,710.32	92.7%
Net Other Income	-400,311.66	-432,021.98	31,710.32	92.7%
Net Income	87,031.72	-33,798.68	120,830.40	-257.5%

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
2017 PIPELINE**

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2017	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	469,835	-	15,000	484,835	96.91%
	Budgeted Expenses FY 2017 (Excludes In-Kind)	456,438				
	Gap/Surplus	13,397				
PROJ CODE	SPECIAL PROJECTS DETAILS	2017	NOTES			
	ANTICIPATED REVENUE					
517	Klickitat CDBG	4,250	Multi-year project			
518	Cascade Locks CDBG	10,431	Multi-year project			
519	Dallesport CDBG	12,500	Multi-year project			
519	DWD - USDA Grant Administration (Well #3)	9,000	Multi-year project			
521	Specialty Crop Grant	16,824	Multi-year project			
523	Human Services Coordinated Transportation Plan	4,689	Multi-year project			
524	Travel Oregon Wine Country Mkting	1,500	Multi-year project			
525	GTA Wind Challenge	19,200				
526	MCCFL - CDBG	13,000	Multi-year project			
527	City of Antelope - CDBG	12,500	Multi-year project			
528	DWD Wastewater - CDBG	1,200	Multi-year project			
529	Gorge Night Sky	9,500				
530	The Dalles Airport - Flex Space	10,000				
531	AOC HR/Wasco	19,550				
532	New Specialty Crop Grant	32,178	Multi-year project			
548	ColPac	4,600				
549	CL-HR Enterprise Zone	5,000				
551	Urban Renewal	1,000				
554	Sherman Co ED	40,000				
557	GTA Staffing	37,600				
559	Wasco Co EDC	45,000				
560	Oregon Connections	3,650				
570	OEDD Website	700				
571	Mobility Management	75,146	2nd year of 2-year contract			
575	GTA Robotics	5,850				
582	HR EDG	7,000				
585	Commute Options	8,000				
587	HR Drive Less Connect - ODOT	11,071	2nd year of 2-year contract			
596	RBDG - Wine Marketing	8,841				
599	Agora	17,055	Multi-year project			
	TD Wastewater Plant Labor Standards Admin	23,000	Multi-year project			
	TOTAL ANTICIPATED REVENUE	469,835				
	PROPOSALS SUBMITTED					
	TOTAL PROPOSALS SUBMITTED	-				
	IN DEVELOPMENT					
	City of Cascades Locks - USDA Grant Admin	10,000				
	Ford Family Foundation Grant for Tech Assistance	5,000				
	TOTAL IN DEVELOPMENT	15,000				
	DECLINED					
	Wishram CDBG management (PUD)	18,000				
	TOTAL DECLINED	18,000				

Memorandum

Date: January 26, 2017
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Budget Committee

Overview

The MCEDD Budget Committee is an unpaid committee that meets to review and approve the MCEDD budget. The budget is adopted by the MCEDD Board. The Budget Committee consists of an equal number of at-large members and MCEDD board members. Members serve three year terms, staggered so that one third of the terms of the appointive members end each year. Members are appointed by the MCEDD Board based on recommendations from the MCEDD Executive Committee. The primary qualification for appointive members is that they must be representative of the services provided by MCEDD.

The committee as appointed in FY17 includes the following individuals:

Name	Term Expires
Marcus Denney (At Large)	February 2017
Dana Peck (Board)	February 2017
Leana Johnson (At Large)	February 2018
Eric Proffitt (Board)	February 2018
Sam Bauer (At Large)	February 2019
Nick Hogan (Board)	February 2019
<i>Budget Officer:</i> Sherry Wickert, MCEDD Finance and Operations Manager	

Expiring Terms

Board Positions

Two of the three board positions on the Budget Committee transition. The first is the position held by Dana Peck. He was appointed to fill the last year of the term vacated by Barbara Briggs. The second is the position held by Nick Hogan who is no longer serving on the board (replaced by Paul Hendricks). The following are interested to seek appointment:

- Dana Peck
- Sue Knapp

We generally seek to have balance between Oregon and Washington members on the committee.

