



**Executive Committee Meeting
Wednesday, April 5, 2017
4:00 P.M.**

MCEDD Office, 515 East Second Street, The Dalles

Or

Telephone Conference Call

Conference call in number: 1-866-755-7677

Conference call in passcode: 799986

AGENDA

<u>Topic</u>	<u>Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>March 2017</i>	5 minutes	Approval
Financial Report <i>Loan Fund Q3 Expense/Revenue</i>	15 minutes	Information
Executive Director Evaluation	10 minutes	Evaluation
<i>Executive Session per ORS 192.660(i)</i> (performance evaluations of public officers and employees)		
<i>Regular Session Reconvened</i>		
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 1, 2017
4:00 p.m.
MCEDD Office and Teleconference

ATTENDANCE:

In Person: Ken Bailey and Eric Proffitt

Teleconference: Jan Brending and Bob Hamlin and Bob Benton

Absent: Rex Johnston and Bill Schmidt

Staff: Sherry Wickert, Sherry Bohn and Amanda Hoey

CALL TO ORDER:

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

EXECUTIVE COMMITTEE MINUTES:

Eric Proffitt moved to approve the February 1, 2017 Executive Committee meeting minutes as presented. Bob Hamlin seconded the motion. Motion carried unanimously.

GORGE MANAGEMENT PLAN COMMENTS:

Amanda Hoey reported that at the February MCEDD Board meeting the MCEDD board reviewed MCEDD draft comments on the Columbia River Gorge National Scenic Area Management Plan and authorized the MCEDD Executive Committee to finalize and submit comments on the scoping of plan review. Amanda noted the primary requests included the following:

- Incorporate existing economic development plans in a manner that allows the Management Plan to act as a more living document and reflect changing economies in the Gorge.
- Utilize MCEDD and its ability to convene partners to advise on necessary updates to the economic development section of the Management Plan following this Scoping Process.

Amanda asked if there were any additional comments to include, comments to revise and for the Executive Committee to approve submission of the final comments

Discussion: Ken Bailey stated that it was important to emphasize utilization of the CEDS, to build relationships between MCEDD and the commission and to allow MCEDD to assist the commission with economic development. Jan Brending requested that bullet number 2 be emphasized and broadened. Ken Bailey reemphasized the need to build a relationship with MCEDD. Eric Proffitt asked if both Oregon and Washington workforce entities were aligned regarding updating the principal economic sectors to reflect regional targeted industry and growth sectors. Amanda Hoey discussed areas of alignment and stated that it might be worth calling attention to the CEDS and the Workforce Boards within that statement for industry sectors.

Eric Proffitt moved to approve submission of the final comments to Gorge Management Plan as discussed. Ken Bailey seconded the motion. Motion carried unanimously.

PLANNING GRANT SCOPE:

Amanda Hoey reported that annually MCEDD receives an invitation from the US Economic Development Administration to apply for a partnership planning grant. She reported that these funds are allocated to MCEDD as the designated Economic Development District to support the bi-state area in development and implementation of a Comprehensive Economic Development Strategy (CEDS). Amanda noted that MCEDD proposes an annual scope of work that meets that objective

and that in the prior year, the scope of work focused predominantly on development of the CEDS as it is a major rework year. Amanda also noted that in addition, staff incorporated elements to ensure MCEDD continued to actively continue implementation strategies. Amanda requested the board provide input on the annual scope of work for the planning grant and to authorize staff to develop and submit the scope of work.

Ken Bailey moved to authorize staff to develop and submit the scope of work for the planning grant and to accept the three year planning grant, if awarded. Eric Proffitt seconded the motion. Motion carried unanimously.

LOCAL ASSESSMENT:

Amanda Hoey reported that annually the MCEDD Board approves a funding assessment of our member entities for the next fiscal year, as recommended by the Executive Committee. She reported that the local assessments are used to leverage additional funding for the district. Amanda 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. She noted that, in December, the Executive Committee reviewed comparisons and provided the following general direction.

- Provide analysis on options for increases over time that would get to a supporting amount equivalent to the necessary grant match for the current programs.
- Review Ports rate to consider options that base the rates to reflect differences in the size and revenue of each Port District. MCEDD has historically assessed Ports at a flat rate.

