



**Executive Committee Meeting
Wednesday, February 7, 2018
4:00 P.M.**

MCEDD Office
515 East Second Street, The Dalles

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>January 2018</i>	5 minutes	Approval
Finance Report	10 minutes	Acceptance
Budget Committee	10 minutes	Recommendation
Title VI and LEP Updates	5 minutes	Recommendation
Planning Grant Scope	5 minutes	Approval
Executive Director Report	10 minutes	Information
Deputy Director Report	5 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 the MCEDD office at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, JANUARY 3, 2018
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

Teleconference: Rex Johnston

Absent: Bob Benton

Staff: Jessica Metta, Siri Olson, Kathy Fitzpatrick, Lauren Hernandez, Amanda Hoey

CALL TO ORDER:

Ken Bailey called the meeting to order at 3:57 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES:

Bill Schmitt moved to approve the December 6, 2017 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

FINANCIAL REPORT:

Siri Olson presented the November 2017 financial report. She noted Accrued Loan Interest (1227) is \$34,356.98 and Loans Receivable (1330) is \$3,277,996.14. Those have been increased due to \$30,000 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). 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 due to ODOT Mobility Management being funded over 7 quarters rather than 8 quarters and lower Loan Interest received. Overall expenses are at 79.2% of the budget through November.

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

STATUS OF THE LINK AND TAB:

Amanda Hoey reported much effort has gone into transitioning a number of MCCOG programs to MCEDD, including getting contracts signed for CREA, working to transfer over the City of Rufus' finances, the Four Rivers Community Corporation, and the LINK public transportation system. A Transportation Administration Board was established and held its first meeting to begin review of LINK and TAB. The anticipated transfer of the LINK is February 1, 2018. A supplemental budget will need to be prepared. Amanda reported Brent Olson, Transportation Operations Director, accepted a position elsewhere and is no longer with LINK. MCEDD is working with Dan Schwanz to support interim management in January. GOBHI is providing his time pro-bono and will assist MCEDD if the position is advertised.

Discussion – Ken Bailey stated working with Dan Schwanz is a good opportunity for MCEDD to get a feel for how the LINK works before modifying the management of it. Amanda reported a draft lease for the facility has been sent and should be complete before

the end of the month. MCCOG needs to file a Restricted Covenant before MCEDD can move forward with the Trust Deed transfer. Rod Runyon asked the definition of Restricted Covenant. A Restricted Covenant places restrictions on how a facility or property can be used. The LINK is restricted to transportation purposes only.

Amanda reported Lauren Hernandez is working on finding janitorial services for the LINK and MCEDD office building. Siri Olson, Kathy Fitzpatrick, and Amanda met with all LINK employees to review MCEDD, management, the team, expectations, and the process of the transfer. LINK employees have remained positive throughout the transfer. A deadline for LINK employees to apply to MCEDD is January 5, 2018, and all applications have been received. Siri is setting in place all pre-employment requirements. The supplemental budget is being drafted. After the acquisition, surplus equipment identified by the IT department and other surplus property should be addressed. The supplemental budget will be presented during the January 18 full board meeting. There are a number of changes to incorporate.

Amanda noted the increased complexity of MCEDD is being analyzed, and MCEDD is looking at additional staffing and organizational structure. One item needed to advise the budget is a consideration for modification of the salary for the position of Executive Director.

Discussion – Ken Bailey stated the administration piece of LINK combined with new employees and operations is a significant change in administration. There is enough administrative funding in the proposed budget from LINK to hire an additional manager for LINK plus to help support oversight and administration of MCEDD. Beyond LINK, MCEDD is considering bringing in two more outside financial management pieces, which increases the staff load outside of transportation. Ken explained it was beneficial to promote Jessica to Deputy Director and suggested the Deputy Director position be expanded to oversee some aspects to support the Executive Director. Ken stated with the increased work load, it is well worth adding a step increase to Amanda’s position, and with the excellence she’s shown, it’s well deserved. Eric Proffitt agreed, and stated Amanda’s responsibilities have doubled. Ken added MCEDD administration has the transfer well under control. MCEDD’s organizational structure provides future opportunity for growth.

Bill Schmitt moved to approve a step increase for Executive Director Amanda Hoey, effective January 1, 2018. Dana Peck seconded the motion. Motion carried unanimously.

Rod stated it may take a while for MCCOG to separate out their funds. Amanda stated that the LINK has a separate fund account which is in the process of being divided out. Once MCEDD acquires LINK, LINK will be kept as a separate piece in accounting. Until then, past performance and funds available justify Amanda’s step increase. If the full board does not approve of the step increase, it will be readdressed.

MCEDD ORGANIZATIONAL STRUCTURE:

Jessica Metta explained that as MCEDD staff transitions to managing LINK, including its additional employees, policies, and programs, as well as the oversight of the Transportation Administration Board, adjustments to the workload of current staff are being considered. These adjustments would be 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 MCEDD partners and projects. All discussions regarding this have been preliminary.

Discussion: Eric Proffitt asked if taking on LINK, the City of Rufus, CREA, and others has overwhelmed the accounting responsibilities of staff. Ken Bailey stated the prior Financial & Operations Manager position had a percentage of time budgeted for projects. Now, 100% of the position is for financial responsibilities. Responsibilities for this position continue to expand. Amanda added each new employee has a learning curve, but yes, the accounting responsibilities with the transfer are currently overwhelming. There was a gap in administrative staff, and this resource will be used to increase Lauren's time to further assist the finance department. Ken Bailey stated staff organization is Amanda's decision, though she will keep the Executive Committee informed of the decisions made. Amanda stated the Deputy Director's skills will soon be used in a greater capacity.

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey reviewed highlights from the past month including:

- The MCEDD Loan Administration Board approved a \$600,000 Attainable Housing Development RLF for a housing project in Hood River, Oregon. This decision means the board has now approved a project in Sherman County, Wasco County, and Hood River County.
- Eric Nerdin, Loan Officer, has a growing pipeline of business loans.
- The Everybody Rides Campaign was approved by the Columbia Gorge Health Council for funding. This supports a match for Mobility Management position. The campaign is a good opportunity to enhance awareness of available public transportation resources throughout the five county region
- Carrie Pipinich was approached for a proposal to further support Qlife and the Wasco County Fair Board with grant writing and direct project management assistance. She held the semi-annual broadband consortium meeting in December, and it was very successful.
- The Four Rivers 501c3 board will meet 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.
- Notices of request for projects for updates with the Comprehensive Economic Development Strategy have been sent to all jurisdictions and will be presented for prioritization at the March MCEDD Board meeting.

OTHER NEW BUSINESS; COMMITTEE MEMBER UPDATES:

No new business was presented.

ADJOURN: Meeting adjourned at 4:32 p.m.

*Respectfully submitted,
Lauren Hernandez, Office Administrator*



FINANCIAL SUMMARY

FOR: December 2017

Balance Sheet

The Balance Sheet for December indicates we are holding steady, as our total Assets are relative to where we were at this time last year, with a slight increase. Accounts Receivable (1202) is considerably less than last year, due to timing of invoicing and receipts for December. Accrued Loan Interest (1227) is more than where we were at last year. MCEDD Loans Receivable (1300) is higher than this time last year, which will continue to increase as new loans are funded. Two new IRP Loans were funded in December for a total amount of \$253,200.

