



**Executive Committee Meeting  
Wednesday, January 3, 2018  
4:00 P.M.**

MCEDD Office, 515 East Second Street,  
The Dalles, OR 97058

**AGENDA**

<b><u>Topic</u></b>	<b><u>Estimated Time</u></b>	<b><u>Item</u></b>
Call to Order- Chair Ken Bailey		
Introductions		
Executive Committee Minutes <i>December 2017</i>	5 minutes	Approval
Finance Report	10 minutes	Acceptance
Status of the LINK and TAB <i>Organization Structure; Budget; Salary, General Status</i>	15 minutes	Discussion; Approval
Executive Director Report	10 minutes	Information
Other New Business; Committee Members Updates		
Adjourn		

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, DECEMBER 6, 2017  
4:00 p.m.  
MCEDD Office and Teleconference

**ATTENDANCE:**

*In Person:* Ken Bailey, Bill Schmitt, Bob Hamlin, Eric Proffitt, Dana Peck, Judge Gary Thompson, Rod Runyon

*Absent:* Bob Benton, and Rex Johnston

*Staff:* Amanda Hoey, Jessica Metta, Siri Olson, and Carrie Pipinich

**CALL TO ORDER:**

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

**EXECUTIVE COMMITTEE MINUTES:**

Bill Schmitt moved to approve the November 1, 2017 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

**FINANCIAL REPORT:**

Siri Olson presented the October 2017 financial reports. She noted differences on the balance sheet compared to last year between MCEDD and OIB Loans receivables which is due to increased loan activity for MCEDD and decreased loan activity for OIB. On the Operations Budget versus Actual report, she noted ODOT Mobility Management funding was delayed so was not available in the first quarter but will even out over next seven quarters.

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

**TRAVEL REQUEST:**

Carrie Pipinich provided an overview of the travel request to attend the national cider conference in Baltimore. The US Association of Cidermakers was willing to provide free registration and vendor space for this national event. MCEDD responsibility would be flight, hotel, meals for this out-of-state travel. There are resources to cover these costs through cider grant funds, but it was not specifically called out in the notes to the MCEDD Budget and all out-of-states travel must be expressly authorized by the MCEDD Executive Committee or Board of Directors.

*Discussion: Ken Bailey clarified that the cider grant was the USDA Specialty Crop grant. Bob Hamlin asked if we had attended similar events and what were benefits. Carrie Pipinich attended this event last year in Chicago which provided a good opportunity to see what is happening in industry as a whole. She added that she could get more value for staying through entire event and that this year's event has a more defined agenda. The big time commitment is the main concern of attending. Ken Bailey asked if the Cider Society was supportive. Carrie Pipinich said they were supportive. Ken Bailey asked if staff time taken away from other work is a concern. Amanda Hoey noted reorganization of some Wasco County work and also reallocating other staff time to allow Carrie to attend. Eric Proffitt asked for goals of attending. Carrie Pipinich noted collaboration with other regional cider associations is valuable as well as opportunity to learn about industry as a whole and inform our work. Dana Peck noted that value in having a local presence as the industry is new and expanding, creating an increased need for those industry connections. Carrie*

*Pipinich stated that she also wanted to attend to show our appreciation for the US Association of Cidermakers support of our initiative.*

*Judge Gary Thompson joined the meeting.*

Bill Schmitt moved to approve the travel request as submitted. Dana Peck seconded the motion. Motion carried unanimously.

### **UNIVERSITY CENTER RESEARCH ASSISTANCE:**

Jessica Metta provided an overview of the University of Oregon's acceptance of two of our proposals for research with their EDA-funded University Center. They have completed a brief research study of successful reuse of school buildings that she requested on behalf of Sherman County. They will next begin a study of the long-term impact of MCEDD's business loan program. We will be making sure they will do all they can to protect our business loan clients' confidential information. The scope of work was presented for Board information.

*Discussion: Dana Peck asked if Washington universities had a similar resource. Amanda Hoey stated that the comparison on the Washington side, funded through EDA, is Washington State University. She stated that WSU has different resources but that they could be a good target for future requests and provided a contact name for committee members who would like to follow-up. Dana Peck noted that it could be helpful to study the economic impact of the Washington wind farms.*

There were no further comments or questions from the Committee, which gave general consensus to proceed.