Staff presented the following options for consideration:

1. Provide a 10% annual increase in all assessments. If population increases are generally assumed to offset inflation costs, we would reach the necessary amount of funds between years six and seven, no other factors changing.
2. Provide an increase equivalent to the amount necessary to reach required match over a five year timeframe.
3. Select option 1 or 2 as the strategy for increases in per capita assessments. Vary the amount assessed to individual Port Districts to reflect their annual revenues.

Amanda requested the committee recommend a level for FY 2018 assessments and to provide a recommendation on the strategy for local assessment changes over time to the MCEDD Board of Directors.

Discussion: Bab Hamlin stated that he liked option number 1 because it was simple and easy to understand. Bob Benton expressed concern with keeping MCEDD viable and noted that he had no issues with option 1 or 2. Ken Bailey noted that he concurred with a basic 10 percent increase. In relation to the Ports rate, he preferred a flat assessment of the total to all Ports unless the ports could offer a better suggestion to the distribution of the total amount and all agree to it. Eric Proffitt stated that it would be difficult to calculate all of the ports' different revenue and that it should be kept simple. Ken Bailey stated that, with a flat fee, the small ports may eventually pay too much. Ken Bailey asked when the assessments are paid. Amanda Hoey explained the timing, noting that given the differences in fiscal years for Oregon and Washington entities, payment varies between July and December of our fiscal year. Eric Proffitt discussed the option of a base fee and then per capita charge similar to the cities and counties assessment.

Ken Bailey moved to recommend to the MCEDD Board approval of local assessment rates for FY18 based on a 10% increase in all assessments. The Port District assessment will be distributed evenly

across all five Ports as per the historical practice unless the Ports unanimously approve of a separate distribution of the total assessment. The strategy of a 10% annual increase will continue for the next 10 years and will be reassessed at the five year point. Bob Hamlin seconded the motion. Motion carried unanimously.

EXECUTIVE DIRECTOR REPORT:

Amanda reported that the next regional strategy meeting was scheduled for Thursday, March 9, 2017 in Bingen, WA at Insitu's Eagle Point facility and that RSVP's are required. She also reported that the MCEDD Loan Administration Board approved a loan of \$25,000 to Dwinell, LLC dba Dwinell Country Ales to start a brewery in Goldendale, WA.

Amanda reported that staff had met with the website update contractor, Dee Holzman, and the new website is starting to look good.

Amanda also reported that the Executive Committee agreed to complete her Executive Director review a month early, given that her travel for the Marshall Fellowship will occur during the usual month for her annual review. She noted that the Committee could expect to receive a survey from the Board Chair shortly.

OTHER NEW BUSINESS

Amanda noted the next full board meeting was scheduled for Thursday, March 23, 2017 at 4 pm in White Salmon, WA.

ADJOURN: Meeting adjourned at 4:55 p.m.

*Respectfully submitted,
Sherry Bohn, MCEDD Office Administrator*



FINANCIAL SUMMARY

FOR: February 2017

February's balance sheet includes differences in both assets and liabilities. MCEDD's operational cash continues to be under the prior years, primarily due to the usage of reserved match funds. The Housing RLF (1031) cash is also slightly below last year's balance, due to the current costs associated with the administration of the program. Liabilities for health insurance costs reflect the payment made in February for March's expenses.

MCEDD's Operations Budget vs. Actual report reflects variances in both revenue and expense categories. Revenue for Federal (4100), State (4200), and Contract Reimbursement (4500) differences between actual and budget are due to timing of billings for special projects. Without new lending and with the principal repayments paid total loan fund revenue, excluding the Attainable Housing RLF funds, is below projections by \$14,948.87. Expenses for personnel continue to be under budget, due to staff changes and differences in actual costs associated with health insurance. Professional Services (6400) specifically for contractual costs remain under budget due to the actual costs associated with a special project that is a multi-year project. These costs may not occur in this year, but instead will be expensed in FY18.

