



**Executive Committee Meeting  
Wednesday, September 5, 2018  
4:00 P.M.**

MCEDD Office, 515 East Second Street, The Dalles

**AGENDA**

<b><u>Topic</u></b>	<b><u>Estimated Time</u></b>	<b><u>Item</u></b>
Call to Order, Introductions		
Executive Committee Minutes <i>August 2018</i>	5 minutes	Approval
Finance Report	10 minutes	Information
Policies: <i>Title VI/LEP Policy Revision Suspension of Service Policy</i>	5 minutes	Recommendation
Private Sector Appointments	5 minutes	Decision
Loan Board Appointments	5 minutes	Recommendation
Subcommittee Report <i>Salary Survey Analysis/Report</i>	20 minutes	Recommendation
Board Agenda: September Meeting	5 minutes	Discussion
Deputy Director Report	10 minutes	Information
Executive Director Report	10 minutes	Information
Other New Business		
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 MCEDD at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, AUGUST 1, 2018  
4:00 p.m.  
MCEDD Office and Teleconference

**ATTENDANCE:**

*Attending:* Eric Proffitt, Bill Schmitt, Gary Thompson, Bob Hamlin, Ken Bailey, Dana Peck, Rex Johnston, Rod Runyon

*Staff:* Amanda Hoey (Executive Director), Jessica Metta (Deputy Director), Lauren Hernandez (Office Administrator), Siri Olson (Finance Operations Manager)

**CALL TO ORDER:**

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

**EXECUTIVE COMMITTEE MINUTES:**

**Bob Hamlin motioned to approve** the June 6, 2018 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

**FINANCIAL REPORT:**

Siri Olson reported she is working on wrapping up June and end-of-year financials. As of May 31, Accrued Revenue totals \$14,166.67, which is comprised of anticipated revenue from Wasco County and Sherman County EDC contracts. MCEDD Loans Receivable is \$410,339.90, which is higher than this time last year, with additional loans that were funded in the fiscal year. Increased Accrued Loan Interest of \$2,696.43 is a result of increased loan activity. Net Income is at \$134,650.21, which is a \$45,092.24 increase compared to this time last year.

Total Revenue is 80.1% of the budgeted amount through May. Local Match, mostly comprised of match funds for ODOT for Mobility Management and Planning, is \$15,352.73 and is over what was budgeted. Through May 31, 2018, 67.7% of budgeted expenditures have been spent. Personnel Expenditures will be on target. Travel & Conference, Supplies, and Professional Services are anticipated to come in below budget. The \$150,665.60 budgeted for Capital Expense for the Transit Center Bus Barn and purchase of a new vehicle will not be expended in FY18 and is included in FY19's budget.

Rod Runyon joined the meeting.

**Bill Schmitt motioned to accept** the financial report as presented. Gary Thompson seconded the motion. Motion carried unanimously.

**FY19 Proposed Schedule**

Amanda Hoey presented the draft 2019 MCEDD meeting schedule, which includes the meeting location rotation between Hood River and White Salmon. Amanda asked the Executive Committee to review times, dates, and locations.

*Discussion: Ken Bailey stated most board members seem to like alternating between meeting in Hood River and White Salmon. Bob Hamlin stated those meeting locations are central and not as long to drive to as meeting locations on the each end of the region. Ken noted attendance fluctuates when meeting locations are on the ends of the region.*

The Executive Committee came to the consensus to accept the recommended dates and places. It will be provided to the full board in September.

## **MCEDD FY18 ANNUAL REPORT**

Amanda Hoey presented the draft MCEDD FY18 Annual Report. MCEDD staff is working to formalize the report. Amanda asked for input on the format, as it differs from past report templates. The report will include a letter from the Board Chair and Executive Director, an overview of MCEDD governance and structures, a statement of financial activities, and highlights by program area. The report is staff developed, so if Committee members would like to see a more professional design, MCEDD would have to seek professional design support.

*Discussion: Bob Hamlin asked how many copies of the annual report are printed and distributed. Amanda replied the report is put on the MCEDD website, is distributed to all members, and will be available at the Annual Symposium. The report is used throughout the year to reference MCEDD services. Executive Committee members agreed the proposed format is readable and easy to access. No changes were suggested.*

## **SALARY SURVEY**

Amanda Hoey explained MCEDD's organizational structure has significantly shifted since the last salary study in 2015, and a new review of salary scales for staff was necessary. Wage data from the Oregon and Washington Employment Departments was used to supplement the review to show how MCEDD salaries compare to Oregon, Washington, and the Columbia Gorge region. The Executive Committee authorized the purchase of 2017 Nonprofit salary survey data, which was used in the current review. Amanda presented the existing salary scale and comparison data between MCEDD, Oregon, Washington, and the Columbia Gorge. Not all positions have direct comparisons. Amanda asked for the Executive Committee to form a sub-committee to review the data and present a recommendation at the next Executive Committee meeting.

*Discussion: Bob Hamlin stated the data comparisons were well presented, noting there will be natural variations between urban and rural areas as well as larger and smaller regions. Amanda stated four positions are more out of line with comparisons than others, which the sub-committee can review and form a recommendation about. Dana Peck stated nonprofits notoriously underpay staff, and MCEDD staff has a high performance level. Management and staff took a huge challenge in taking on the transportation department, and the change was made to look easy even when there were challenges. Dana stated MCEDD's salary numbers are embarrassing to him, and although the numbers do not have to be at the top of the comparison scale, adjustment is needed. Ken Bailey stated MCEDD has new resources that may allow it to make some adjustments, though they cannot all be done at one time. A plan should be put in place to make incremental changes over time. The focus should be on establishing the changes without harming the organization. Dana added MCEDD is lucky with its management team, though any organization that does not think about succession planning is making a mistake. Hiring management replacements with the current numbers will not be feasible. It is easier to retain good staff if there is incentive in the pay scale. Ken stated MCEDD has opportunities that have come up in the last year or so, and more may be available in the future. More funds may be able to be allocated towards administrative costs.*

Rod Runyon, Bill Schmitt, and Dana Peck volunteered to be on the salary study sub-committee and will meet before the next Executive Committee meeting.