At-Large Position

One at-large position expires; the position held by Marcus Denney. Notification on the expiring at-large position was sent to local newspapers with interest forms due by January 25, 2017. The following individual expressed interest in serving on the budget committee (interest form attached).

- Fritz Ellett

Request

Action: Recommend a candidate for the at-large position on the MCEDD Budget Committee.

Action: Recommend candidates for the two board positions, with a recommendation for which candidate should complete the remainder of Nick Hogan's term and which candidate should begin a new term on the MCEDD Budget Committee.

Memorandum

Date: January 27, 2017
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: NADO Alert

Overview

See attached for an overview from the National Association of Development Organizations (NADO) of an alert on risks to funding for the US Economic Development Administration. This agency is a crucial resource for our rural economically distressed communities as it provides public works and technical assistance funding. In addition, it is a resource for MCEDD for our annual planning grant allocation.

Request

Discuss the value of EDA programs in the region. Identify opportunities for members of the Executive Committee to support messaging of the importance of the Agency.



NADO Alert: Administration Seeks Cuts to Federal Agencies; EDA Among Those At Risk

The Trump Administration is approaching the next federal budget with an eye towards reducing government spending by eliminating several federal agencies. Using the Heritage Foundation's blueprint for reducing government, the U.S. Economic Development Administration (EDA) has been targeted as a part of these cuts. As EDA plays an integral role in job creation and critical infrastructure for economic development, cuts to the agency would negatively impact communities throughout the country.

At NADO, we are committed to advancing legislation and spending packages which continue EDA's investment in regional economies. NADO is the lead convener of an EDA stakeholder group and we plan to use these partnerships to communicate to the administration the importance of EDA's role in supporting locally driven economic development. We continue to work with House and Senate Appropriations Committee staff and members of Congress to advocate for EDA. In the coming weeks, we will also connect with NADO members to gather relevant and meaningful stories of EDA's role in specific regional economic activities. We will then share these examples with federal legislators and administration officials to explain how EDA creates jobs and encourages economic growth. At this time, we also need your support to save EDA from potential rollback or elimination.

- **Call your congressional office to voice your concerns regarding EDA and how communities would be affected by the proposed cuts.** Be prepared to offer specific examples of EDA's success in supporting your region's economic development.
- **Discuss EDA's role with your board and EDA grant recipients in your region; inquire about their availability to reach out to congressional members.** As elected officials, your board members can offer an invaluable perspective on EDA's impact on local and regional development. EDA grant recipients can provide testimonials on the benefits of EDA investments and how they can be leveraged.

Looking forward at the next steps, here is a timeline of expected action related to EDA funding:

- **Late February:** President Trump is expected to release a budget outline. It is not clear if this would include details on EDA funding.
- **April 28:** Current continuing resolution (CR) for FY2017 expires. Congress must by this date pass another CR or an omnibus spending package for the remainder of the fiscal year.
- **May:** Full FY2018 budget proposal is expected.
- **May:** Congress begins consideration of FY2018 spending bill in the House and Senate Appropriations Committees.
- **October 1:** FY2018 begins.

NADO will continue to work with partners and stakeholders to influence policy making and spending decisions on behalf of NADO members. If you have any questions regarding this matter, please feel free to contact us.

Examples: Mid-Columbia Region Benefits

Columbia Gorge Regional Airport Flex Building

Klickitat County and City of The Dalles were awarded a \$625,000 US Economic Development Administration grant to construct Airport Flex Space at the Columbia Gorge Regional Airport in Dallesport, Washington. This project allows the region to retain a critical employer- Life Flight- and provide space for additional business growth. Without this investment, Life Flight would move out of the region, causing a loss in jobs important to our rural area and an anticipated loss of more than \$10 million in private investment. It is important from a health and safety standpoint, providing direct benefits to major medical providers, such as Mid-Columbia Medical Center, which indicated that the service has resulted in a change in wait time for trauma patients from 45-60 minutes for response down to 7-8 minutes.