Respectfully Submitted,

Sherry Wickert
Finance & Operations Manager

Mid-Columbia Economic Development District

03/20/17

Balance Sheet

Accrual Basis

As of February 28, 2017

	Feb 28, 17	Feb 29, 16
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	22,367.09	38,014.43
1015 · MCEDD MM	261,960.12	327,037.88
1020 · IRP		
1021 · IRP - Sherman	84,677.00	69,543.25
1022 · IRP - WA	38,833.37	77,703.22
1020 · IRP - Other	135,314.16	122,940.99
Total 1020 · IRP	258,824.53	270,187.46
1030 · Loan Funds		
1036 · EDA RLFs	213,346.97	65,018.52
1045 · Reg Strat	127,625.68	161,440.96
1050 · RBEG-OR	52,779.15	30,178.43
1055 · RBEG-WA	95,850.91	38,130.47
1057 · RBEG-KL	126,633.51	92,944.90
1067 · CDBG Microenterprises	65,172.83	58,178.37
Total 1030 · Loan Funds	681,409.05	445,891.65
1031 · Housing RLF	2,000,161.67	2,000,759.77
1070 · National Scenic Fund	1,359,210.73	1,293,652.65
Total 1000 · Bank Demand Deposits	4,583,933.19	4,375,543.84
1100 · CDS		
1121 · IRP Reserve	96,031.33	96,031.33
Total 1100 · CDS	96,031.33	96,031.33
1122 · IRP - DDM Product	665,238.01	292,877.46
1196 · OR Telecom Conference	16,962.27	18,132.59
Total Checking/Savings	5,362,164.80	4,782,585.22
Accounts Receivable		
1202 · Accounts Receivable	34,689.60	38,582.39
Total Accounts Receivable	34,689.60	38,582.39
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	8,811.66	8,044.36
1227 · Accrued Loan Interest	25,380.40	23,572.93
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accr'd Int	-2,245.80	-316.07
1229 · Structured Accts Accr'd Int - Other	5,193.29	5,482.00
Total 1229 · Structured Accts Accr'd Int	2,947.49	5,165.93
Total 1200 · Receivables & Accruals	37,139.55	36,783.22
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,688,158.50	2,068,705.54
1321 · IRP - Sherman	168,915.75	183,588.67
1322 · IRP - WA	283,178.91	246,094.07
1336 · EDA RLFs	480,337.20	603,528.93
1345 · Reg Strat	43,187.78	11,326.70
1350 · RBEG-OR	246,083.12	265,014.18
1355 · RBEG-WA	0.00	57,292.22
1357 · RBEG-KL/SK	0.00	33,016.28

Mid-Columbia Economic Development District

03/20/17

Balance Sheet

Accrual Basis

As of February 28, 2017

	Feb 28, 17	Feb 29, 16
1367 · CDBG Microenterprises	42,205.42	47,570.48
Total 1330 · MCEDD Loans Receivable	2,952,066.68	3,516,137.07
1370 · OIB Loans Receivable	1,516,571.45	1,564,638.09
Total 1300 · Loans Receivable	4,468,638.13	5,080,775.16
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	4,257,836.57	4,850,905.01
Total Current Assets	9,654,690.97	9,672,072.62
TOTAL ASSETS	9,654,690.97	9,672,072.62
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	0.00	98.48
Total Accounts Payable	0.00	98.48
Other Current Liabilities		
2030 · Accrued Loan Payment	77,705.58	71,027.31
2035 · Accrued Interest Payable	190.24	488.26
2050 · PTO - Accrued	23,098.99	24,497.84
2060 · Deferred Comp Payable	0.00	2,000.00
2070 · Health Insurance Payable	-7,863.07	0.00
2080 · Life & Disability Payable	-357.88	0.00
2090 · WC SAIF Ins	-82.56	-111.96
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	59.62	71.09
2115 · OR- SUTA Payroll Liabilities - Other	85.29	80.51
Total 2115 · OR- SUTA Payroll Liabilities	144.91	151.60
Total 2120 · State Payroll Liabilities	144.91	151.60
2100 · Payroll Liabilities - Other	0.00	3,073.96
Total 2100 · Payroll Liabilities	144.91	3,225.56
2800 · Deferred Revenue	6,666.66	6,666.66
Total Other Current Liabilities	99,502.87	107,793.67
Total Current Liabilities	99,502.87	107,892.15
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	2,118,694.59	2,226,851.76