MCEDD's Operations Budget vs Actual

Overall Revenue and Expenses are on track, both are sitting at 80% of budget through December 2017, which is 20% less than anticipated at this time. Federal revenue is still less than projected, in part due to ODOT Mobility Management funding, which should level out by the end of the Fiscal Year. Local Assessment Revenue (4400) is at 100% of expected at this time for the FY and Investment Interest (4750) is higher than expected (should exceed budgeted revenue by end of FY); and Loan Late Fee Revenue (4710) is over what is anticipated. We are now seeing movement in the Agora project, which is reflected in an increase in Professional Services (6400). Personnel expenses are in line with the budget, even with changes in personnel.

Respectfully Submitted,

Siri Olson
Finance & Operations Manager

Mid-Columbia Economic Development District

02/02/18

Balance Sheet

Accrual Basis

As of December 31, 2017

	Dec 31, 17	Dec 31, 16
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	29,116.23	13,090.91
1015 · MCEDD MM	276,587.13	261,938.95
1020 · IRP		
1021 · IRP - Sherman	102,762.98	80,927.01
1022 · IRP - WA	48,206.30	71,331.53
1020 · IRP - Other	98,316.17	98,752.11
Total 1020 · IRP	249,285.45	251,010.65
1030 · Loan Funds		
1036 · EDA RLFs	173,465.98	197,131.06
1045 · Reg Strat	134,792.05	127,776.13
1050 · RBEG-OR	86,726.72	48,119.40
1055 · RBEG-WA	95,415.65	96,650.74
1057 · RBEG-KL	122,273.44	126,628.49
1067 · CDBG Microenterprises	81,237.83	62,190.80
Total 1030 · Loan Funds	693,911.67	658,496.62
1031 · Housing RLF	1,753,503.11	2,000,583.79
1070 · National Scenic Fund	1,302,092.36	1,314,053.31
Total 1000 · Bank Demand Deposits	4,304,495.95	4,499,174.23
1100 · CDS		
1121 · IRP Reserve	96,063.96	96,031.33
Total 1100 · CDS	96,063.96	96,031.33
1122 · IRP - DDM Product	347,063.27	647,264.07
1196 · OR Telecom Conference	11,849.10	14,179.84
Total Checking/Savings	4,759,472.28	5,256,649.47
Accounts Receivable		
1202 · Accounts Receivable	25,539.41	99,066.15
Total Accounts Receivable	25,539.41	99,066.15
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	0.00	3,215.00
1227 · Accrued Loan Interest	35,285.48	20,273.33
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accrd Int	-3,712.53	-1,756.08
1229 · Structured Accts Accr'd Int - Other	7,685.58	8,366.18
Total 1229 · Structured Accts Accr'd Int	3,973.05	6,610.10
Total 1200 · Receivables & Accruals	39,258.53	30,098.43
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	2,024,762.17	1,720,782.28
1321 · IRP - Sherman	147,306.26	170,382.59
1322 · IRP - WA	275,100.82	249,419.00
1331 · Housing RLF	250,000.00	0.00
1336 · EDA RLFs	538,338.80	495,180.23
1345 · Reg Strat	36,281.32	43,204.08
1350 · RBEG-OR	217,332.48	250,918.67

Mid-Columbia Economic Development District

02/02/18

Balance Sheet

Accrual Basis

As of December 31, 2017

	Dec 31, 17	Dec 31, 16
1357 · RBEG-KL/SK	4,383.19	0.00
1367 · CDBG Microenterprises	25,652.87	44,885.24
Total 1330 · MCEDD Loans Receivable	3,519,157.91	2,974,772.09
1370 · OIB Loans Receivable	1,579,947.07	1,550,928.45
Total 1300 · Loans Receivable	5,099,104.98	4,525,700.54
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-105,614.33	-118,027.66
1521 · IRP - SH Co	-9,520.35	-10,797.99
1522 · IRP - WA	-14,651.74	-14,476.77
1536 · EDA RLFs Allowance	-29,255.26	-35,290.15
1545 · Reg Strat Allowance	-2,223.05	-2,776.54
1555 · RBEG Allowance	-14,464.70	-18,584.67
1567 · CDBG Microenterprises	-1,827.70	-2,987.33
1575 · OIB Allowance	-45,000.00	-45,000.00
Total 1500 · Allowance for Doubtful Loans	-222,557.13	-247,941.11
Total Other Current Assets	4,915,806.38	4,307,857.86
Total Current Assets	9,700,818.07	9,663,573.48
TOTAL ASSETS	9,700,818.07	9,663,573.48
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	2,059.94	4,326.80
Total Accounts Payable	2,059.94	4,326.80
Other Current Liabilities		
2030 · Accrued Loan Payment	25,975.31	57,471.24
2035 · Accrued Interest Payable	-667.64	190.24
2050 · PTO - Accrued	23,825.45	23,098.99
2060 · Deferred Comp Payable	1,118.80	0.00
2070 · Health Insurance Payable	2,242.31	-7,863.07
2080 · Life & Disability Payable	-10.83	-357.83
2090 · WC SAIF Ins	-369.76	-226.84
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	0.00	92.07
2115 · OR- SUTA Payroll Liabilities - Other	-0.07	123.14
Total 2115 · OR- SUTA Payroll Liabilities	-0.07	215.21
Total 2120 · State Payroll Liabilities	-0.07	215.21
2100 · Payroll Liabilities - Other	3,154.30	0.00
Total 2100 · Payroll Liabilities	3,154.23	215.21
Total Other Current Liabilities	55,267.87	72,527.94
Total Current Liabilities	57,327.81	76,854.74
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	477,503.25	514,805.20
2821 · IRP Loan Payable \$600,000	396,225.44	417,520.24
2822 · IRP Loan Payable \$750,000	600,226.72	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
Total Long Term Liabilities	1,950,454.18	2,019,191.72
Total Liabilities	2,007,781.99	2,096,046.46

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

As of December 31, 2017

	Dec 31, 17	Dec 31, 16
Equity		
3100 - Fund Balances	7,573,994.03	7,572,025.03
3110 - Carryforward Balance	11,347.09	-105,004.58
3900 - Retained Earnings	116,073.61	0.00
Net Income	-8,378.65	100,506.57
Total Equity	7,693,036.08	7,567,527.02
TOTAL LIABILITIES & EQUITY	<u>9,700,818.07</u>	<u>9,663,573.48</u>