## **DEPUTY DIRECTOR REPORT:**

Jessica Metta, Deputy Director, presented the following highlights:

- The TAB met on July 23<sup>rd</sup> and discussed surplus property at the Transit Center that could potentially come before the MCEDD Board. The TAB gave approval for MCEDD staff to research what to do with the surplus segment.

- An RFQ will be issued for transportation services for South Wasco County.
- MCEDD received a \$20,000 grant from Providence to conduct a collective impact process exploring how mobility and transportation issues affect health. Kathy Fitzpatrick, Mobility Manager, will work on this project and will collaborate with a neutral facilitator to conduct the community conversation.
- Kathy Fitzpatrick, Mobility Manager, is working on a universal pass system for several regional employers. Insitu is moving forward with the purchase of a combined Mt. Adams Transportation Service and Columbia Area Transit pass, as well as a mobile ticketing service. MCEDD would develop a fiscal agreement with Insitu. Insitu would pay MCEDD for the combined passes, and MCEDD would distribute the funds to the mobile ticketing service, MATS, CAT, and keep a portion for administrative services. Service agreements will be developed between all entities.

*Discussion: Amanda Hoey stated if this arrangement is finalized, there will need to be a budget adjustment. Transportation is headed in a collaborative direction, and this type of agreement makes sense. Jessica added it is a great opportunity that could tie into the LINK. Ken Bailey agreed the opportunity will help MCEDD coordinate regional transportation, which is a better option than all agencies going their own direction. With MCEDD's involvement, all transportation entities could be connected and the transportation sector could be built up.*

**Bill Schmitt motioned to approve** staff setting up agreements between Insitu, MATS, CAT, and MCEDD to pursue the universal pass agreement. Dana Peck seconded. Motion carried unanimously.

#### **EXECUTIVE DIRECTOR REPORT:**

Amanda Hoey reviewed highlights from the past month including:

- The MCEDD Loan Administration Board approved a \$75,050 loan to On-Site Supply House, LLC and a \$75,000 loan to BunnyJuice, Inc. The loan to Gehrig's Chevron is not moving forward at this time.
- OIB provided an \$18,000 loan to Ellson, LLC.
- A meeting coordinated by the Columbia Gorge Community College SBDC was held with representatives from the US Small Business Administration. One opportunity discussed was their 'LenderMatch' program. Staff will follow up on this opportunity. SBA referred a CDC to MCEDD that has an open RFP for a grant. Funds are generally used for microloans and workforce development. MCEDD can respond in September for up to \$75,000 to support business assistance programs. This would make these funds available to all counties in the MCEDD region.

**Bob Hamlin motioned to authorize** MCEDD staff to proceed with providing a response to the RFP from the NW Business Development Association for up to \$75,000. Eric Proffitt seconded. Motion carried unanimously.

- The US Economic Development Administration provided the initial Risk Rating for MCEDD's EDA-funded loan program. EDA's changed regulations have altered how the agency provides oversight of the RLF program. A few of the rating areas will not change immediately. A semiannual report has been submitted, and although MCEDD will likely remain at a B ranking, progress is being made.

- Fire season has been active and challenging. MCEDD partnered as an agency with Regional Solutions on meetings held in The Dalles and in Sherman County to highlight resources available to those impacted by recent fires.
- MCEDD continues to support communities in their applications for US Economic Development Administration disaster funds. Skamania County's application for the PUD's substation in North Bonneville received good remarks from the review committee in the pre-proposal review stage and is invited to submit a final application. The City of Cascade Locks' application also made it to the pre-proposal review stage, and the City has requested MCEDD support in the development of the final application to get it moved forward in the process.
- Amanda attended a webinar with the national association at the end of June. Discussion was held about opportunity zones and opportunities to advance regional priority projects. The concern from the regional standpoint is lack of incentives in investing in key community priorities. MCEDD should be active in communicating what key community priorities are not just locally, but nationally. The MCEDD Board should discuss what MCEDD's role in this should be.
- Amanda provided legislative updates. More understanding has come about what 'very small communities' are, which was a focus for a House directive on providing rural utility service funds for water systems and pre-development planning. 'Very small' includes communities with hundreds to thousands of people in a community. The House and Senate are in line on EDA funding. Though there are different directives, there are commonalities in broadband investments and a focus on advanced wood products. There are differences in proposed USDA programs between the House and Senate. The Farm Bill has elements specific for rural and economic development. In relation to USDA, these elements include strategic economic and community development dollars.

*Discussion: Ken Bailey asked if there is a role MCEDD can take in facilitating fire resource information. Amanda explained MCEDD is working with Regional Solutions to coordinate meetings and resources. A RARE will be coming on board in September, and quarter of her time will be spent on resiliency aspects. MCEDD is in conversation about the lack of combined consolidated radio equipment in Wasco County and the need for upgrades to the LINK as well. MCEDD could look into facilitating a discussion about communication during emergencies. Ken stated that when towers are lost, cell phone communication is lost. Bob Hamlin asked if MCEDD staff anticipate loan modification requests after the recent fires. Amanda replied some may come from Maupin, as the fires impacted rafting companies, but MCEDD staff will monitor how to support these companies in an appropriate role.*

Rex Johnston left the meeting.