### **TRANSPORTATION ITEMS:**

#### ***Transportation Administration Board Appointments***

Amanda Hoey provided a review of the newly formed Transportation Administration Board (TAB) and requested a recommendation for TAB member appointments. Rod Runyon, Dana Peck and Perry Thurston are interested in participating on behalf of the Board. Tyler Stone and Steve Lawrence are interested in participating as non-Board members.

*Discussion: Ken Bailey stated we could add more members in future. Amanda concurred, noting that up to four members are allowed for non-board transportation advocate positions on the Board. Bill Schmitt asked if it was mostly an Oregon item of concern. Ken Bailey noted that Dana Peck participated in the transportation options committee before, it is a regional effort and it is good for Washington members to be involved to increase connections with other transportation providers. Dana Peck pointed out opportunities in eastern Klickitat County to transport employees. Eric Proffitt asked if there was a public solicitation. Amanda Hoey noted it was on our website and distributed through our usual process for notification of openings. Ken Bailey noted it was also sent to the Full Board for ideas and that getting this group in place will help relieve the Full Board from spending too much time on transportation issues and will help direct staff. Eric Proffitt asked if there were state requirements on the TAB composition. Amanda Hoey noted that the LINK has a special transportation fund committee with a prescribed structure but there are no requirements for this Transportation Administration Board.*

Bill Schmitt moved to recommend the Transportation Administration Board appointments as submitted. Bob Hamlin seconded the motion. Motion carried unanimously.

### ***Draft Resolution Review***

Amanda Hoey provided an overview of the draft resolution to transfer public transportation assets from MCCOG to MCEDD. A similar resolution was approved in reverse by MCCOG's Board.

*Discussion: Eric Proffitt noted Lauren Hernandez's name is on the document. Amanda Hoey stated this was intentional as the Office Administrator is the one signing to attest as witness.*

Eric Proffitt moved to accept this resolution and send to the Full Board for adoption, as submitted. Gary Thompson seconded the motion. Motion carried unanimously.

### ***Policies for Transportation Transfer***

Amanda Hoey shared an addendum to the transportation policies describing options related to leave, a drug and alcohol policy and other changes needed in MCEDD personnel policies. Amanda asked for Committee discussion on the various leave benefits. The current LINK employees will need to reapply to MCEDD as a new hire and will go through new background checks and screening. She requested direction on how we handle their accrued vacation and sick leave when they terminate their MCCOG employment if rehired with MCEDD. Staff consulted with GOBHI, which is also taking on MCCOG employees, and SDAO, which provides our personnel legal advice.

*Rod Runyon joined the meeting.*

Vacation: Staff recommended following GOBHI's approach in providing current LINK staff the option for how this leave may be used by offering an option to transition the leave to MCEDD as well.

*Discussion: Eric Proffitt asked about liability of someone using large amounts of vacation right away. Amanda Hoey noted leave use is still up to our approval. Eric Proffitt noted Oregon state department transition between departments provides a cap of 80 hours. Bob Hamlin asked if we have heard employees would choose not to make the transfer from MCCOG to MCEDD. Amanda Hoey replied that has not been expressed but employees have requested clarity on leave and how it will be treated. Rod Runyon said the easiest path is best. The committee confirmed the vacation leave is already on the books at MCCOG financially so does not adversely impact the program budget. Ken Bailey stated that he supports doing something similar to what GOBHI is doing. Eric Proffitt asked when we will start their applications. Amanda Hoey noted those are anticipated to move forward in January to prepare for an end of month transition.*

Bob Hamlin moved to approve the vacation policy options as recommended by staff. Gary Thompson seconded the motion. Motion carried unanimously.

Amanda explained the sick leave, which is different for part time versus full time employees. It is not booked as liability because MCCOG does not allow for compensation upon termination. She presented the GOBHI and SDAO options. She noted that MCEDD's PTO policy is in compliance with state rules. She noted that LINK employees are concerned they might lose all of their sick leave. Amanda presented the recommendation to provide an opportunity for a portion of sick leave to roll-over but to set a cap.