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

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	352,024.30	377,158.00	-25,133.70	93.3%
4100 · Federal	58,062.63	103,184.48	-45,121.85	56.3%
4200 · State	7,296.64	19,477.00	-12,180.36	37.5%
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	145,261.29	180,124.48	-34,863.19	80.6%
4600 · Loan Interest	114,670.01	132,525.98	-17,855.97	86.5%
4700 · Loan Processing Fees	12,778.79	15,594.98	-2,816.19	81.9%
4705 · Loan Filing Fees	1,929.44	3,916.96	-1,987.52	49.3%
4710 · Loan Late Fee	3,125.08	1,049.94	2,075.14	297.6%
4750 · Investment Interest	922.62	513.98	408.64	179.5%
4800 · Other Revenue	1,563.93	1,749.98	-186.05	89.4%
4934 · In-Kind Revenue	0.00	12,237.00	-12,237.00	0.0%
4935 · In Kind - MM	0.00	0.00	0.00	0.0%
Total Income	756,841.46	904,566.78	-147,725.32	83.7%
Gross Profit	756,841.46	904,566.78	-147,725.32	83.7%
Expense				
5000 · Wages	220,548.03	229,515.98	-8,967.95	96.1%
5500 · Fringe Benefits	55,890.45	57,933.46	-2,043.01	96.5%
5700 · Payroll Taxes	19,141.26	18,529.02	612.24	103.3%
6110 · Travel & Conference	6,420.74	13,798.02	-7,377.28	46.5%
6190 · Event Services	1,301.25	1,449.98	-148.73	89.7%
6200 · Equipment	1,985.04	2,250.00	-264.96	88.2%
6300 · Supplies	6,851.48	13,277.02	-6,425.54	51.6%
6400 · Professional Services	12,153.65	75,159.90	-63,006.25	16.2%
6600 · Communications	6,611.66	7,872.54	-1,260.88	84.0%
6700 · Building Costs	8,995.19	11,706.86	-2,711.67	76.8%
6800 · Bonds & Insurance	1,493.00	3,410.00	-1,917.00	43.8%
6900 · Other Materials & Supplies	5,107.04	5,976.98	-869.94	85.4%
9000 · Indirect Spread	0.00	-0.12	0.12	0.0%
9600 · Transfer to/from Source	7,323.61			
Total Expense	353,822.40	440,879.64	-87,057.24	80.3%
Net Ordinary Income	403,019.06	463,687.14	-60,668.08	86.9%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	60,690.00	60,690.06	-0.06	100.0%
7500 · Carryover to Next Year	365,340.39	372,664.00	-7,323.61	98.0%
7600 · In-Kind Contractual	0.00	12,237.00	-12,237.00	0.0%
Total Other Expense	426,030.39	445,591.06	-19,560.67	95.6%
Net Other Income	-426,030.39	-445,591.06	19,560.67	95.6%
Net Income	-23,011.33	18,096.08	-41,107.41	-127.2%

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

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2018	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	465,138	-	-	465,138	100.00%
	Budgeted Expenses FY18 (Excludes In-Kind)	456,569				
	Gap/Surplus	8,569				
PROJ CODE	SPECIAL PROJECTS DETAILS	FY18	NOTES			
	ANTICIPATED REVENUE					
519	Dallesport CDBG	17,500	Multi-year project			
525	GTA Wind Challenge	24,000	Increase of 2,000 for FY18			
526	MCCFL - CDBG	13,000	Multi-year project			
527	City of Antelope - CDBG	5,000	Multi-year project			
528	DWD Wastewater - CDBG	1,400	Multi-year project			
530	The Dalles Airport - Flex Space	6,000	Multi-year project			
531	AOC/Wasco Co	7,519	Multi-year project			
5591	Qlife	5,000	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				
5011	Community Renewable Energy Association (CREA)	3,000				
571	Columbia Gorge Health Community Grant	3,500				
5012	City of Rufus	4,000	Reduced \$1000 due to start moved to March 1st			
549	CL-HR Enterprise Zone	2,500				
554	Sherman Co ED	40,000				
5541	Sherman Co Housing	2,000				
557	GTA Staffing	51,651				
559	Wasco Co EDC	50,000				
560	Oregon Connections	5,000				
570	OEDD Website	700				
571	Mobility Management	87,500	1st year of 2-year grant (includes local match)			
575	GTA Robotics	15,895				
582	HR EDG	7,000				
585	Commute Options	10,000	Contract increase of 2,000 for FY18			
587	HR Drive Less Connect - ODOT	22,465	1st year of 2-year grant (includes local match)			
599	Agora	5,554	Final year of multi-year grant			
536	CGWA Travel Oregon Grant	1,000				
	TOTAL ANTICIPATED REVENUE	465,138				
	PROPOSALS SUBMITTED					
	TOTAL PROPOSALS SUBMITTED	-				
	IN DEVELOPMENT					
	Wasco County Fair Board					
	TOTAL IN DEVELOPMENT	-				
	DECLINED					
	TOTAL DECLINED	-				

Memorandum

Date: January 29, 2018
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 FY18 includes the following individuals:

Name	Term Expires
Leana Johnson (At Large)	February 2018
Eric Proffitt (Board)	February 2018
Sam Bauer (At Large)	February 2019
Sue Knapp (Board)	February 2019
Fritz Ellett (At Large)	February 2020
Dana Peck (Board)	February 2020
<i>Budget Officer:</i> Sherry Wickert, MCEDD Finance and Operations Manager	

Expiring Terms

Board Positions

One board position on the Budget Committee expires; the position held by Eric Proffitt. He is interested to seek reappointment.

At-Large Position

One at-large position expires; the position held by Leana Johnson. Notification on the expiring at-large position was distributed with interest forms due by January 26, 2018. Leana Johnson requested reappointment to the budget committee. She was the only respondent by the deadline. Currently, Leana serves as the City Administrator for the City of Stevenson, WA.

Request

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

Action: Recommend a candidate for the board position on the MCEDD Budget Committee.

MEMORANDUM

Date: February 8, 2018
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Title VI and LEP Policy

Overview

MCEDD adheres to Title VI requirements, which prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance. As we have taken on operation of public transportation that has an additional location (Transit Center), the policy needs to be updated to reflect the distribution of the plan and compliance statements in new venues. In addition, we have included revisions to incorporate an ODOT contact in the complaint process, update the public participation section and include information on efforts to include minority representation on non-elected bodies. MCEDD has an established policy, which is proposed for revision as included in the attachment.

Request

The MCEDD Executive Committee is asked to review the attached policy document and make a recommendation to the full MCEDD Board for adoption of the updated policy.

**Mid-Columbia Economic Development
District (MCEDD)**

TITLE VI PLAN

**Adopted June 15, 2017
Revised February 2018**

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Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

As operator of The Link Public Transit service in The Dalles, Oregon, Mid-Columbia Economic Development District (MCEDD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and services on the basis of race, color, sex, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B

Title VI Complaint Procedures

In order to comply with 49 CFR Section 21.9(b), MCEDD has developed procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request. Complainants, or their representative, may file a written complaint with the Title VI Complaint Coordinator at any time within one hundred and eighty (180) days from the date of the alleged discriminatory act.

If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- Name, address, phone number and relationship of Representative to Complainant, if applicable
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

A form is available at <http://www.mcedd.org/about/policies.htm>, which may be completed for this purpose. (Attachment B)

The complaint may also be filed in writing with MCEDD at the following address:

Mid-Columbia Economic Development District

515 East 2nd Street

The Dalles, OR 97058

By phone: 541-296-2266

By fax: 541-296-3283

NOTE: MCEDD encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the

Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

What happens to your complaint after it is submitted to MCEDD?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by MCEDD will be directly addressed by MCEDD. MCEDD provides for staff to take complaints and forward them to the Title VI Complaint Coordinator (Office Administrator) who categorizes, tracks them, and develops responses and forwards them to the MCEDD Executive Director for approval. The Executive Director will investigate the complaint and make a determination. Formal investigation of the complaint will be confidential and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Customer will be notified of resolution.

MCEDD shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, MCEDD shall make every effort to address all complaints in an expeditious and thorough manner.

In instances where additional information is needed for investigation of the complaint, MCEDD will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

Once sufficient information for investigating the complaint is received by MCEDD, a written response will be drafted, subject to review by the organization's attorney. If appropriate, MCEDD's attorney may administratively close the complaint. In this case, MCEDD will notify the complainant of the action as soon as possible.

How you will be notified of the outcome of your complaint

MCEDD will send a final written response to the complainant and advise the complainant of his or her right to 1) appeal within seven (7) calendar days of receipt of the final written decision from MCEDD, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

An appeal request for review of a determination of unlawful denial of access or accommodation to services must be filed, in writing, within 60 calendar days of the incident. The written appeal must include the customer's name, address, and telephone contact number. A statement of reason(s) why the applicant believes the denial of accommodation request or access to services was inappropriate is recommended.