- Tatiana Eckhart will join MCEDD as a RARE in September.
- The Ford Family Foundation awarded a \$250,000 grant to fund the Hood River Energy Coordinator position. Another small portion remains for funding the full FTE of the Energy Coordinator position. If all resources are secured, the position will start in September. The position will proceed at part-time FTE if not all funds are secured.
- The joint Wasco County Enterprise Zone request received confirmation of approval and designation. The first application has been received.
- Carrie Pipinich, Project Manager, continues to coordinate activities for Sherman County Economic Development, including working on the Biggs water project preparations for application to USDA.

- At the Hood River Economic Development Group meeting in June, Port of Hood River staff discussed the need for a study of commercial truck parking needs. They made a request for MCEDD assistance.
- The Oregon port appointee, David Griffith, will join the MCEDD Board in September. Confirmation is pending on Skamania and Klickitat cities representatives.

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

No updates were heard.

The next Executive Committee meeting is scheduled for September 5 at 4:00 p.m.

**ADJOURN:**

Meeting adjourned at 4:47 p.m.

*Respectfully submitted,  
Lauren Hernandez, Office Administrator*

## MEMORANDUM

**Date: August 16, 2018**  
**To: MCEDD Executive Committee**  
**From: Amanda Hoey, Executive Director**  
**Re: Title VI and LEP Policy**

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### **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 part of the Title VI requirements, we also have a Limited English Proficiency (LEP) plan to address MCEDD's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. In February 2018 we updated the Title VI and LEP plan to reflect the addition of the LINK public transportation network. Revisions to MCEDD's policy were adopted in February 2018.

In August, ODOT conducted an additional review of our Title VI and LEP plan. The reviewer stated "I want to commend MCEDD on having one of the best LEP Plans I have seen so far." However, there are two additional minor updates that need to be made for ODOT to provide final concurrence with the plan:

- 1) Updating the timeline for the complaint process.
- 2) Updating the address for ODOT's Office of Civil Rights.

The attached draft plan addresses both items and is proposed for adoption.

### **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.

**DRAFT**

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

**TITLE VI PLAN**

**Adopted June 15, 2017  
Revised February 2018  
Revised September 20, 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>, 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 2<sup>nd</sup> 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 within thirty (30) calendar days 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.

A written appeal requesting review of a determination of unlawful denial of access or accommodation to services 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, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

Oregon Department of Transportation  
Office of Civil Rights, MS 23  
3930 Fairview Industrial Drive SE  
Salem, OR 97302

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 2<sup>nd</sup> 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 2<sup>nd</sup> 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

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
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
<b>Section III:</b>				
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.				
<b>Section IV:</b>				
Have you previously filed a Title VI complaint with this agency?			Yes	No
<b>Section V:</b>				
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:	
<b>Section VI:</b>	
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 2<sup>nd</sup> 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.

## MEMORANDUM

**Date: August 29, 2018**  
**To: MCEDD Executive Committee**  
**From: Amanda Hoey, Executive Director**  
**Re: Service Suspension Policy**

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### **Overview**

As MCEDD has taken on operation of the LINK public transportation system we have revised our existing policies and adopted other policies which had been in place with the previous system operator. One policy still lacking that is required is the Service Suspension Policy. This policy is intended to “outline the circumstances when service may be suspended for an individual, in compliance with ADA, along with a notification and complaint/protest procedure.”

Jessica Metta contacted the Oregon Department of Transportation for direction and drafted the policy based on a sample from another transit agency.

### **Request**

Review the attached Suspension of Service Policy and recommend the MCEDD Board adopt the policy.

## **Mid-Columbia Economic Development District Service Suspension Policy**

Drivers can refuse riders service based on, but not limited to, violent or disruptive behavior that is not disability related, illegal conduct, threats to the safety of themselves or others, and refusal to follow the Rider Rules of Conduct. Riders can be suspended from the service for up 7 days for a first offense, up to 14 days for a second offense and up to 21 days for subsequent offenses. Riders will be notified by the Transportation Operations Director in writing prior to the suspension being imposed. The notice will specify the basis for the proposed suspension, the proposed duration of the suspension, and the process to appeal the proposed suspension.

Riders may appeal a suspension within 14 calendar days of receipt of the suspension notice. Appeals may be filed with the Transportation Operations Director by calling 541-296-7595, e-mailing [charlotte@mcedd.org](mailto:charlotte@mcedd.org), in person or by mail sent to 802 Chenoweth Loop Road, The Dalles, OR 97058. Once the appeal is received, the Transportation Operations Director will review the appeal and make a final determination. The conclusions of the Transportation Operations Director will be provided to the rider in writing (or accessible format upon request) within 30 days of receiving the appeal. The decision of the Transportation Operations Director is final.

## Memorandum

**Date:** August 29, 2018  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, Executive Director  
**Re:** MCEDD Private Sector Board Positions

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### Overview

The MCEDD Executive Committee makes appointments for private sector members to the Board. These appointments are ratified by the full Board at their annual meeting in September. There are currently seven private sector members serving on the MCEDD Board of Directors:

- Ken Bailey
- Scott Clements
- Cassie Courtney
- Tom Furey
- Stephanie Hoppe
- Robb Kimmes
- Eric Proffitt

### Private Sector Board Candidates

MCEDD staff sent a general solicitation for private sector board candidates to submit letters of interest. All current members serving on the board are interested to seek reappointment.