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03/20/17

Accrual Basis

Mid-Columbia Economic Development District

Balance Sheet

As of February 28, 2017

	Feb 28, 17	Feb 29, 16
Equity		
3100 · Fund Balances	7,572,025.03	7,320,555.07
3110 · Carryforward Balance	-89,619.18	22,692.87
Net Income	53,590.53	101,972.92
Total Equity	7,535,996.38	7,445,220.86
TOTAL LIABILITIES & EQUITY	<u>9,654,690.97</u>	<u>9,672,072.62</u>

Mid-Columbia Economic Development District
Operations Budget vs. Actual
July 2016 through February 2017

	Jul '16 - Feb 17	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	100,037.10	93,046.82	6,990.28	107.5%
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	193,514.63	185,741.32	7,773.31	104.2%
4600 · Loan Interest	159,181.97	185,344.72	-26,162.75	85.9%
4700 · Loan Processing Fees	3,091.27	22,333.32	-19,242.05	13.8%
4705 · Loan Filing Fees	790.94	8,999.92	-8,208.98	8.8%
4710 · Loan Late Fee	6,632.57	1,399.96	5,232.61	473.8%
4750 · Investment Interest	1,280.66	1,033.24	247.42	123.9%
4800 · Receipts - Other	1,988.43	3,833.32	-1,844.89	51.9%
4801 · Paypal Registrations	1,435.00	0.00	1,435.00	100.0%
4803 · Sponsor Donations	3,900.00	0.00	3,900.00	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	967,962.17	923,412.62	44,549.55	104.8%
Gross Profit	967,962.17	923,412.62	44,549.55	104.8%
Expense				
5000 · Wages	306,619.53	312,396.68	-5,777.15	98.2%
5500 · Fringe Benefits	77,944.04	90,384.28	-12,440.24	86.2%
5700 · Payroll Taxes	26,766.70	27,278.04	-511.34	98.1%
6110 · Travel & Conference	6,787.33	20,038.96	-13,251.63	33.9%
6190 · Event Services	1,622.26	1,267.32	354.94	128.0%
6200 · Equipment	2,391.27	3,000.00	-608.73	79.7%
6300 · Supplies	10,992.73	17,944.04	-6,951.31	61.3%
6400 · Professional Services	27,619.05	54,051.32	-26,432.27	51.1%
6600 · Communications	7,890.41	12,446.64	-4,556.23	63.4%
6700 · Building Costs	11,852.79	12,626.60	-773.81	93.9%
6800 · Bonds & Insurance	4,317.50	3,350.00	967.50	128.9%
6900 · Other Materials & Supplies	6,381.62	5,490.00	891.62	116.2%
9000 · Indirect Spread	-5.40	-2,559.96	2,554.56	0.2%
9600 · Transfer to/from Source	6,698.31	0.00	6,698.31	100.0%
Total Expense	497,878.14	557,713.92	-59,835.78	89.3%
Net Ordinary Income	470,084.03	365,698.70	104,385.33	128.5%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	80,937.36	80,937.32	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	420,546.00	452,256.32	-31,710.32	93.0%
Net Other Income	-420,546.00	-452,256.32	31,710.32	93.0%
Net Income	49,538.03	-86,557.62	136,095.65	-57.2%

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

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2017	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	469,835	41,440	10,000	521,275	90.13%
	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	Specialty Crop Grant - Cider	32,178	Multi-year project			
533	TD Wastewater Plant Labor Standards Admin	23,000	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			
	TOTAL ANTICIPATED REVENUE	469,835				
	PROPOSALS SUBMITTED					
	Cyrstal Springs Grant Administration	35,000	Multi-year project			
	Ford Family Foundation	6,440	Multi-year project			
	TOTAL PROPOSALS SUBMITTED	41,440				
	IN DEVELOPMENT					
	City of Cascades Locks - USDA Grant Admin	10,000				
	TOTAL IN DEVELOPMENT	10,000				
	DECLINED					
	Wishram CDBG management (PUD)	18,000				
	TOTAL DECLINED	18,000				

Memorandum

Date: March 30, 2017
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Loan Program Revenue/Expense Update

This memorandum contains your quarterly update of loan program revenue and expenses. The overall view, as of the third quarter:

- New loans: New lending continues below anticipated and historical levels. Three loans have been funded in this fiscal year totaling \$69,400 in new loans. One of those loans (\$34,400) was repaid shortly after loan origination. New loans approved that are not yet funded total \$175,000 (Steelhead Enterprises and Dwinell Country Ales). They are anticipated to fund in fourth quarter of this fiscal year. This level of lending is far below prior year averages.
- Available to loan (MCEDD business loan programs only, does not include OIB or housing funds): Approximately \$1.3M as of February 28, 2017.
- Pipeline of prospects: We are seeing improvement in potentially viable inquiries.
- Attainable Housing Funds: Available to loan is \$1,889,000 with a committed, but not yet funded, loan of \$111,000 to Austen Martin. A second project is scheduled for Loan Board review on April 4th and is recommended for a \$250,000 loan. Inquiries have been picking up for that program recently.
- Expenses: We have reduced expenses for the loan programs so while the revenue has not improved; we have done our best to reduce the overall losses.
- Projected loss (if nothing changes and assuming the new loans fund as projected): Approximately \$13,400.

Overall, we have a little bit more clarity on the likely ending financial position of these programs for the fiscal year, although new lending could still impact the revenue picture.



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

The following are brief updates since the last board meeting.

Business Assistance Division

- The MCEDD Loan Administration Board met in March and denied a modification to the conditionally approved loan to James Freeborn (\$12,000). With that decision, the client will not be able to meet the conditions and the loan will not move forward.
- We closed the \$15,000 loan to NuCulture.
- Staff presented a proposal for a \$250,000 Attainable Housing Loan for the Honald Building, LLC. The project will rehabilitate the second story of a building in downtown The Dalles and create nine new rental units. The project was recommended to move forward to the Loan Board and a decision is expected on April 4, 2017
- The Oregon Investment Board approved their biennial contract for staffing services through MCEDD and we are now working with the state to formalize the extension.
- We had received notification of an additional loan payoff request from Northwest Pediatrics but were able to work with the client to retain to the loan in our portfolio.

Economic Development Administration, Regional Economic Development

- The Comprehensive Economic Development Strategy (CEDS) is now published and we are seeking public comment through May 25, 2017.
- Staff coordinated a visit with David Porter, Economic Development Administration representative. The CEDS was presented and David had the opportunity to visit a number of projects on the west end of our region. The opportunities highlighted from that visit will be discussed at the Executive Committee meeting.
- Staff participated in a visit with Jason Lewis-Berry, the new Oregon Economic Jobs and Policy Advisor.

Infrastructure, Industry Development and Project Management

- The Crystal Springs Water District signed the Intergovernmental Agreement for grant administration and labor standards support through MCEDD.
- EDA staff is anticipated to visit the Columbia Gorge Regional Airport Flex Space project in late April. Jacque Schei is lead for MCEDD on the project.
- Eleven applications were received for the Corwin Hardham Memorial Scholarship. Jessica Metta is planning for the STEM Career Day on April 28. The Oregon Governor has been invited to attend.
- Carrie Pipinich is working with the Cider Society to prepare for cider fest and to update the cider map.
- Dan Hoyt submitted the Transportation Innovations Grant application.

Operations

- **Board representative:** Brief board orientations have been conducted for our new members: Tom Furey and Judge Gary Thompson.
- **Evaluations:** Sherry Wickert's annual evaluation was conducted in March. Jacque Schei's annual evaluation will take place in April.

- **Budget meeting:** The Budget committee meeting is scheduled for April 13, 2017 at noon at MCEDD. The budget is available for review on March 31, 2017.
- **Training/Professional Development:** Carrie Pipinich will participate in Rural Oregon Day in Salem in April.
- **Building:** The leak in the roof is – at least temporarily-- fixed! The building owner has brought in an insurance adjuster as well as companies interested to bid on the reconstruction work. He has also received a quote for a new roof. The building owner is receiving additional bids throughout the next few weeks, but should have a plan shortly thereafter for reconstruction after the new roof is put on the building.
- **Out-of-office:** I will be out of the office April 15-May 22 for the German Marshall Fellowship. Included in the discussion for this report will be the final preparations prior to my departure.

Next Executive Committee: June 7, 2017.

Note that there is no Executive Committee meeting scheduled in May.