The MCEDD Board of Directors will set a mutually agreed-upon time and place for the review process with the applicant and/or representatives within 30 days of the request. The applicant may submit documents or other information to be included with the record and considered in the review process. Anyone needing special accommodations may contact MCEDD at 541-296-2266 for assistance.

The right of the appellant to a prompt and equitable resolution of the complaint must not be impaired by the appellant's pursuit of other remedies, such as filing of a complaint with the

Department of Justice or other appropriate federal agency or the filing of a suit in state or federal court. Use of this procedure is not a prerequisite to the pursuit of other remedies.

In addition to the complaint process described above, a complainant may file a Title VI complaint or lawsuit with the following offices:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Oregon Department of Transportation
Office of Civil Rights, MS 31
355 Capitol St NE
Salem, OR 97301-3871

Washington State Department of Transportation
Public Transportation Division
Attn: Title VI Coordinator
PO Box 47387
Olympia, WA 98504-47387

U.S. Department of Justice
Civil Rights Division
Coordination and Review
Section – NWB
950 Pennsylvania Ave, NW
Washington, DC 20530

Disposition of Complaints and Resolution

Sustained Complaints- If the complaint is substantiated and a probable cause of a discriminatory practice based on race, color, or national origin is found to exist, MCEDD shall endeavor to eliminate said practice by means of a Remedial Action Plan. The Remedial Plan shall include: a list of all corrective actions accepted by the agency; description of how the corrective action will be implemented; and a written assurance that the agency will implement the accepted corrective action in the manner discussed in the plan.

Unsustained Complaints- If there is insufficient evidence to either prove or disprove the allegation(s) both parties to the complaint will be informed of the reason(s) for this disposition.

Unfounded Complaint- If it is determined that an act reported pursuant to this policy/procedure did not in fact occur, a finding of unfounded shall be made.

Exonerated Complaints- If it is determined that an act reported pursuant to this policy/procedure did in fact occur, but was lawful and proper within the guidelines established herein, a finding of exonerated shall be made.

Recording Title VI Investigations, Complaints and Lawsuits

In order to comply with 49 CFR Section 21.9(b), MCEDD prepares and maintains a list of any active investigations conducted by entities other than the FTA, lawsuits, or complaints naming MCEDD that allege discrimination on the basis of race, color, or national origin. This list includes the date of the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response to the investigation, lawsuit, or complaint. The MCEDD Title VI Complaint Coordinator (Office Administrator) maintains these files until closed. The MCEDD Title VI Complaint Coordinator will also maintain a log of all complaints received. Records will be stored according to state and federal record retention requirements. Tracked information will be reported to ODOT and/or WSDOT as the grantor of the funds as required.

Additional Information Upon Request

At the discretion of FTA, information other than that required by the referenced circular may be requested, in writing, from MCEDD in order to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI requirements. The MCEDD Title VI Complaint Coordinator is available to provide additional information as needed and to respond to any inquiry.

Board Composition and Minority Representation on Non-Elected Bodies

Mid-Columbia Economic Development District is overseen by a Board of Directors, and the table depicting the membership of this Board as of February 2018 is depicted in the table below.

	Caucasian	Hispanic or Latino	Black or African American	Asian	Native Hawaiian	American Indian or Alaskan Native	Two or more races	Other
Population (2010 Census)	70,005	13,154	307	732	213	1,981	2,379	5,091
MCEDD Board of Directors	20	1	0	0	0	0	0	0

For the Board of Directors and Committees advising the MCEDD Board and transportation operations, MCEDD encourages participation of minorities on the Board and committees in the following manners:

- Posting information about the ability to participate on our website, through our social media platforms and through our newsletter.
- Sending press releases to the local newspapers in our regional service area.
- Conducting direct outreach to organizations and agencies representing the interests of minority populations and/or providing direct services to minority individuals.

Record of Title VI or Other Civil Rights Investigations, Complaints or Lawsuits

To date, there have been no Title VI investigations, complaints or lawsuits.

Limited English Proficiency Plan

MCEDD is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area. MCEDD has adopted an updated Limited English Proficiency Plan as part of our Title VI policy. The plan is attached.

Notifying Beneficiaries of Their Rights Under Title VI

Our website includes our Title VI policy and complaint form. The website also states the Anti-Discrimination Statement as listed in this plan. MCEDD's Title VI policy and complaint form are also posted at MCEDD's office (located at 515 East 2nd Street, The Dalles, OR) and The Dalles Transit Center (802 Chenoweth Loop Road, The Dalles, OR). The Title VI Compliance Statement is included in rider guides and bus schedules as appropriate. Finally, the Title VI Compliance Statement is posted inside vehicles used for public transportation. Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD's office.

Analysis of Construction Projects

Over the last three years MCEDD has not completed a construction project requiring an environmental assessment (EA) or environmental impact statement (EIS).

Inclusive Public Participation

Community Outreach is a requirement of Title VI. MCEDD and its sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of MCEDD. MCEDD has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. MCEDD also follows public notification regulations as required by any federal funds received by MCEDD. Specific outreach mechanisms that are and will be employed by MCEDD include:

- In accordance with Oregon public meeting law, all public meetings, including transportation planning meetings, are advertised in local newspapers and open to the general public.
- Providing flexibility in scheduling meetings at times and locations that are accessible, including: a) holding meetings at various times, including after usual working hours and b) holding meetings at locations with access to transit, such as The Dalles Transit Center and c) holding meetings in the community such as at the library and senior center.
- Individuals requiring an interpreter or other accommodations are encouraged to contact MCEDD in advance of meetings to allow for accommodations to be made.
- Engaging with partner entities directly serving minority populations to provide communication and outreach in the most direct and accessible manner.
- MCEDD's website includes a language translator that allows all web pages and materials to be translated into almost any language.
- MCEDD uses social media, including a Twitter account and Facebook page to post information and provide opportunities for public input and comment. In addition, a monthly newsletter is directly emailed to individuals requesting a copy. Current there are over 800

recipients. This communication method allows for additional opportunities to disseminate information about meetings and services.

- MCEDD partnered with the Next Door, Inc/Nuestra Comunidad Sana to provide rider information in plain language and to develop and air novellas on Radio Tierra.
- MCEDD will embark on an “Everybody Rides” campaign to assist individuals in better understanding their transportation system and recognizing that it is a resource available to all community members.

Anti-Discrimination Statement/Title VI Policy

Anti-Discrimination Statement: Mid-Columbia Economic Development District and Gorge TransLink Alliance members are affirmative-action, equal-opportunity employers. Public Transportation services are available to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

Declaración de Anti-discriminación: Mid-Columbia Economic Development District y los miembros de la Gorge TransLink Alliance son empleadores de acción afirmativa e igualdad de oportunidades. Servicios de transporte públicos son disponibles a todos sin importar raza, color, origen nacional, genero, identidad de genero, religión, edad, altura, peso, incapacidad, creencias políticas, orientación sexual, estado de matrimonio , estado familiar o si es veterano de guerra.

MCEDD’s Title VI policy and complaint form are posted on the MCEDD website (<http://www.mcedd.org/about/policies/>) and at MCEDD’s offices (located at 515 East 2nd Street, The Dalles, OR and 802 Chenoweth Loop Road, The Dalles, OR). Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD’s office.

Ref: FTA Circular 4702.1B Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients

Purpose

The purpose of this policy is to establish guidelines to effectively monitor and ensure that the Mid-Columbia Economic Development District (MCEDD) is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation’s (DOT) Title VI Regulations at 49 CFR Part 21.