### Request

The MCEDD Executive Committee is asked to make an appointment of *seven individuals to fill the private sector positions on the MCEDD Board*. These appointments must then be ratified by the full board at the annual meeting.

## Memorandum

**Date:** August 29, 2018  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, Executive Director  
**Re:** MCEDD Loan Administration Board Private Sector Positions

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### **Overview**

The MCEDD Loan Administration Board is an unpaid committee that meets bi-monthly to make loan policy and all major loan decisions including loan approvals and subsequent loan modifications and foreclosures. The Loan Administration Board is composed of the five county representatives to the MCEDD Board, two private sector representatives and an alternate private sector representative. The terms for these private sector “At-large” representatives expire annually. The primary qualifications for appointive members are that they have business, legal or financing experience, with at least one of the members having financing experience. At-large members do not need to be MCEDD Board members. Currently, the private sector MCEDD Loan Administration Board positions are held by Scott Clements, Dillon Borton and AJ Tarnasky.

### **Private Sector Loan Administration Board Candidates**

Staff sent out a general solicitation for candidates. Interest was received from the currently serving members of the Loan Administration Board:

- Scott Clements
- Dillon Borton
- AJ Tarnasky (alternate)

### **Recommendation:**

The MCEDD Executive Committee is asked to make a recommendation to the MCEDD Board of *individuals to serve on the MCEDD Loan Administration Board*. Final appointments are made by the full board at the annual meeting.

## Memorandum

**Date:** August 29, 2018  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, Executive Director  
**Re:** Salary Survey Committee Recommendations

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### Overview

As noted in prior meetings, MCEDD's services and organizational structure has significantly shifted in the past year, warranting a review of salary scales for our staff. Comparables were accessed from prior data obtained through the National Association of Development Organizations salary survey, Nonprofit Association, Oregon Economic Development Districts, and Association of Washington Cities. The current salary review accessed supplemental data from the Oregon and Washington Employment Departments, a District survey, and the 2017 Nonprofit salary survey. The Executive Committee created a subcommittee to review the data and recommend revisions to the MCEDD scales. The subcommittee consisted of Rod Runyon, Bill Schmitt and Dana Peck.

The Executive Committee subcommittee met in August to analyze the salary survey data and make a recommendation for revisions to MCEDD's salary scales. The committee minutes are attached and reflect a focus on the positions most out of line with comparables. Major highlights include:

- The Executive Director, Deputy Director and Finance Manager positions are in the bottom percentile ranges for comparables. Particularly given the changes in MCEDD structure, the salaries are not in line with the duties being performed. In addition, with the duties of the Deputy Director including supervisory roles, it is now oddly positioned in the salary scale at a rate lower than a position without supervisory responsibilities.
- The Project Manager positions used as comparables are more comparable to a Program Manager. The duties of a Project Manager are concerning for the scales used.
- The Office Administrator, Transportation Director, Dispatch and Driver positions are closer in ranges to comparables but require close monitoring.
- The Loan Fund Manager position is at the top end in comparables, particularly when looking at adjusted compensation which takes into consideration benefits provided.

### Subcommittee Recommendation

The subcommittee recommended the following:

- For the Executive Director, Deputy Director, Finance Manager and Project Manager positions: shift the starting scale over two positions to create the new starting base salary (step 3 becomes the new step 1). Retain the 5% change between steps to create new steps 5 and 6. Employees remain at their current step during this change.
- Request the Executive Director and Finance Manager draft a recommendation for the remaining positions to provide some level of increase, as appropriate, considering revenue sources and the timing of those revenue sources (such as STIF).
- Verify proposed modifications against budget availability and revenue projections.
- Provide a timeframe for instituting revision based on:
  - October 1, 2018 for the four primary positions.
  - For the others, based on recommendation from the Executive Director and Finance Manager, recognizing that revenue availability would cause some to not change until April 2019 or later.
- Review the salary scales annually.



### **Staff Recommendation**

The Executive Director and Finance Manager reviewed the positions requested by the subcommittee and recommends the following:

- Inclusion of a Program Manager I classification to provide a job classification level that accommodates the duties comparable to some of the other program manager positions reviewed and allow MCEDD to bring in future staff as needed for this level of work.
- Provide a 2% increase in the Office Administrator and Loan Fund Manager positions in support of retention of existing staff. The Loan Fund Manager position in particular is already at the high end of comparables, particularly when taking into account adjusted compensation, so is a difficult one to consider for increase but there is a challenge with retention if some revision is not accommodated.
- Make no changes in Dispatch, Driver or Transportation Operations Director as the primary funding sources were fixed on a biennium. Provide a close review of these positions in the next fiscal year with authority to present a proposal for salary increase, if appropriate, in relation to the STIF funding anticipated.

Budget implications: Resources were built into the approved budget to look at increased staffing or salaries, knowing that the scales required some revision. Beyond the amount already built in, if all recommendations were accepted, the additional impact would be approximately \$14,000.

### **Request**

Provide a recommendation to the Board that takes into account both the comparable data and the need to balance against our financial constraints.

**Option 1:** Accept the subcommittee recommendation and the options presented by staff.

**Option 2:** Accept the subcommittee recommendation and add the Program Manager scale, but make no changes to the Loan Fund Manager or Office Administrator position salary scales.

**Option 3:** Accept the subcommittee recommendation and the options presented by staff but also include modifications to the transportation division wages to begin in this fiscal year.