*Discussion: Ken Bailey clarified we have only one PTO and that vacation transitioned over will read as PTO. Amanda Hoey noted that if a transfer of Sick Leave is authorized, it would be administered in the same manner as when MCEDD moved from sick/vacation leave to*

*PTO. It is not renewed after use and only PTO is accrued. Eric Proffitt asked if it created a liability. Amanda Hoey stated that the leave is not one we would pay out upon employment termination but it does provide additional time off if transferred. Ken Bailey asked if incoming employees' vacation time was reviewed. Siri Olson noted that accrued vacation is minimal. She stated that sick leave for part-time employees all shows as 40 hours and is granted January 1<sup>st</sup> of each year with no roll-over of unused hours. She noted that full time employees may have a lot of sick leave accrued as that can roll-over in MCCOG's current system. Rod Runyon asked to clarify MCCOG's sick leave cap for full time employees. Amanda Hoey provided information from their policies and noted that our PTO policy is better for employees in the long run. Bill Schmitt suggested to cap sick leave transition at 40 hours for full time and part time for 20 hours. Eric Proffitt suggested a cap of 80 hours for full time and 40 hours for part time. Amanda Hoey noted this would be a big boost in leave for part time employees and not likely sustainable for the system, particularly given the PTO leave they will accrue under our policies.*

*Rod Runyon left the meeting.*

Bob Hamlin moved to allow for a portion of the LINK employees' sick leave to transition to MCEDD upon new hire, with a maximum cap of 40 hours for full-time employees and a maximum cap of 20 hours for part-time employees. Eric Proffitt seconded the motion. Motion carried unanimously.

Bereavement leave is also offered at MCCOG and is not compensated following conclusion of employment. Staff recommended that any unused bereavement or other special leave will not transfer. There was no disagreement to this approach from the Executive Committee.

Amanda Hoey noted that one of the required policies we must adopt is a drug and alcohol policy. She noted that staff has reviewed MCCOG's, which requires updates, and SDAO's standard form policy. She stated that a district to the south of MCEDD, COIC, just updated their policy and sent a copy of that document to Amanda Hoey this afternoon. She recommended mirroring the MCEDD policy after COIC's and to provide the policy to the Full Board for consideration of adoption.

*Discussion: Gary Thompson asked about random drug tests. Amanda Hoey noted that MCCOG does this now and we will follow that policy. Judge Gary Thompson asked about CDL requirements for drivers. Amanda Hoey noted that we will follow MCCOG policy.*

Bill Schmitt moved to model MCEDD's drug and alcohol policy after COIC's drug and alcohol policy. Eric Proffitt seconded the motion. Motion carried unanimously.

Amanda noted other policies, such as maintenance policies. She recommended that they be approved as they currently read through MCCOG and noted that MCEDD can modify them at a later date if needed and as recommended by Transportation Administration Board. There was consensus from the Committee to proceed with staff's recommendation.

### **2018 MEETING SCHEDULE:**

Amanda Hoey presented a draft 2018 MCEDD meeting schedule and asked for feedback on location and date/ time of Full Board meetings. She noted that those meetings currently move between Hood River and Bingen/ White Salmon for location.

*Discussion: Ken Bailey noted Board attendance is better when we keep the meetings in the center of our region. The Committee agreed.*

Eric Proffitt moved to send the recommended 2018 meeting schedule to the Full Board for approval. Bill Schmitt seconded the motion. Motion passed unanimously.

### **STAFF REPORTS:**

Jessica Metta reviewed highlights from the past month including:

- She invited the Committee to the robotics tournaments this coming weekend in The Dalles and to the GTA's Winter Party and Awards Ceremony on December 12.
- She also noted she will be helping Sherman County Court adopt a new program to provide home rehabilitation grants and to increase their grants for building new rental housing.