Authorities

Title VI of the Civil Rights Act of 1964, as amended, provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Policy Statement

MCEDD assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, as amended, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. MCEDD is committed to creating and maintaining programs and services that are free of all forms of discrimination.

Responsibilities

All employees of MCEDD shall follow the intent of these guidelines in a manner that reflects the organization's policy. Employees receiving information regarding violations of this order shall determine if there is any basis for the allegation and shall proceed with resolution as stated in the sections *Employee Responsibility* and/or *Investigation of Complaints and Appeal Process*.

Certification and Assurance

To ensure accordance with 49 CFR Section 21.7, every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI of the Civil Rights Act of 1964. This requirement shall be fulfilled when the applicant submits its annual certifications and assurances to FTA. The text of FTA's annual certifications and assurances is available on FTA's Web site. MCEDD complies with this instruction annually in order to receive FTA funding.

Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year):				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
Section IV:				
Have you previously filed a Title VI complaint with this agency?			Yes	No
Section V:				
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?			Yes	No

If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court: _____	
<input type="checkbox"/> State Agency: _____	
<input type="checkbox"/> State Court: _____	
<input type="checkbox"/> Local Agency: _____	
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	Agency:
Title:	Telephone:
Address:	
Section VI:	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature

Date

Please submit this form in person at the address below, or mail this form to:

MCEDD
 515 East 2nd Street
 The Dalles, OR 97058

Notification of Compliance with Title VI

In order to comply with 49 CFR Section 21.9 (d) MCEDD has posted information for the public regarding the Title VI obligations and protections against discrimination afforded to the public by Title VI on the MCEDD website. MCEDD has also posted the following notice of compliance with Title VI, which is visible to the public at the MCEDD office and directs the public to the MCEDD website and to the appropriate phone number to inquire for more information. Additionally, this information is available upon request.

Notification of Compliance with Title VI

Mid-Columbia Economic Development District (MCEDD) complies with Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients. Title VI obligations and protections against discrimination afforded to the public by Title VI can be found on the MCEDD website at <http://www.mcedd.org>. This information is also available upon request, please inquire inside office or contact Title VI Complaint Coordinator at (541) 296-2266.

Notificación de la conformidad con Title VI

El Distrito del Desarrollo Económico de Mid-Columbia (MCEDD) se conforma con las pautas dependientes del Title VI y del Title VI para los recipientes federales de la administración del tránsito. Las obligaciones y las protecciones del Title VI contra la discriminación producida al público por Title VI se pueden encontrar en el Web site de MCEDD en <http://www.mcedd.org>. Esta información está también disponible a petición, investiga por favor dentro de oficina o entra en contacto con a coordinador de la queja del Title VI en (541) 296-2266.

**Mid-Columbia Economic Development
District (MCEDD)**

Limited English Proficiency Plan

Adopted: June 15, 2017

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Introduction

This *Limited English Proficiency Plan* has been prepared to address Mid-Columbia Economic Development District's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understands English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including Mid-Columbia Economic Development District (MCEDD).

MCEDD is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.

Elements of an Effective LEP Policy

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP person who needs language assistance
2. Identifying ways in which language assistance will be provided
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the LEP Plan

These recommended elements have been incorporated into this plan.

Methodology and Four Factor Analysis

Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

MCEDD analyzes four factors to determine what reasonable steps should be taken to ensure meaningful access for LEP persons:

1. The number or proportion of LEP person eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to MCEDD and the overall cost.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service; and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed.

The Four-Factor Analysis

Each of the factors outlined above is examined to determine the extent of language assistance measures required. Recommendations in this plan are based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range of four classifications of how well people speak English. The classifications are ‘very well,’ ‘well,’ ‘not well,’ and ‘not at all.’ Table 1 in the appendix of this plan shows the number and percent of persons in regards to their English language skills for MCEDD. Based on this information, there are 5,567 out of 77,154 (or **7.2%**) which speak English less than “very well” with the majority speaking Spanish or Spanish Creole as their language.

Factor 2: Frequency of Contact with LEP Individuals

Contacts with MCEDD are made through its offices in The Dalles, its websites, its social media pages, its officers, and its staff who make presentations and build networks among public agencies and private employers in the Columbia River Gorge region. MCEDD serves LEP persons daily via: Spanish content on the MCEDD and Gorge TransLink websites that are available online at all times. We have offices accessible to the public and therefore accessible to LEP individuals, however we currently do not have much contact with LEP individuals except in our business assistance services and transportation (LINK public transportation) department. We have an average of zero calls a month that require translations, however, MCEDD utilizes translation services from partner organizations in the region to produce publications to distribute in Spanish and has used Gorge Translation Services.

Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP

MCEDD serves individuals throughout a five county bi-state region in a variety of ways which include Business Assistance Services, Mobility Management and Transportation Services, Technical Assistance Services and Regional Planning. While important to the region, the Technical Assistance and Regional Planning activities generally serve entities/organizations rather than individuals. The Business Assistance and Mobility Management/Transportation programs, however, engage directly with entities/organizations, as well as individuals. The nature of their services thus has greater potential for offering services to LEP individuals.

Factor 4: The Resources Available to MCEDD and the Overall Cost

MCEDD reviewed its available resources that could be used for providing LEP assistance, specifically for written resource materials and translation services for the most likely needed programs and services. MCEDD's funds are limited. Thus, the costs associated with necessary translation are allocated on an as-needed basis each fiscal year. MCEDD's current in-house language capabilities are English, with very limited Spanish. MCEDD partners with The Next Door, Inc. who have provided experienced staff fluent in Spanish to assist as needed. MCEDD has not encountered a need to have language services in other languages besides Spanish.

Implementation Plan

Options

Federal fund recipients have two main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis. MCEDD is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and a translator as a person who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.

Considering the relatively small scale of MCEDD, the low concentration of LEP individuals in the service area, and MCEDD's financial resources, it is necessary to limit language aid to the most basic and cost-effective services. Other than vital documents, if there are any language assistance measures required for the LEP individuals, MCEDD shall proceed with oral interpretation options to meet all requests for those language groups to ensure equal access while also complying with LEP regulations.

Proposed Actions

MCEDD will take the following actions:

- With advance notice of at least seven working days, MCEDD will provide interpreter services at public meetings.
- The Census Bureau "I-speak" Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Publications of MCEDD's complaint form is made available on our website.
- In the event that a MCEDD employee encounters a LEP individual, they will follow the procedure listed below.

Office Encounter

1. Provide an "I-speak" language identification cards to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to the Title VI coordinator who will contact an interpreter.
3. If the need for a vital document to be translated arises, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

In Writing

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the elected agency to provide the requested service to the individual in a timely manner.

Over the Phone

1. If someone calls into MCEDD office speaking another language, every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line and if possible determine the language spoken of the caller.
2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

MCEDD Staff Training

MCEDD staff will be provided training at staff meetings of the requirements for providing meaningful access to services for LEP persons.

Providing Meaningful Access to Limited English Proficient (LEP) Persons

Title VI and its implementing regulations require that recipients of federal funds take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient. MCEDD partners with local nonprofits to provide translation services as necessary.

Employee Responsibility

Each employee shall:

1. Ensure that there are no barriers to service or accommodation that would prevent usage or access to services.
2. Train subordinates as to what constitutes discrimination and barriers to access.
3. Take prompt and appropriate action to avoid and minimize the incidence of any form of discrimination.
4. Notify the Executive Director in writing of the circumstances surrounding any reported allegations of discrimination no later than the next business day.

Notice and Access

Providing Notice to LEP Persons

MCEDD will provide language service by notifying LEP persons of services available free of charge. MCEDD will post the LEP Plan on our website. MCEDD will post notices of available services, in languages LEP persons would understand, in the office in places where LEP persons may seek services and on our website.