**Option 4:** Provide a separate recommendation from those presented by the subcommittee and/or by staff.

### **Attachments**

- Proposed Revised Salary Scales with Current Salary Scales
- Minutes from August subcommittee meeting

*Note: see past Executive Committee packets for the wage comparables detail or contact me to send a copy.*

# SALARY SURVEY ADJUSTMENT

## Executive Director

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$81,858	\$85,951	\$90,248	\$94,761	\$99,499	\$104,474

## Finance Manager

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$63,392	\$66,563	\$69,891	\$73,384	\$77,053	\$80,906

## Deputy Director

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$61,181	\$64,240	\$67,451	\$70,823	\$74,364	\$78,082

## Loan Fund Manager

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$58,649	\$61,583	\$64,660	\$67,894	\$71,289	\$74,852

## Project Manager II

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$58,267	\$61,180	\$64,240	\$67,451	\$70,824	\$74,365

## Transportation Operations Director

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$52,850	\$55,493	\$58,267	\$61,180	\$64,240	\$67,451

## Program Manager I

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$44,923	\$47,169	\$49,527	\$52,003	\$54,604	\$57,334

## Office Administrator

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$ 43,989	\$ 46,189	\$ 48,499	\$ 50,923	\$ 53,470	\$ 56,144
\$ 22.56	\$ 23.69	\$ 24.87	\$ 26.11	\$ 27.42	\$ 28.79

## Dispatch/Scheduler

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	\$29,736	\$31,088	\$32,480	\$33,932	\$35,464	\$37,075
Hrly \$	15.25	\$ 15.94	\$ 16.66	\$ 17.40	\$ 18.19	\$ 19.01

## Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	\$27,886	\$29,159	\$30,471	\$31,824	\$33,256	\$34,768
Hrly \$	14.30	\$ 14.95	\$ 15.63	\$ 16.32	\$ 17.05	\$ 17.83

# SALARY SCALE FY19

## Executive Director

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$74,248	\$77,960	\$81,858	\$85,951	\$90,248	\$94,761

## Finance Manager

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$57,499	\$60,375	\$63,392	\$66,563	\$69,891	\$73,384

## Loan Fund Manager

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$57,499	\$60,375	\$63,392	\$66,563	\$69,891	\$73,384

## Deputy Director

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$55,493	\$58,268	\$61,181	\$64,240	\$67,451	\$70,823

## Project Manager

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$52,850	\$55,493	\$58,267	\$61,180	\$64,240	\$67,451

## Office Administrator

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$43,126	\$45,284	\$47,548	\$49,925	\$52,422	\$55,043
22.12	23.22	24.38	25.60	26.88	28.23

## Dispatch/Scheduler

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	\$29,736	\$31,088	\$32,480	\$33,932	\$35,464	\$37,075
Hrly \$	15.25	15.94	16.66	17.40	18.19	19.01

## Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Longevity
Annual	\$27,886	\$29,159	\$30,471	\$31,824	\$33,256	\$34,768	\$36,498
Hrly \$	14.30	14.95	15.63	16.32	17.05	17.83	18.72

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE SUBCOMMITTEE MEETING  
MONDAY, AUGUST 6, 2018  
3:00 p.m.  
MCEDD Office and Teleconference

**ATTENDANCE:**

*Attending:* Dana Peck, Rod Runyon, Bill Schmitt

*Staff:* Amanda Hoey (Executive Director), Siri Olson (Finance Operations Manager)

**CALL TO ORDER:**

The meeting was called to order at 3:05 p.m.

**OVERVIEW OF SALARY SURVEY PROCESS:**

Amanda Hoey provided an overview of the process, noting that the last salary survey was conducted in 2015. Executive Committee leadership requested an updated review this year given the many changes in the organization's structure and staffing. Staff has accessed the available data sources to present information to the committee.

Bill Schmitt joined the meeting at 3:07 p.m.

**REVIEW OF AVAILABLE DATA:**

Data provided in prior Executive Committee meetings was reproduced for the subcommittee including the following:

- Oregon and Washington Employment Department Data as of April 2018
- Nonprofit salary survey 2017 (proprietary information)
- Current salary scales and budget

*Discussion*

*Dana Peck noted that, based on the comparisons, MCEDD has extremely low salary levels for certain positions, even if the data is constrained to the Columbia Gorge. He noted that with resource availability, we have an opportunity to review salary scales and give staff hope for the future. Dana noted that, especially with an increase in responsibility, and bringing in more revenue in the process, a modification is warranted. He noted it was not just transportation, but also managing infrastructure and other complex projects. Specifically, Dana noted that if the Project Managers are managing their duties and projects on the salary presented, we should reanalyze those positions salary as well. The kinds of work performed and salary disparity needs to be addressed if want to retain people. He noted that planning for succession is also important and will likely experience attrition if we do not show support to staff on the salary side.*

*Bill Schmitt noted agreement and stated that realistically, we cannot provide everyone the difference in salary to the comparison given available resource. We must also balance to the financial availability of MCEDD.*

*Dana Peck noted an opportunity to make adjustments over time, such as a 3-5 year schedule.*

*Rod Runyon asked if the committee had a goal to move towards a particular percentage of comps (eg 50<sup>th</sup> percentile). He asked how much of the resource is sustainable long term. Given the data available, he suggested looking at three positions in particular: Executive Director, Deputy Director and Finance Manager. These three are the furthest from comparables with a clear need*

*for adjustments. Rod noted that for the Loan Fund Manager and Transportation related positions, those are already in the high percentiles.*

*Bill Schmitt noted the Port experienced a similar problem when they needed to replace a position. Wages had outstripped the Port's wage scale and their staff was grossly underpaid. In looking at the comparisons, Bill noted that he focused on the regional information rather than the states.*