Amanda Hoey reviewed highlights from the past month including:

- The MCEDD Loan Administration Board approved new loans for Diesel Athletics, LLC and Bend in the Road, LLC. She noted that the increased loan activity is bringing down the available to loan balance to approximately \$750,000.
- The Oregon Investment Board approved three loans, with two to be funded under the emergency disaster pilot program. These include loans to Romuls West, LLC, 15 Mile Ventures, LLC and Good Medicine, LLC.
- Amanda provided a copy of a joint letter from legislators to request Secretary of Agriculture appropriate the funds that had been authorized but not yet funded for National Scenic Area. She noted it had bi-partisan, bi-state support.
- The US Economic Development Administration's final rule on transition to risk-based performance matrix for RLF providers was released today. Our risk rating would be set with our March 31, 2018 semi-annual report. MCEDD noted a number of concerns about the proposed system in the initial draft and hope these have been addressed in the final rule. If not, she noted it might not be feasible to keep the EDA dollars due to the administrative burden and this conversation would be brought to the Loan Board and MCEDD Board for consideration.
- The federal budget currently extends through December 8, 2017. She noted that the likelihood is a short term continuing resolution to extend it to December 22, 2017 followed by another short term extension before a potential omnibus. She noted that MCEDD continues to operate even if the federal government shuts down.
- MCEDD received the scope of work for research on transportation solutions to employer needs in eastern Klickitat County from NADO and is working with Klickitat County Economic Development on a list of key contacts.
- The annual economic symposium had good attendance. Remarks from Jason Spadaro and panel assisted in garnering a more detailed understanding of the forest products industry needs. Amanda stated that MCEDD is compiling this information for an update to the CEDS and asked for feedback on how to build on the symposium. Bob Hamlin provided an update on trust lands and noted the challenge of a lack of drivers for log trucks has led to a bottleneck in moving product.
- Amanda noted an opportunity to address the City of Rufus' needs and requested Siri Olson to discuss the current status. Siri Olson noted conversations with City of Rufus to support their financial operations and to help make a plan for their debt. MCEDD will be offering fee-for-service options, with the goal of supplying guidance and education to the Council and staff as well.
- Amanda noted an upcoming meeting with CREA is planned to transfer financial services conducted by MCCOG.

- Staff has requested a meeting of the Four Rivers Community Corporation Board to transfer management to MCEDD. Amanda noted that the MCEDD Oregon Center 501(c)4 board has approved dissolution of that entity following transition of Four Rivers.
- Lauren Hernandez is MCEDD's new Office Administrator. Lauren starts tomorrow.
- Reminder that the Full Board meeting is next Thursday, December 14<sup>th</sup> at 4 p.m. in Hood River at the Fire Station.

**OTHER NEW BUSINESS; COMMITTEE MEMBER UPDATES:**

No new business was presented.

**ADJOURN:** Meeting adjourned at 5:21 p.m.

*Respectfully submitted,  
Jessica Metta, Deputy Director*



## FINANCIAL SUMMARY

FOR: November 2017

MCEDD's Balance Sheet for November represents the current trend we have been seeing of less cash balance and higher receivable balances, as compared to this time last year. The increased Accrued Loan Interest (1227), MCEDD Loans Receivable (1227) is a result of MCEDD loans being funded in November. Due to timing of loan payments and low repayment activity in November, there is a balance in the OIB Loan Payments Holding (1475). Lastly, there is a balance of \$2,050.12 for Accounts Payable (2110), which were paid in December.

MCEDD's Operations Budget vs Actual report, for November shows revenue being less than projected, largely due to the ODOT Mobility Management (4100) funds being spread over 7 quarters, rather than 8 quarters, and lower Loan Interest (4600) received. However, overall expenses are less than anticipated at 79.2% of the budget through November. Professional Services (6400) continues to be under spent, primarily due to the timing of the Agora project.