MCEDD staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year to identify modifications to this plan to improve outreach and services to Limited English Proficient Persons.

LEP Plan Access

A copy of the LEP plan document can be requested at MCEDD's main office during normal business hours:

MCEDD Title VI Coordinator
515 E. 2nd Street
The Dalles, OR 97058
541-296-2266

Our website includes our Title VI policy and complaint form. The website also states the Anti-Discrimination Statement. MCEDD's Title VI policy and complaint form are also posted at MCEDD's office (located at 515 East 2nd Street, The Dalles, OR) and The Dalles Transit Center (802 Chenoweth Loop Road, The Dalles, OR). Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD's office.

Table 1: Language Spoken at Home by Ability to Speak English (Population 5 yrs and over)

2011-2015 American Community Survey 5-Year Estimates

	TOTAL ESTIMATE	Hood River County,		Sherman County,		Wasco County,		Klickitat County,		Skamania County,	
		Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Total:	77,154	21,236	+/-56	1,682	+/-113	23,893	+/-58	19,645	+/-121	10,698	+/-49
Speak only English	64,966	15,240	+/-291	1,602	+/-111	20,255	+/-370	17,843	+/-244	10,026	+/-136
Spanish or Spanish Creole:	10,485	5,694	+/-243	76	+/-35	2,990	+/-348	1,349	+/-224	376	+/-96
Speak English "very well"	5,185	2,768	+/-348	36	+/-23	1,400	+/-213	743	+/-213	238	+/-74
Speak English less than "very well"	5,300	2,926	+/-388	40	+/-30	1,590	+/-297	606	+/-230	138	+/-53
French (incl. Patois, Cajun):	293	114	+/-103	0	+/-12	23	+/-15	111	+/-94	45	+/-34
Speak English "very well"	284	114	+/-103	0	+/-12	21	+/-14	111	+/-94	38	+/-29
Speak English less than "very well"	9	0	+/-22	0	+/-12	2	+/-3	0	+/-22	7	+/-12
Italian:	9	0	+/-22	0	+/-12	7	+/-13	2	+/-4	0	+/-19
Speak English "very well"	9	0	+/-22	0	+/-12	7	+/-13	2	+/-4	0	+/-19
Portuguese or Portuguese Creole:	13	0	+/-22	0	+/-12	11	+/-15	2	+/-3	0	+/-19
Speak English "very well"	13	0	+/-22	0	+/-12	11	+/-15	2	+/-3	0	+/-19
German:	140	15	+/-20	0	+/-12	70	+/-59	11	+/-12	44	+/-26
Speak English "very well"	118	15	+/-20	0	+/-12	54	+/-52	11	+/-12	38	+/-26
Speak English less than "very well"	22	0	+/-22	0	+/-12	16	+/-17	0	+/-22	6	+/-8
Other West Germanic languages:	44	9	+/-14	0	+/-12	19	+/-20	13	+/-19	3	+/-5
Speak English "very well"	40	9	+/-14	0	+/-12	15	+/-16	13	+/-19	3	+/-5
Speak English less than "very well"	4	0	+/-22	0	+/-12	4	+/-10	0	+/-22	0	+/-19
Scandinavian languages:	50	0	+/-22	0	+/-12	9	+/-13	34	+/-48	7	+/-7
Speak English "very well"	50	0	+/-22	0	+/-12	9	+/-13	34	+/-48	7	+/-7
Greek:	9	0	+/-22	0	+/-12	9	+/-14	0	+/-22	0	+/-19
Speak English "very well"	9	0	+/-22	0	+/-12	9	+/-14	0	+/-22	0	+/-19
Russian:	53	0	+/-22	0	+/-12	18	+/-27	2	+/-5	33	+/-53
Speak English "very well"	35	0	+/-22	0	+/-12	5	+/-7	2	+/-5	28	+/-46
Speak English less than "very well"	18	0	+/-22	0	+/-12	13	+/-20	0	+/-22	5	+/-7
Polish:	9	0	+/-22	0	+/-12	9	+/-14	0	+/-22	0	+/-19
Speak English "very well"	9	0	+/-22	0	+/-12	9	+/-14	0	+/-22	0	+/-19
Serbo-Croatian:	8	5	+/-11	0	+/-12	0	+/-22	0	+/-22	3	+/-5
Speak English "very well"	8	5	+/-11	0	+/-12	0	+/-22	0	+/-22	3	+/-5
Other Slavic languages:	45	16	+/-28	0	+/-12	22	+/-35	0	+/-22	7	+/-10
Speak English less than "very well"	45	16	+/-28	0	+/-12	22	+/-35	0	+/-22	7	+/-10
Persian:	72	9	+/-14	0	+/-12	0	+/-22	63	+/-46	0	+/-19
Speak English "very well"	27	9	+/-14	0	+/-12	0	+/-22	18	+/-14	0	+/-19
Speak English less than "very well"	45	0	+/-22	0	+/-12	0	+/-22	45	+/-33	0	+/-19
Gujarati:	8	0	+/-22	0	+/-12	0	+/-22	0	+/-22	8	+/-12
Speak English less than "very well"	8	0	+/-22	0	+/-12	0	+/-22	0	+/-22	8	+/-12
Hindi:	2	0	+/-22	0	+/-12	0	+/-22	0	+/-22	2	+/-3
Speak English "very well"	2	0	+/-22	0	+/-12	0	+/-22	0	+/-22	2	+/-3
Urdu:	10	0	+/-22	0	+/-12	10	+/-23	0	+/-22	0	+/-19
Speak English less than "very well"	10	0	+/-22	0	+/-12	10	+/-23	0	+/-22	0	+/-19
Other Indic languages:	63	0	+/-22	0	+/-12	0	+/-22	0	+/-22	63	+/-60
Speak English "very well"	63	0	+/-22	0	+/-12	0	+/-22	0	+/-22	63	+/-60
Chinese:	194	73	+/-102	1	+/-3	101	+/-148	16	+/-21	3	+/-5
Speak English "very well"	126	33	+/-50	1	+/-3	80	+/-174	12	+/-19	0	+/-19
Speak English less than "very well"	68	40	+/-57	0	+/-12	21	+/-48	4	+/-8	3	+/-5
Japanese:	61	9	+/-14	0	+/-12	9	+/-18	26	+/-40	17	+/-24
Speak English "very well"	42	0	+/-22	0	+/-12	5	+/-11	20	+/-30	17	+/-24
Speak English less than "very well"	19	9	+/-14	0	+/-12	4	+/-10	6	+/-15	0	+/-19
Korean:	62	9	+/-15	0	+/-12	4	+/-8	42	+/-61	7	+/-10
Speak English "very well"	51	9	+/-15	0	+/-12	0	+/-22	42	+/-61	0	+/-19
Speak English less than "very well"	11	0	+/-22	0	+/-12	4	+/-8	0	+/-22	7	+/-10
Vietnamese:	10	10	+/-15	0	+/-12	0	+/-22	0	+/-22	0	+/-19
Speak English "very well"	10	10	+/-15	0	+/-12	0	+/-22	0	+/-22	0	+/-19
Tagalog:	41	33	+/-62	0	+/-12	0	+/-22	8	+/-15	0	+/-19
Speak English "very well"	33	33	+/-62	0	+/-12	0	+/-22	0	+/-22	0	+/-19
Speak English less than "very well"	8	0	+/-22	0	+/-12	0	+/-22	8	+/-15	0	+/-19
Other Pacific Island languages:	175	0	+/-22	0	+/-12	87	+/-95	85	+/-94	3	+/-7
Speak English "very well"	175	0	+/-22	0	+/-12	87	+/-95	85	+/-94	3	+/-7
Navajo:	22	0	+/-22	0	+/-12	22	+/-24	0	+/-22	0	+/-19
Speak English "very well"	22	0	+/-22	0	+/-12	22	+/-24	0	+/-22	0	+/-19
Other Native North American languages:	174	0	+/-22	0	+/-12	171	+/-87	3	+/-7	0	+/-19
Speak English "very well"	163	0	+/-22	0	+/-12	160	+/-88	3	+/-7	0	+/-19
Speak English less than "very well"	11	0	+/-22	0	+/-12	11	+/-12	0	+/-22	0	+/-19
Arabic:	47	0	+/-22	0	+/-12	47	+/-107	0	+/-22	0	+/-19
Speak English "very well"	47	0	+/-22	0	+/-12	47	+/-107	0	+/-22	0	+/-19
African languages:	33	0	+/-22	3	+/-5	0	+/-22	30	+/-68	0	+/-19
Speak English "very well"	33	0	+/-22	3	+/-5	0	+/-22	30	+/-68	0	+/-19
Other and unspecified languages:	56	0	+/-22	0	+/-12	0	+/-22	5	+/-8	51	+/-74
Speak English "very well"	26	0	+/-22	0	+/-12	0	+/-22	5	+/-8	21	+/-31
Speak English less than "very well"	30	0	+/-22	0	+/-12	0	+/-22	0	+/-22	30	+/-44