Port of Hood River- Anchor Way

The US EDA spotlighted this project, highlighting the following: “In April 2008, EDA awarded a \$500,000 grant to support construction of interior road improvement and related utility upgrades on the [Port of Hood River’s] 8-acre industrial park. The improvements were prompted by tenants with growing pains caused by limited large truck access and lack of future freight mobility. According to Port of Hood River Executive Director Michael McElwee, the EDA Public Works grant was instrumental to the rapid development on the waterfront. [...] Once construction was completed, several of the tenants were able to advance their expansion plans. [As of December 2013], 23 tenants occupy 233,000 square feet, total employment is 371 persons, and private sector investment has reached \$33.85 million.”

RiverPoint Building- Port of Skamania

The Port of Skamania was awarded a \$925,000 grant through the US Economic Development Administration to support rehabilitation of the Riverpoint Building in Stevenson, Washington. The upgrades to the facility were critical to attracting new employment to the region. The building now houses LDB Beverage company, a contract production facility with its own label: Jester and Judge Cider.

The Dalles Marine Terminal

City of The Dalles received a \$2 million grant through the US Economic Development Trade Adjustment Public Works program to fund the Marine Terminal and Lewis and Clark Festival Area. The Marine Terminal includes a cargo crane and docks for cruise ships and other watercraft.

Regional Economic Development Support

The US Economic Development Administration has provided direct funding to MCEDD to develop and implement our regional economic development strategy and establish business funding programs. These resources have been critical to many of the services advancing our economy, including:

- Creation of the Gorge Broadband Consortium and resulting investments into broadband to connect rural communities
- Industry Sector development, resulting in creation of, and ongoing support to, the Gorge Technology Alliance, Columbia Gorge Winegrowers Association, Columbia Gorge Bi-State Renewable Energy Zone and more
- Support for direct business assistance and business loan programs.

When EDA was fully funded, the region benefited from more than \$26 million in investments in water systems, wastewater systems, industrial park development, and other critical projects.

Memorandum

Date: January 27, 2017
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Regional Economic Development Strategy Status

Overview

We are working through our major update to the regional economic development strategy and appreciate all of the input gathered thus far that has allowed us to complete the following:

- Data and Demographics Review
- Vision and Goals
- SWOT Analysis

At this point, we are working on finalizing Strategies/Action Plans that were outlined at our regional strategy meeting in Moro and refined on January 26th at a meeting in The Dalles. The initial draft outlines were presented in the overall priority ranking order and are available here:

- Housing: <http://mcedd.org/documents/CEDS/Jan17/Housing.pdf>
- Financial Capital/Entrepreneurial Environment:
http://mcedd.org/documents/CEDS/Jan17/Entrepreneurial_Environment.pdf
- Workforce: <http://mcedd.org/documents/CEDS/Jan17/Workforce.pdf>
- Infrastructure
 - http://mcedd.org/documents/CEDS/Jan17/CEDS_Broadband.pdf
 - http://mcedd.org/documents/CEDS/Jan17/CEDS_Transportation.pdf
 - http://mcedd.org/documents/CEDS/Jan17/CEDS_Water_v2.pdf
- Regulatory Environment:
http://mcedd.org/documents/CEDS/Jan17/CEDS_Regulatory.pdf

Staff is compiling information from the meeting in January, then will send out opportunities for public feedback. Participants reviewed and refined the plans, identified quick wins and drafted the top three priority actions for each goal area.

Simultaneously, we have solicited priority projects from each County and will have those prepared to present at the February full board meeting. One evaluation criteria will be the extent to which the projects tie directly to the priorities expressed in the strategies.

Upcoming Meetings

February 16, 2017 at the Rockford Grange in Hood River. Topic: Measurements. Will present the outcomes from the last plan and prepare for a conversation on how we will measure success moving forward and hold ourselves accountable to the priority initiatives expressed in the plan.