Respectfully Submitted,

Siri Olson  
Finance & Operations Manager



## Mid-Columbia Economic Development District

12/26/17

## Balance Sheet

Accrual Basis

As of November 30, 2017

	Nov 30, 17	Nov 30, 16
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>1000 · Bank Demand Deposits</b>		
1010 · MCEDD Checking	37,496.91	48,769.74
1015 · MCEDD MM	276,575.38	301,927.00
<b>1020 · IRP</b>		
1021 · IRP - Sherman	100,618.88	78,646.18
1022 · IRP - WA	49,269.02	71,256.90
1020 · IRP - Other	101,357.47	104,800.24
<b>Total 1020 · IRP</b>	<b>251,245.37</b>	<b>254,703.32</b>
<b>1030 · Loan Funds</b>		
1036 · EDA RLFs	167,842.61	191,258.41
1045 · Reg Strat	134,718.33	127,525.27
1050 · RBEG-OR	84,012.00	45,916.22
1055 · RBEG-WA	95,415.53	51,805.30
1057 · RBEG-KL	121,888.86	126,628.48
1067 · CDBG Microenterprises	80,531.16	61,646.49
<b>Total 1030 · Loan Funds</b>	<b>684,408.49</b>	<b>604,780.17</b>
1031 · Housing RLF	1,753,622.80	2,000,632.24
1070 · National Scenic Fund	1,364,731.75	1,306,402.22
<b>Total 1000 · Bank Demand Deposits</b>	<b>4,368,080.70</b>	<b>4,517,214.69</b>
<b>1100 · CDS</b>		
1121 · IRP Reserve	96,031.33	96,031.33
<b>Total 1100 · CDS</b>	<b>96,031.33</b>	<b>96,031.33</b>
1122 · IRP - DDM Product	571,553.96	616,696.99
1196 · OR Telecom Conference	11,413.90	14,390.35
<b>Total Checking/Savings</b>	<b>5,047,079.89</b>	<b>5,244,333.36</b>
<b>Accounts Receivable</b>		
1202 · Accounts Receivable	35,849.14	32,754.87
<b>Total Accounts Receivable</b>	<b>35,849.14</b>	<b>32,754.87</b>
<b>Other Current Assets</b>		
<b>1200 · Receivables &amp; Accruals</b>		
1205 · Accrued Revenue	15,000.00	25,416.66
1227 · Accrued Loan Interest	34,356.98	18,087.14
<b>1229 · Structured Accts Accr'd Int</b>		
1231 · Unrecorded Structured Accrd Int	-3,541.10	-1,584.65
1229 · Structured Accts Accr'd Int - Other	7,401.31	8,009.99
<b>Total 1229 · Structured Accts Accr'd Int</b>	<b>3,860.21</b>	<b>6,425.34</b>
<b>Total 1200 · Receivables &amp; Accruals</b>	<b>53,217.19</b>	<b>49,929.14</b>
<b>1300 · Loans Receivable</b>		
<b>1330 · MCEDD Loans Receivable</b>		
1320 · IRP	1,780,623.92	1,736,420.40
1321 · IRP - Sherman	149,236.32	171,698.31
1322 · IRP - WA	270,216.38	250,066.50
1331 · Housing RLF	250,000.00	0.00
1336 · EDA RLFs	541,464.56	499,742.13
1345 · Reg Strat	36,389.72	43,666.69
1350 · RBEG-OR	218,833.14	251,869.22
1355 · RBEG-WA	0.00	44,447.00

## Mid-Columbia Economic Development District

12/26/17

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Accrual Basis

As of November 30, 2017

	Nov 30, 17	Nov 30, 16
1357 · RBEG-KL/SK	4,780.05	0.00
1367 · CDBG Microenterprises	26,452.05	45,383.67
<b>Total 1330 · MCEDD Loans Receivable</b>	<b>3,277,996.14</b>	<b>3,043,293.92</b>
1370 · OIB Loans Receivable	1,511,698.80	1,558,544.43
<b>Total 1300 · Loans Receivable</b>	<b>4,789,694.94</b>	<b>4,601,838.35</b>
1400 · Loan Payments Holding		
1475 · OIB	5,755.14	0.00
<b>Total 1400 · Loan Payments Holding</b>	<b>5,755.14</b>	<b>0.00</b>
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-105,614.33	-118,027.66
1521 · IRP - SH Co	-9,520.35	-10,797.99
1522 · IRP - WA	-14,651.74	-14,476.77
1536 · EDA RLFs Allowance	-29,255.26	-35,290.15
1545 · Reg Strat Allowance	-2,223.05	-2,776.54
1555 · RBEG Allowance	-14,464.70	-18,584.67
1567 · CDBG Microenterprises	-1,827.70	-2,987.33
1575 · OIB Allowance	-45,000.00	-45,000.00
<b>Total 1500 · Allowance for Doubtful Loans</b>	<b>-222,557.13</b>	<b>-247,941.11</b>
<b>Total Other Current Assets</b>	<b>4,626,110.14</b>	<b>4,403,826.38</b>
<b>Total Current Assets</b>	<b>9,709,039.17</b>	<b>9,680,914.61</b>
<b>TOTAL ASSETS</b>	<b>9,709,039.17</b>	<b>9,680,914.61</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2010 · A/P General	2,050.12	-300.00
<b>Total Accounts Payable</b>	<b>2,050.12</b>	<b>-300.00</b>
<b>Other Current Liabilities</b>		
2030 · Accrued Loan Payment	13,689.63	47,354.07
2035 · Accrued Interest Payable	1,503.04	190.24
2050 · PTO - Accrued	23,825.45	23,098.99
2060 · Deferred Comp Payable	0.00	2,468.80
2070 · Health Insurance Payable	0.00	760.99
2080 · Life & Disability Payable	0.00	40.88
2090 · WC SAIF Ins	-33.53	-49.71
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	61.38	59.78
2115 · OR- SUTA Payroll Liabilities - Other	88.84	80.28
<b>Total 2115 · OR- SUTA Payroll Liabilities</b>	<b>150.22</b>	<b>140.06</b>
<b>Total 2120 · State Payroll Liabilities</b>	<b>150.22</b>	<b>140.06</b>
2100 · Payroll Liabilities - Other	0.00	3,416.93
<b>Total 2100 · Payroll Liabilities</b>	<b>150.22</b>	<b>3,556.99</b>
2800 · Deferred Revenue	6,666.66	6,666.66
<b>Total Other Current Liabilities</b>	<b>45,801.47</b>	<b>84,087.91</b>
<b>Total Current Liabilities</b>	<b>47,851.59</b>	<b>83,787.91</b>