*Rod Runyon discussed the need for adjustment concentrated on the positions most out of line for salary: Executive Director, Deputy Director and Finance Manager. Dana Peck added that he would include Project Manager as a focus area as well given their duties in relation to those of comps.*

*Rod Runyon asked about the budget for salaries and how much is grant funded versus contract and self-generated. Staff reviewed some of the history and trends.*

*Rod Runyon asked about the point at which a change would be instituted asking if it would occur at an employee's anniversary date, a particular month or at the fiscal year. The committee noted the need to provide the modification prior to the next fiscal year and the need to do so consistently. The committee therefore noted a preference to begin at the same month. Bill Schmitt suggested the first of October given the additional reviews the recommendation will receive in September. Dana Peck asked staff if there would be a better date to make any changes effective. Siri Olson noted that October 1 is both a clean starting point for a new quarter and also the first day of a new pay period.*

*Bill Schmitt discussed the financial capacity for MCEDD and asked about what could be afforded short and long term. He suggested that the salary scales for the Executive Director, Deputy Director, Finance Manager and Project Manager positions adjust two steps over (eg step 3 would become the new step 1). He asked if that level of change is enough to get us closer in range. Dana Peck suggested viewing it as a process of moving towards adequate wage comparison and noted that as revenue availability changes, we could reanalyze in the future as well. Staff noted that individuals are at different steps on the scale and how those should be treated if a change in step levels was instituted. Bill Schmitt noted that the staff would retain their current step level which would allow us to create an actual wage increase which is what we need to accomplish.*

*The committee discussed the standardized 5% between steps and if that change was appropriate. No revisions were suggested.*

*Amanda Hoey noted her concern for other staff positions beyond the four positions that were identified as a clear need for revision. She noted that the entire organization is working at full capacity and we need to recognize the need for retention across the board, even where data shows better comps. Rod Runyon noted that he would be willing to look at other adjustments for other positions too. Bill Schmitt agreed, noting that the four positions identified need the largest adjustment but other modifications for positions may be warranted. Dana Peck noted that the message from the board should be that there is recognition of the issue and the board is doing what they can with available resources to fix it. Dana noted that it does need to get fixed at differential levels as some positions are further out of line than others.*

*Siri Olson requested clarification on if the salary scales for the Project Manager and Transportation Operations Director positions would be the same. Amanda Hoey noted that she anticipates they will be separate as different types of positions.*

*Bill Schmitt reiterated that he wants to ensure that what we are doing is adequate in making changes. Dana Peck noted that it would be worthwhile to have this conversation with the Executive Committee on a regular basis (annual). Bill Schmitt agreed, noting that it is easy to fall behind.*

**RECOMMENDATION TO THE COMMITTEE:**

Bill Schmitt moved to recommend the following to the Executive Committee:

- 1) For the Executive Director, Deputy Director, Finance Manager and Project Manager positions: shift the starting scale over two positions to create the new starting base salary (step 3 becomes the new step 1). Retain the 5% change to create new steps 5 and 6. Employees stay at the step they are currently at during this change, which creates a wage increase, in effect.
- 2) Request the Executive Director and Finance Manager draft a recommendation for the remaining positions to provide some level of increase, as appropriate, considering revenue sources and the timing of those revenue sources (such as STIF).
- 3) Verify these proposed modifications against budget availability and long term revenue projections.
- 4) Timeframe for instituting revision would be based on:
  - a. October 1, 2018 for the four primary positions.
  - b. For the others, based on recommendation from the Executive Director and Finance Manager, recognizing that revenue availability would cause some to not change until April 2019 or later.
- 5) Review the salary scales annually.

Rod Runyon seconded the motion. Motion passed unanimously.

*Discussion: Rod Runyon noted that he thought this topic, in the future, could be addressed by the Executive Committee and not need to go to the full board. Amanda Hoey noted that it is on schedule to be presented to the full board for review after it is vetted by the Executive Committee. She suggested asking the Executive Committee where this item should be placed on the full board agenda: as an individual topic or on the consent agenda.*

**ADJOURN:**

Meeting adjourned at 4:00 p.m.

*Respectfully submitted,  
Amanda Hoey, Executive Director*

## MEMORANDUM

**Date: August 29, 2018**  
**To: MCEDD Executive Committee**  
**From: Amanda Hoey, Executive Director**  
**Re: September Board Meeting Agenda**

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### **Overview**

September is both a regular full board meeting and also MCEDD's annual meeting which includes elections of officers, recognition of outgoing members and committee appointments. We want to ensure the time is well used and primary discussion and decision items are covered. The draft agenda is attached to provide the Executive Committee an opportunity to review and provide feedback.





**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
FULL BOARD OF DIRECTORS  
Thursday, September 20, 2018  
4:00 P.M.**

**Hood River Fire Station**  
Leonard Hay Community Room  
1785 Meyer Pkwy, Hood River, OR 97031

**MCEDD BOARD MEETING AGENDA**

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order/Introductions	5 minutes	Information
Loan Client Presentation- The Honald Building	5 minutes	Information
Recognition of Outgoing Members	10 minutes	Recognition
Consent Agenda	5 minutes	Approval
Approval of June 2018 Minutes		
2019 Meeting Schedule		
Approval of Updated Title VI/LEP Policy		
Approval of Suspension of Service Policy		
Financial Report	10 minutes	Information
Private Sector Appointments	5 minutes	Ratification
<i>MCEDD Board and Loan Administration Board</i>		
Nominating Committee Report; Elections	10 minutes	Decision
<i>Election of Officers and Private Sector Executive Committee Members</i>		
Salary Recommendations	20 minutes	Decision
Opportunity Zones	10 minutes	Discussion
Executive Director Report	10 minutes	Discussion
<i>Annual report</i>		
<i>Workplan status</i>		
Committee Reports	15 minutes	Information
Executive Committee		
Transportation Administration Board		
Loan Administration Board		