MEMORANDUM

Date: January 29, 2018
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Planning Grant Scope of Work

Overview

Annually, MCEDD receives an invitation from the US Economic Development Administration to apply for a partnership planning grant. 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). MCEDD proposes an annual scope of work that meets that objective. Staff takes into account the following considerations in developing a draft scope:

- Maintaining the strategy, with annual update elements, such as project prioritization. Hosting the annual economic summit.
- Ensuring the scope focuses on implementation of strategies identified in the CEDS. Incorporating elements of implementation that will allow us to provide matching funds, such as to further develop our industry sectors.
- The planning partnership grant does not allow supplanting funds for programs they deem separate, specifically excluding most work in housing, transportation, and loan programs.
- Including some broad and flexible elements of the scope of work to allow us to be responsive to new developments throughout the year but including some specific projects to meet EDA requirements.

Request

This item is informational only. It is intended to provide the Executive Committee with greater familiarity on the proposed annual scope of work for the Partnership Planning grant.

**Mid-Columbia Economic Development District: Planning Grant Scope of Work
April 1, 2018 to March 31, 2019**

(Note: new elements in the scope of work are highlighted in *bold italics*.)

1. Comprehensive Economic Development Strategy. *Update* and maintain the CEDS.

- Collect and disseminate data relevant to the regional economy.
- Update prioritized list of regionally significant projects. Provide technical assistance to communities and organizations to use the Agora Platform.
- *Update County major employers listings.*
- *Support integration of the CEDS with the Columbia River Gorge National Scenic Area Management Plan.*

2. Economic Resilience. Implement economic resiliency strategies listed on pages 9 and 10 of the CEDS:

- Enhance hard communications networks (broadband):
 - Convene semi-annual Gorge Broadband Consortium meetings. *Host a “Dig-Once” gathering.*
 - *Host the 2018 Oregon Telecommunications conference.*
 - Provide technical assistance and support public entities in developing applications to fund enhancements to broadband networks. *Specific assistance will be provided to Qlife/Maupin and the cities of Sherman County.*
- Bolster regional communication networks: Host the *2018 Columbia Gorge Economic Summit*, with a focus on a target industry sector.
- Enhance the business support network.
 - Update business siting guides/resource directory.
 - *Encourage expansion of mentorship opportunities through Gorge Works and/or GTA mentorship programs.*

3. Entrepreneurial Environment. Focus implementation efforts on identified target industry sectors listed on page 15 of the CEDS.

- Enhance regional high tech cluster initiatives.
 - *Implement* the Gorge Technology Alliance strategic plan. *Host the Gorge Tech Showcase.*
 - *Support development of the Gorge Women in STEM network.*
- Support growth in manufacturing.
 - Engage with local food/beverage industry organizations.
 - Provide assistance as the community college explores a skills center.
- Explore support for additional growing sectors highlighted in the CEDS.
 - Identify mechanisms to advance the wood products sector.
 - In partnership with the Columbia Gorge Tourism Alliance, pursue projects that will help grow wages within the sector.
 - Host meetings of the Columbia Gorge Bi-State Renewable Energy Zone. *Provide technical assistance in the implementation of the Hood River Energy Plan. Host the regional industry-supported Wind Challenge.*

4. **Infrastructure.** Work with communities on project development and provide technical assistance (non-ground breaking activities) as outlined in the CEDS, beginning on page 26.

- Support planning for small communities water systems. Specific assistance will be provided to the Dufur, Wamic, *Crystal Springs*, and *Biggs Junction*.
- Actively participate on the North Central Oregon Regional Solutions Advisory Committee and Team.
- Support regionally significant projects as they explore funding options. Specific assistance will be provided to *brownfields projects seeking funding or conducting assessments*.
- Work with the Economic Development Representative and EDA staff to develop future potential economic development projects.

5. **Economic Development Technical Assistance.** Provide economic development support to counties within the region and provide services for which they lack capacity or resources to fill. Specific assistance will be provided to:

- *Support the Dufur community branding project.*
- *Enhance utilization of the Four Rivers Community Corporation.*
- *Explore options for The Dalles enterprise zone renewal.*

6. **Bi-State Engagement**

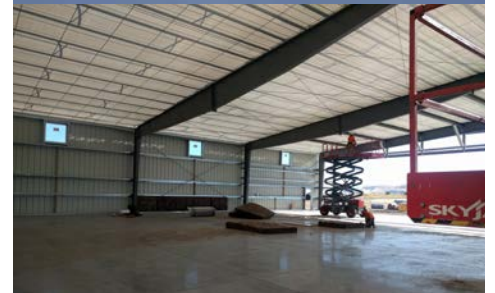
- Provide monthly updates via an electronic newsletter to regional partners and through our website.
- Provide assistance for local economic development related activities and act as a liaison between appropriate Oregon, Washington and federal interests.

7. **Staff Development.** Engage in the Oregon Economic Development District Association meetings and associated trainings. Engage in the National Association of Development Organizations to support professional development of MCEDD staff updating and implementing the CEDS.