## Mid-Columbia Economic Development District

12/26/17

## Balance Sheet

Accrual Basis

As of November 30, 2017

	Nov 30, 17	Nov 30, 16
<b>Long Term Liabilities</b>		
2820 · IRP Loan Payable \$1million	477,503.25	514,805.20
2821 · IRP Loan Payable \$600,000	396,225.44	417,520.24
2822 · IRP Loan Payable \$750,000	600,226.72	600,226.72
2823 · IRP Loan Payable - Washington	289,826.46	299,967.25
2824 · IRP Loan Payable - Sherman	186,672.31	186,672.31
<b>Total Long Term Liabilities</b>	1,950,454.18	2,019,191.72
<b>Total Liabilities</b>	1,998,305.77	2,102,979.63
<b>Equity</b>		
3100 · Fund Balances	7,573,994.03	7,572,025.03
3110 · Carryforward Balance	11,347.09	-105,004.58
3900 · Retained Earnings	116,073.61	0.00
Net Income	9,318.67	110,914.53
<b>Total Equity</b>	7,710,733.40	7,577,934.98
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,709,039.17</b>	<b>9,680,914.61</b>

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

	Jul - Nov 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	352,024.30	377,158.00	-25,133.70	93.3%
4100 · Federal	43,785.97	64,925.56	-21,139.59	67.4%
4200 · State	7,296.64	9,738.50	-2,441.86	74.9%
4300 · Local Match	9,172.73	7,000.00	2,172.73	131.0%
4400 · Local Assessment	50,034.00	50,034.00	0.00	100.0%
4500 · Contract Reimbursement	124,990.94	137,870.06	-12,879.12	90.7%
4600 · Loan Interest	90,019.29	98,140.00	-8,120.71	91.7%
4700 · Loan Processing Fees	6,095.92	3,000.00	3,095.92	203.2%
4705 · Loan Filing Fees	870.80	1,186.31	-315.51	73.4%
4710 · Loan Late Fee	2,844.61	874.93	1,969.68	325.1%
4750 · Investment Interest	356.14	386.62	-30.48	92.1%
4800 · Receipts - Other	1,563.93	1,708.31	-144.38	91.5%
4934 · In-Kind Revenue	0.00	6,119.00	-6,119.00	0.0%
4935 · In Kind - MM	0.00	0.00	0.00	0.0%
<b>Total Income</b>	689,055.27	758,141.29	-69,086.02	90.9%
<b>Gross Profit</b>	689,055.27	758,141.29	-69,086.02	90.9%
<b>Expense</b>				
5000 · Wages	180,988.17	188,590.00	-7,601.83	96.0%
5500 · Fringe Benefits	44,684.79	47,603.31	-2,918.52	93.9%
5700 · Payroll Taxes	15,695.65	15,225.38	470.27	103.1%
6110 · Travel & Conference	5,165.47	11,214.50	-6,049.03	46.1%
6190 · Event Services	1,301.25	1,208.31	92.94	107.7%
6200 · Equipment	1,531.62	1,875.00	-343.38	81.7%
6300 · Supplies	5,816.63	11,064.19	-5,247.56	52.6%
6400 · Professional Services	9,432.65	66,239.74	-56,807.09	14.2%
6600 · Communications	4,785.79	6,607.13	-1,821.34	72.4%
6700 · Building Costs	7,391.93	9,755.67	-2,363.74	75.8%
6800 · Bonds & Insurance	1,493.00	3,410.00	-1,917.00	43.8%
6900 · Other Materials & Supplies	4,669.14	4,910.31	-241.17	95.1%
9000 · Indirect Spread	-1,482.83	-2,890.95	1,408.12	51.3%
9600 · Transfer to/from Source	7,323.61			
<b>Total Expense</b>	288,796.87	364,812.59	-76,015.72	79.2%
<b>Net Ordinary Income</b>	400,258.40	393,328.70	6,929.70	101.8%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	50,575.00	50,575.07	-0.07	100.0%
7500 · Carryover to Next Year	333,529.39	340,853.00	-7,323.61	97.9%