*Executive Session per ORS 192.660 (f) (Exempt Documents)  
Regular Session Reconvened*

Staff Reports	15 minutes	Information
Regional Updates- <i>MCEDD Board members</i>	20 minutes	Discussion
New Business	10 minutes	Discussion
Adjournment		

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

*Public Comment: Individuals wishing to address the Board on items not already listed on the Agenda may do so in an orderly fashion throughout the meeting. Please wait for the current topic to conclude and raise your hand to be recognized by the Chair for direction. Speakers are asked to give their name and address and to limit comments to three minutes unless extended by the Chair.*

*Agenda Times: Times on the agenda are approximate. The Chair reserves the opportunity to change the order and time of agenda items if unforeseen circumstances arise.*

MCEDD is an equal opportunity employer, lender and provider.



**Deputy Director's Report  
Prepared for the September 2018 Executive Committee Meeting**

**LINK Transportation**

- Sought quotes to rebrand the LINK vehicles with the Gorge TransLink logo and install a new sign on The Dalles Transit Center building. We are working with Optimist Printers to complete the work.
- Learned that our application for the ODOT Transportation and Growth Management grant to support development of a Wasco County Transit Development Plan was not approved.
- Hired a full-time bus driver Antonio Silva, a part-time bus driver Nancy Reed and a part-time dispatcher Brooke Brumley. They all started the week of August 27.
- Issued a request for qualifications for entities interested in providing transportation services in southern Wasco County. The request was extended to September 7.
- Prepared a RFP for a new van for the LINK, funded by a grant that MCCOG had received for the vehicle but had not executed before the transfer.
- Achieved appointments by the Wasco County Board of County Commissioners for members of the Wasco County Statewide Transportation Improvement Fund (STIF), as well as bylaw adoption and other tasks to help prepare for November 1 submission of a Wasco County STIF plan to the state.

**Gorge TransLink Alliance and Mobility Management**

- Continued to assist with coordination of a metro-to-Gorge commuter bus operated by Columbia Area Transit (CAT) as well as a universal pass covering this service plus local CAT routes and Mount Adams Transportation Services (MATS) routes. Kathy is helping coordinate service schedules and drop off locations so that riders will be able to make easy transfers to reach key destinations like Bingen, White Salmon, The Dalles, Odell, and Parkdale.
- MATS will launch their White Salmon to Hood River and Goldendale to The Dalles fixed route systems in September. The service has been delayed by new vehicle delivery schedules.
- Held a quarterly meeting of the Gorge TransLink Alliance on August 24 with good participation from all key providers and others. The meeting included approval of the Mobility Management work plan, discussion about coordinated marketing and messaging, gorgetranslink.com website redevelopment and service updates, among other topics.
- Developed a Mobility Management grant for Washington Department of Transportation to continue to fund this position for the 2019-2021 biennium. We have

- received good statements of support from our partners. This grant is due September 15.
- Began promoting the Oregon Drive Less Challenge (Oct 1-15) and had a successful few days with Kim Curley of Commute Options to secure new partners (Northern Wasco PUD), meet with several potential partners and continue relationship building with the existing partners.
  - Kathy attended the Washington Public Transit Conference in Kennewick and the Transportation Options Group of Oregon meeting in Bend.

### **Gorge Technology Alliance**

- In early July, held a GTA round-table focused on the housing needs of the Gorge and what our local governmental entities are doing in the short and long-term.
- Hosted a successful summer party on July 24 at Insitu with about 100 attendees.
- Received Board approval to reduce the number of events but increase their impact for GTA members, as well as other measures to adjust staffing workload to better achieve the GTA's Strategic Plan.
- Continued to explore ways to improve the financial reporting for the GTA.
- Welcomed several new members and sponsors for the GTA and began preparations for the membership drive in September.
- Future events: Issued invitations for the annual Sponsor Appreciation Event and Tech Showcase on Sept 20. The showcase includes ten short tech company presentations and a focus on job openings. Worked with Oregon Governor Brown's staff to plan a tech employer roundtable focused on workforce issues ("Future Ready Oregon") for Sept 25 in Hood River. Assisted Orbital UAV in planning a Grand Opening for Sept 27.
- Continued to work on an economic impact report for the tech industry in the Gorge. Additional data is needed from a few key employers before the report can be complete.
- Planned a meeting of several Gorge UAV companies with a number of Oregon economic policy advisors on July 27 in Hood River to share the past, present and future of that key economic niche.
- Began planning for a coordinated Gorge presence at the international annual expo for autonomous vehicles for May 2020 in Boston, MA.