Executive Director’s Report
Prepared for the February 2018 Executive Committee Meeting

Regional

- Comprehensive Economic Development Strategy: Notices on request for projects for updates with the Comprehensive Economic Development Strategy were previously sent to all jurisdictions. These will be reviewed and presented for prioritization at the March MCEDD Board meeting. Activities in January included:
 - Wasco County Economic Development Commission continued its solicitation and prioritization process. The initial rankings will be reviewed at their February meeting.
 - I will be meeting with Richard Foster, Klickitat County EDA staff, prior to presentation of their project priorities to the Klickitat Board of County Commissioners in February.
 - Sherman County Court will review priorities at an upcoming Court meeting.
 - Skamania County EDC provided its listing of quarterly priorities. Jacque Schei is following up to ensure they are listed in the Agora Platform and verify that we have a solid understanding of the projects.
 - Hood River’s Economic Development Group is scheduled to meet in early February to review both transportation and economic development priorities. These will then be discussed with the Hood River County Board of Commissioners in late February or early March.
- I presented the CEDS at a One Gorge gathering and presented on a housing panel to the Oregon Land Conservation Development Commission.
- Regionally prioritized infrastructure projects. Recent status on a few projects include:
 - Columbia Gorge Regional Airport Flex Space (prior year priority): This project received funding through the US Economic Development Administration for construction. I supported the County and City in the application and Jacque Schei is providing labor standards and grant administration support for the construction. We are pleased that the construction is in the final wrap up stages!
 - The Port of Hood River is taking a deep dive into options for replacing the Hood River White-Salmon Interstate Bridge." Read more from the Hood River News [here](#).
 - Dog River Pipeline (City of The Dalles): Permitting is anticipated to be complete in late spring.
 - Biggs Water System: Jessica Metta is working with the Sherman County Court on monitoring the work of the consultant to help the project advance.
 - John Day Pool Pumped Storage: Department of Energy appropriations included funding opportunities for analysis of the value of pumped storage projects.
 - City of Stevenson wastewater: The City has been prioritized for funding through the Department of Ecology’s Water Quality Funding Program.



Columbia Gorge Regional Airport Flex Space

Business Assistance

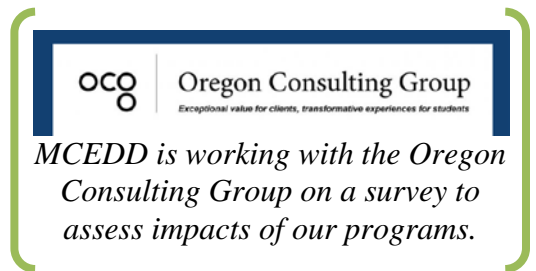
- The Columbia River Gorge NSA Oregon Investment Board approved the following loans in January:

Company/Business	Loan Amount
Mt Hood Podiatry	\$63,000
Defiance Brewing Company, Inc dba Sediton	\$40,000

- The Oregon Consulting Group developed the survey mechanism that will be used to independently study and better understand the long-term impacts of our financing programs. It is being sent to all current and past MCEDD loan clients.
- Eric Nerdin is working with the Orbital Corporation on an Extended Abatement application through the Cascade Locks-Hood River Enterprise Zone.
- Lowell and Sons Chapter 11 bankruptcy plan was confirmed. It is associated with the Hood River Learning Center loans through the Oregon Investment Board.
- MCEDD closed loans to Home Sweet Home and Defiance Brewing Company. The restructure for Full Circle was signed at the end of January.

Transportation Division

- Jessica Metta will provide a full update, but we successfully transitioned the LINK public transportation network to MCEDD on February 1, 2018. A few pending items, such as branding and transfer of funds from MCCOG, will occur throughout February.
- Kathy Fitzpatrick is preparing a request for proposals for redeveloping the website of GorgeTransLink Alliance.
- Gorge TransLink is working with a private partner on a feasibility analysis for a Monday–Friday commuter bus service from Portland to the Columbia Gorge. Kathy is distributing a survey to employers and employees to gauge general interest: <https://www.surveymonkey.com/r/GorgeCommuterBus>.



Project Management/Industry Support

- MCEDD signed an agreement with Qlife to support partnership development and grant research and writing.
- MCEDD signed an agreement with Holly MacFee (Lookout) to work on the Dufur branding project. The project is funded through a Travel Oregon grant to MCEDD.
- Carrie Pipinich has been engaged in conversations with the City of The Dalles, Wasco County, and other communities in exploration of opportunities for an expansion of The Dalles Enterprise Zone and the re-designation process.
- Jessica Metta contacted RCAC regarding options to conduct a small cities financial training. The training will take place on March 19, 2018 in Rufus.
- Gorge Tech Alliance STEM Career Fair is scheduled for April 27, 2018. The Corwin Hardham college scholarship is accepting applications until March 19, 2018 for seniors in the five-county area pursuing degrees in science, tech, engineering and math. [Access the application here](#).
- Jacque Schei and Jessica Metta are gearing up for the 2018 Gorge Wind Challenge. Team registration is open until February 2, 2018 and the event takes place on Saturday, March 17, 2018. During the event, teams of three to six middle or high school students learn about wind turbine technology and design, and apply their skills in an all-day competition to build, test, and present their wind turbine models to a group of judges.

- Manufacturing: Food/Beverage. We are pleased that Columbia Gorge Community College is progressing in their application for EDA funding for a feasibility study.
- The City of Antelope received a response that they are eligible to apply for Safe Drinking Water Revolving Loan Funds as their project encountered challenges that will increase the total cost. Jacque Schei provides grant administration and labor standards support for this project.
- Mid-Columbia Center for Living's project is back out for bid: Wasco County is accepting bids to construct a 22,000 square foot clinic in The Dalles, OR. Due March 7, 2018. Jacque Schei provides grant administration and labor standards support for this project.
- Jacque Schei and I will be meeting with the Crystal Springs Water District staff and Business Oregon to discuss three projects. We are already involved in support for one of those projects (with Jacque as lead staff).
- The Washington Renewable Energy and Economic Development Seminar will take place in Olympia on February 20th. Thanks to **Dana Peck** for agreeing to present on the rural economic development issues!
- The City of Rufus entered into an agreement to transfer their financial record keeping from MCCOG to MCEDD. Given the late date of the decision, MCEDD will be working with MCCOG through February on the transfer.

Upcoming Funding Opportunities

- USDA Rural Business Development Grants. Applications to USDA-RD in Oregon are due on April 30, 2018. In the past, we have used this funding source to support development of the industry clusters and implementation of related projects and strategies to advance industries in our region.
- Meyer Memorial Trust announcements on funding opportunities are anticipated to open on March 15, 2018. We will be particularly watching for capacity building opportunities.
- Rural Broadband Pilot. Oregon's Legislature provided a \$500,000 allocation for a competitive solicitation of projects for their rural broadband pilot. Carrie Pipinich is developing (or working with partners to develop) responses for: Gorge Broadband Consortium, Qlife Cascadia East Interconnection feasibility study, Maupin fiber and Sherman cities fiber.
- East Cascades Workforce Investment Board will be opening the small grant opportunity for companies in Hood River, Wasco and Sherman counties to apply for resources to support training efforts. Last year, funding was awarded to the Renewal Workshop in Cascade Locks.
- Staff anticipates a meeting with the Ford Family Foundation staff in February to discuss our projects.

Operations

- MCEDD has two open positions: Driver and Transportation Operations Director. We are currently interviewing for the driver position. Thank you to **Eric Proffitt** for assistance from the Employment Department!
- As described in the full board meeting, we are implementing organizational structure shifts to shift project management leads, place the transportation division under our Deputy Director after the February 1, 2018 transition of the LINK and move the Office Administrator to reporting to our Finance Manager.



January 2018 MCEDD Staff Photo

- Thanks to the Board for passing the supplemental budget! It has been published and entered.
- The Four Rivers 501c3 board approved the entity transfer to MCEDD's administration.
- MCEDD provided a Letter of Support for Wy'East RC&D's application to USDA to assist Agricultural Producers and Rural Small Businesses with Energy Projects. It is consistent with our CEDS.
- Janitorial: With the transition of our current janitorial, Lauren Hernandez solicited bids from a number of local companies. We have selected All Seasons Carpet Cleaning and Janitorial. All Seasons begins janitorial at the Transit Center in February and will begin at MCEDD's main office after the conclusion of ELF's services.
- Finally, end of year reporting is complete (W2s, 1099s, 1098s)

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

Next Full Board Meeting: Thursday, March 22, 2018 at 4 pm in Hood River, OR.