7600 · In-Kind Contractual	0.00	6,119.00	-6,119.00	0.0%
<b>Total Other Expense</b>	384,104.39	397,547.07	-13,442.68	96.6%
<b>Net Other Income</b>	-384,104.39	-397,547.07	13,442.68	96.6%
<b>Net Income</b>	<b>16,154.01</b>	<b>-4,218.37</b>	<b>20,372.38</b>	<b>-382.9%</b>

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

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2018	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	461,138	-	-	461,138	100.00%
	Budgeted Expenses FY18 (Excludes In-Kind)	456,569				
	Gap/Surplus	4,569				
PROJ CODE	SPECIAL PROJECTS DETAILS	FY18	NOTES			
	<b>ANTICIPATED REVENUE</b>					
519	Dallesport CDBG	17,500	Multi-year project			
525	GTA Wind Challenge	24,000	Increase of 2,000 for FY18			
526	MCCFL - CDBG	13,000	Multi-year project			
527	City of Antelope - CDBG	5,000	Multi-year project			
528	DWD Wastewater - CDBG	1,400	Multi-year project			
530	The Dalles Airport - Flex Space	6,000	Multi-year project			
531	AOC/Wasco Co	7,519	Multi-year project			
532	Cider Grant	38,954	Multi-year project			
533	TD Wastewater Plant	13,000	Multi-year project			
534	Crystal Springs	17,000	Multi-year project			
535	Eclipse	5,000				
	Community Renewable Energy Association (CREA)	3,000				
	Columbia Gorge Health Community Grant	3,500				
	City of Rufus	5,000				
549	CL-HR Enterprise Zone	2,500				
554	Sherman Co ED	40,000				
	Sherman Co Housing	2,000				
557	GTA Staffing	51,651				
559	Wasco Co EDC	50,000				
560	Oregon Connections	5,000				
570	OEDD Website	700				
571	Mobility Management	87,500	1st year of 2-year grant (includes local match)			
575	GTA Robotics	15,895				
582	HR EDG	7,000				
585	Commute Options	10,000	Contract increase of 2,000 for FY18			
587	HR Drive Less Connect - ODOT	22,465	1st year of 2-year grant (includes local match)			
599	Agora	5,554	Final year of multi-year grant			
536	CGWA Travel Oregon Grant	1,000				
	<b>TOTAL ANTICIPATED REVENUE</b>	<b>461,138</b>				
	<b>PROPOSALS SUBMITTED</b>					
	<b>TOTAL PROPOSALS SUBMITTED</b>	<b>-</b>				
	<b>IN DEVELOPMENT</b>					
	<b>TOTAL IN DEVELOPMENT</b>	<b>-</b>				
	<b>DECLINED</b>					
	<b>TOTAL DECLINED</b>	<b>-</b>				

## Memorandum

**Date:** December 27, 2017  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, Executive Director  
**Re:** LINK and TAB Status

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### Overview

The transition of the LINK public transportation system is quickly approaching, but generally moving along smoothly. I will provide a status update on current contracts and remaining items. The Transportation Operations Director, Brent Olson, accepted a job offer with a larger transportation system on the Oregon coast. To provide time to analyze the system and its operations, we are working with their prior director, Dan Schwanz, to support interim management in January. His time is provided pro-bono through GOBHI.