March 9, 2017 at Insitu in Bingen, Washington. Topic: Resiliency and preparing the final plan. The final plan will be presented for the Board's consideration for adoption in March.

Request

This item is informational to give you an update on status and progress with the regional strategy. It is also an opportunity to provide feedback on the plan elements developed to date.



**Executive Director's Report
Prepared for February 2017 Executive Committee Meeting**

This report covers activities throughout the month of January 2017.

Business Assistance Division

- The targets for new lending were updated to reflect the current financial situation, as discussed in the last Executive Committee meeting. In order to meet revenue requirements, a total of approximately \$1.6 million would need to be closed in new loans (all other conditions remaining the same).
- The MCEDD Loan Administration Board approved the following new loans:
 - Austen Martin was approved for a \$111,000 loan using the Attainable Housing Development RLF funds and recommended for a Sherman County loan up to \$117,000. Sherman County Court is scheduled to meet on February 1, 2017 to review the recommendation. The project would construct two duplexes in Sherman County.
 - Steelhead Enterprises was approved for a \$150,000 loan to expand their wildland firefighting business, which is based in The Dalles.
- We received notification of an additional loan payoff request from Northwest Pediatrics (\$53,000). In addition, we had very small early payoffs (less than \$2,000 each) from Lupin Construction and Cruz Thru Grocery. Both of these are closed businesses.
- Eric Nerdin continues to work with City of The Dalles staff to schedule time on an agenda for The Dalles Urban Renewal meeting to discuss a proposal for updating The Dalles Urban Renewal policy to allow additional lenders to qualify for participation in the Redevelopment and Restoration Loan Interest Subsidy Program. The request is precipitated by potential use of the Attainable Housing RLF program in the Urban Renewal District.
- The Oregon Capital Scan meeting was rescheduled due to weather and will take place on January 31, 2017. I also had a discussion with students from the University of Oregon who are working on a research project in conjunction with the Meyer Memorial Trust to create a credit facility that would help micro-lending organizations have access to additional capital.

Economic Development Administration, Regional Economic Development

- Comprehensive Economic Development Strategy (CEDS) process: see attached memo detailing the current status.
- Gorge Consortium: The Consortium (MCEDD, MCCOG, Gorge Commission, TransLink, MCHA, CGCC) will meet in February. The Consortium provides an opportunity for staff of these regional entities to collaborate on projects that intersect multiple agencies.
- Agora Investment Platform: The Ash Center for Democratic Governance and Innovation at the John F. Kennedy School of Government, Harvard University recognized the Agora Investment Platform as part of the 2017 Bright Ideas in Government initiative. The Bright Ideas program recognizes creative and promising government programs and partnerships. We are pleased to be selected and will likely send press announcements in February or March 2017 on the notification of award.

- Gorge Commission Management Plan: I met with Commission staff in preparation for their attendance at the February 23, 2017 MCEDD Board meeting to understand how we can have an effective conversation about the upcoming Gorge 2020 Management Plan.
- Housing: I will participate in a meeting hosted by USDA-Rural Development Oregon as they explore options to build rural capacity for meeting housing challenges. I extended the invitation to Joel Madsen with Mid-Columbia Housing as well and we will travel together. At the request of one of our employers, we have compiled available information on the number of residential units permitted and constructed in 2016 as compared to recent years. We are still waiting on information from two jurisdictions. I received a brief update on the status of the Army Corps of Engineers studies related to understanding the obligation and needs for tribal housing.
- Workforce: Staff met with individuals from MCCOG and CGCC in review of the recent RFP released by the Ford Family Foundation to support Education for Job Readiness. We have offered to provide a letter of support for an application for the Talent and Prosperity for All (TAP) Accelerator response proposed by our regional partner. The TAP RFQ is soliciting demonstration projects that help Washington's current workforce and new hires create pathways to gainful employment and higher wages, especially those at the lowest income levels or with other disadvantage.
- Mobility Management/Gorge TransLink Alliance: Dan Hoyt is furthering his understanding of the regional transportation system as our new Mobility Manager and participating in City transportation system plan updates. Dan and I will meet with Columbia Area Transit in a discussion on 2017 plans due to the large level of service expansion planned. Staff continues facilitating conversations between CAT and Gorge Yellow Cab as they seek to finalize service to Upper Hood River Valley. He recently assisted a large local employer to identify potential sites to facilitate increased transit for their employees.
- Broadband: The semi-annual Broadband Consortium meeting is scheduled for February 10, 2017. We invite your participation in this open meeting to discuss broadband developments, goals and plans.