Organizational structure: As we take on the additional responsibilities associated with a new program, MCEDD staff leadership is analyzing the organizational structure to accommodate support from both the Executive Director and the Deputy Director. We will also be utilizing the Transportation Administration Board more heavily and I will provide a brief recap of the first meeting.

We will need to adopt a supplemental budget to bring in the new system. Siri Olson is developing the draft, which is proposed for review at the January 18<sup>th</sup> full board meeting. One item that is needed to advise the budget is a salary modification for my position. That is an Executive Committee discussion and will be led by the MCEDD Board chair for discussion and consideration.

## Memorandum

**Date:** December 29, 2017

**To:** MCEDD Executive Committee

**From:** Jessica Metta, Deputy Director and Amanda Hoey, Executive Director

**Re:** MCEDD Organizational Structure

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### **Overview**

As MCEDD staff transitions to managing the LINK transportation system, with its additional employees, policies and programs as well as oversight of the Transportation Administration Board, adjustments to the workload of current staff is being considered. An organizational structure that provides greater support the Executive Director position is needed as new responsibilities come. MCEDD staff is considering options that:

- Efficiently use talents, skill sets and time of current staff,
- Preserve key hierarchical chains,
- Promote and support current staff,
- Increase staff time, and
- Provide consistent support for our partners and projects.

Staff is reviewing options now for adjustments beginning in January if possible.

### **Recommendation**

The MCEDD Executive Committee is asked to provide feedback on staff priorities or suggestions of options not yet identified.



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

*This is an abbreviated report as the last one was provided for the December 14, 2017 MCEDD Board of Directors meeting and I am out for vacation!*

- The MCEDD Loan Administration Board approved a \$600,000 Attainable Housing Development RLF for a housing project in Hood River, Oregon. With this decision, the board has approved a project in each of the three Oregon counties which are eligible to put forward projects.
- The Columbia River Gorge Oregon Investment Board approved a series of loan fund policy changes in December. These will be formalized in January.
- The Everybody Rides Campaign was approved by the Columbia Gorge Health Council for funding. The campaign will enhance awareness of available public transportation resources throughout the five county region. The first Transportation Administration Board meeting was held in December to orient new members and discuss upcoming funding opportunities for the LINK public transportation. The board approved pursuing 5310 discretionary funds and 5339 funding.
- Carrie Pipinich was approached for a proposal to further support Qlife with grant writing. She held the semi-annual broadband consortium meeting in December. Notes from the conversation (which are very informative!) are [available here](#).
- Community Renewable Energy Association (CREA) approved a transfer of financial management from MCCOG to MCEDD. CREA and the Columbia Gorge Bi-State Renewable Energy Zone are anticipated to host a joint meeting in January.
- The final Eagle Creek Recovery Council meeting was held in December, with staff participating to advocate for the needs of local businesses.
- MCEDD is continuing conversation with the City of Rufus to work on facilitating a transfer of their financial record keeping from MCCOG to MCEDD.
- The Four Rivers 501c3 board is anticipated to meet on January 5, 2018 to support the entity transfer to MCEDD's administration.
- MCEDD convened a meeting with the Port of The Dalles and Columbia Gorge Community College to review a potential submission for Business Oregon's Rural Opportunity Initiative. The Port submitted a letter of intent to request funding to conduct a feasibility study to evaluate facilities and processes to meet a variety of manufacturers and producer's needs.
- Much activity in the latter part of December centered on preparing for the LINK transfer. An update will be provided at the Executive Committee meeting.
- Notices on request for projects for updates with the Comprehensive Economic Development Strategy have been sent to all jurisdictions. These will be reviewed and presented for prioritization at the March MCEDD Board meeting.

**Next Full Board Meeting:** Thursday, January 18, 2018 at 4 pm in White Salmon, WA.

**Next Executive Committee Meeting:** Thursday, February 7, 2018 at 4 pm.