Infrastructure and Project Management

- **City of The Dalles Wastewater Plant Project:** MCEDD and the City executed an IGA for \$23,000 to support grant administration of this project. We will not proceed until given the final notice from City staff.
- **Columbia Gorge Regional Airport:** Bid opening for this project was postponed to January 26, 2017 due to weather. They have experienced a delay due to additional consultation which is necessary to meet EDA's requirements.
- **Dallesport Water District:** Sherry Wickert submitted the project's 21 day labor packet and received approval from the State Department of Commerce.
- **Gorge Hubs:** Congratulations to City of The Dalles in a successful application to Cycle Oregon for Gorge Hubs funding of wayfinding signage. MCEDD staff wrote the application and I am pleased to have another community moving forward.
- **Skamania County Economic Development Council (EDC).** MCEDD staff will be jointly meeting with EDC staff and a common loan client to support plans to continue to move their business forward. The EDC staff is updating priority projects on Agora.
- **Hood River County Economic Development Group:** The group prioritized projects at their last meeting.

- **Sherman County Economic Development:**
 - The determination on MCEDD management support for the Sherman County housing loan program was deferred until the next Court meeting, which is scheduled just prior to this Executive Committee meeting.
 - PSU provided the income survey methodology and staff is seeking IFA approval of the methodology. The survey will be used to determine eligibility of funding through CDBG for a project for the Fire District.
 - The John Day River Territory continues to work on the kiosk project and Jessica Metta is trying to coordinate a meeting of stakeholders with Rage Graphics who has been providing assistance in kiosk development.
- **Wasco County Economic Development Commission (EDC).**
 - The EDC has been engaged in updating their Community Enhancement Project priorities for 2017.
 - The “Open for Business” Committee is looking at their next steps now that their business siting guides are all in process for completion
 - Staff will engage with County planners in the Comprehensive plan update.
- **Klickitat County Economic Development.** MCEDD staff continues to participate in the process to update the County’s strategic economic development plan. We will be weaving in elements of that plan with the CEDS. County staff indicates that they are partnering with South Central Washington Workforce on a TAP application. The County has submitted its prioritized project list for our regional strategy.

Industry Development: Industry Focus Areas

- **Columbia Gorge Bi-State Renewable Energy Zone:** The contract for David Van’t Hof, our contracted Government Affairs Specialist, has been extended with the remaining funds. We have also paid AWEA membership for 2017. The next meeting of CGBREZ will take place on February.
- **Gorge Technology Alliance:** Activities of the GTA include:
 - Planning for the annual STEM Career Day which will take place on April 28th.
 - Jessica Metta will be submitting an application to the Ford Family Foundation for strategic planning for the GTA. It will be submitted through MCEDD as authorized by the Executive Committee.
 - Jessica Metta and Jacque Schei have been actively engaged with Google in planning the Wind Challenge (March 11, 2017). The registration deadline for teams has been extended. We are seeking volunteers to assist at the event!
 - Jessica Metta coordinated a number of meetings around the region on January 24th with Gorge companies and staff/student researchers from Oregon State University. The meetings provided an opportunity for OSU to discuss the ways in which they are using aerial, land-based and on-water/ underwater unmanned systems in faculty and student research. The applications span precision agriculture, geomatics and surveying, geology, ocean and atmospheric science, forestry, robotics, environmental monitoring and remote sensing. There is interest in now following up with an on-campus visit.
- **Fermentation:**
 - MCEDD received three responses to the RFP for the Columbia Gorge Winegrowers Association to support training needs. Given the qualifications of respondents, we have decided to divide up the trainings and contract with two separate companies. Pivot Point will provide training on social media and branding. Danielle Firlie will provide hospitality training.
 - Carrie Pipinich received concurrence from ODA to travel for Cidercon.

Operations

- **Annual Documents:** Annual reporting is complete (W2, 1098, etc).
- **Local Assessments:** Staff is preparing scenarios for your review in March addressing increases in local assessments over time.
- **Website Status:** MCEDD staff met with Dee Holzman of Gorge Web Design to review intent for the updated MCEDD website and a draft site architecture. We have discussed organizing along the same structure as our core purpose areas with four primary headers: 'About', 'Financing', 'Strategy', 'Projects' and 'Contact.' The detailed draft site architecture is attached. It is a work in progress so input is welcomed. My appreciation to Jacque Schei and Sherry Bohn for volunteering to engage in this process for staff.
- **Board representative:** Sherman County's appointment is anticipated to be on their February agenda (replaces the position vacated by Mike Smith).
- **Evaluations:** Two evaluations are scheduled to be conducted in February: a three month review for our new Mobility Manager Dan Hoyt and an annual review for our Project Manager Jessica Metta.
- **Donations:** Insitu agreed to sponsor the March regional strategy session, supporting some of the refreshments for the meeting.
- **Building:** The MCEDD office is a leased space. With extended winter weather, the roof partially failed in January, leading to flooding of our bathroom and part of the back room. I appreciate the quick response of the building owner to get Brown Roofing out to repair the roof. The building owner has agreed to reimburse MCEDD for any damages and costs incurred in containing the problem. I have also requested a timeline from the building owner on replacing materials in the ceiling and floor and addressing mold prevention due to the length of time of the leak.
- **Press/Presentations:** I presented at the White Salmon Rotary meeting on January 24th.
- **Training:** In February we have scheduled the following: Jessica Metta will attend the City County Insurance Services conference, Carrie Pipinich will attend CiderCon (ODA provided their concurrence on approval), Amanda Hoey will participate in a program evaluation training.

The next Full Board meeting is scheduled for February 23, 2017 in The Dalles.

Next Executive Committee: March 1, 2017

First Draft of Site Architecture:

Home Page

About

- About MCEDD (note: includes history, Mission + Vision: who we are/what we do)
- Our Area (include map; describes what we cover)
- Board of Directors
- Policies
- Media (note: annual report linked here)
- Calendar (note: Google calendar. Minutes/Agenda links)
- Jobs and Volunteer
- Contact Us

Financing

- Business Loans
- Housing Loans
- Oregon Investment Board
- Incentives
- Success Stories

Strategy

- Our Strategy- Overview
- Our region (note: map, with links to county overview/resource)
- Data, Analysis
- Industry Sectors
- Initiatives
- Priorities
- Get Involved (*Page used during development years to update on status to engage in strategy development. During implementation years, options to connect with initiatives*)

Industry Development/Projects (*Note: we are still trying to determine best terminology*)

- Services for Governments
- Infrastructure
 - Infrastructure Overview
 - Transportation (note: will also link to GorgeTransLink Alliance)
 - Broadband (note: will also link to Broadband Consortium)
 - Water/Wastewater
 - Community Facilities
- Industry Sectors (same as in strategy above)

- High Tech: Gorge Technology Alliance
- Renewable Energy
- Manufacturing: Value Added Ag
- Health Care
- Forest & Wood Products
- Arts & Culture
- Tourism/ Recreation
- Business Services
- Special projects (note: a flexible page for rotating projects)

Contact

- Contact Us (includes directions; cross linked to about us contact us)
- Staff (list, directory)
- Stay Informed (newsletter sign up)