**Executive Director's Report  
Prepared for the September 2018 Executive Committee Meeting**

**Business Assistance**

- The MCEDD Loan Administration Board pre-approved an additional loan in an amount up to \$5,000 for Eric Stenberg dba The Little Huckleberry Food Truck (Huck Truck).
- The Loan Administration Board approved a release of a portion of collateral for the Honald Building loan. Travis Dillard with the Honald Building will present at the September full board meeting. It will provide a good opportunity to discuss the Attainable Housing loan program.
- MCEDD closed the approved loans to Onsite Supply and BunnyJuice.
- The Columbia River Gorge Oregon Investment Board welcomed Craig Bowder as the new at-large representative replacing Kristine Mier. There is still an opening for a Wasco County representative on the board. I am talking with USDA-Rural Development Oregon and Washington state directors in September as we look at the pathways to receive the remaining allocation of funds to the Washington and Oregon Investment Boards.
- Staff received an application for the Cascade Locks-Hood River Enterprise zone from Gorges Brewing, LLC in Cascade Locks.
- Eric Nerdin is increasing outreach with a focus on developers as we seek to fully revolve the Attainable Housing RLF and maximize use of our business loan funds.
- The Small Business Administration has a new agency focus on “rural outreach.” I met with their local representative in August and encouraged conducting outreach in conjunction with local partners, including MCEDD and the small business support network in place in the region.
- I received a copy of an Oregon legislative concept to establish a Clean Technology Sector Development Fund which would “award grants to qualified lenders to develop and administer loan programs for funding clean technology sector development projects.” A hearing on the concept (LC 250) is likely to occur in September.
- I submitted a \$65,000 request in response to an RFP from Northwest Business Development Association. MCEDD targeted seeding a microenterprise loan fund to allow for replication of the program we operate through the Oregon Investment Board. If funded, it would supplement the resources our Loan Administration Board has to work with for all five of MCEDD's counties. The RFP closes on September 4<sup>th</sup>.

**Regional**

- Updates to regional strategy priority projects include:
  - ❖ Columbia Gorge Community College's Skills Center and Campus Housing project received confirmation from the College Board to proceed. They are working to secure the necessary match for state bond funds. MCEDD provided a letter of support for a potential USDA application to help elevate the project for SECD resources given the priority listing in MCEDD's strategy. I also connected CGCC staff with our new EDA representative.

- ❖ Sherman County's broadband project received recommendation for full funding through the Regional Infrastructure Fund.
  - ❖ Goldendale Energy Storage Project: Dana Peck and I will have an introductory meeting with a PGE representative in September.
  - ❖ Parkdale and Odell Treatment of Biosolids/Sludge: I submitted an EDA Partnership planning grant expansion request to support additional staff technical assistance for high priority CEDS items. The EDA Investment Review Committee will be looking through the proposal at their next meeting. We are coordinating with the North Central Oregon Regional Solutions team on a potential one stop to look at resources for the TMDL issues and treatments for biosolids/sludge in upper valley Hood River.
  - ❖ The Maupin library groundbreaking will take place on September 8<sup>th</sup>.
  - ❖ Sherman County will have a ribbon cutting ceremony for the new courthouse on September 7<sup>th</sup>.
  - ❖ Oregon Water Resources Department published its Technical Review Team's recommendations for funding and is inviting public comment through September 21. After reviewing comments, the Department will present a funding recommendation to the Water Resources Commission for final decision. Funding recommendations are listed [here](#). Project in the MCEDD region include:
    - The Dalles Dog River Pipeline is recommended at \$1M
    - Dee Flat Water Conservation Project is recommended at \$1.6M
    - Mosier Well is just below the cut line (not recommended for funding by the review team).
  - ❖ City of Cascade Locks electrical: Jacque Schei is working with city staff to submit a formal application to EDA for disaster funding.
  - ❖ City of Stevenson wastewater: The city submitted a draft of a disaster application proposal to EDA staff for preliminary conversation.
  - ❖ Skamania PUD: The project made it past the pre-proposal review stage and is working on a formal application submission.
- Opportunity Zones: MCEDD's role related to Opportunity Zones and Funds will be on the September board meeting for conversation. A recent article highlights the work with our partner agencies and opportunities for economic development districts. Read the article [here](#).
  - Broadband: Carrie Pipinich continues to support local and regional conversations to advance broadband opportunities throughout the Mid-Columbia. She will attend a meeting in Stevenson to discuss the status of the City intern's work on broadband planning. Goldendale's application to for broadband planning will be reviewed by CERB in September. **MCEDD will host the next Gorge Broadband Consortium meeting on October 5<sup>th</sup>.**

### Project Management

- Jacque Schei continues to lead our infrastructure grant administration projects including:
  - ❖ City of Antelope water project: On September 6<sup>th</sup> Jacque will attend a community meeting with state representatives to discuss the project. The City is seeking an additional \$500,000 in funding through the Safe Drinking Water Revolving Loan Fund but needs to provide additional documents for review of the request. MCEDD will work with the City on an extension of the agreement for our services if final award is made.

- ❖ Crystal Springs Water District: The Water District applied for two additional projects for state funding. Both are in line for contracts with the reservoir construction project listed at \$2,967,000 and the acquisition of the Odell Water Company listed at \$2,104,000. MCEDD has proposed grant administration services to support their successful completion.
- ❖ Mid-Columbia Center for Living: Jacque is conducting on-site interviews as construction proceeds on the new facility.
- ❖ Pine Hollow Boat Ramps: MCEDD signed an agreement with Wasco County to provide basic grant administration support for the South Wasco Parks and Recreation District's improvement projects at the North and South Pine Hollow Reservoir boat ramps. Those projects have funding through the Oregon State Marine Board and Oregon Department of Fish and Wildlife.
- Carrie Pipinich is coordinating activities for the Wasco and Sherman county economic development contracts. Highlights in the last month include:
  - ❖ The Travel Oregon funded project for Dufur branding reached a milestone with completion of the tear-off map. It will be distributed at key locations and is currently available in the MCEDD office.
  - ❖ Carrie and Jacque were out at the Wasco County Fair surveying attendees as part of the small contract to assess opportunities for the fairgrounds. They are considering an application to the Ford Family Foundation for strategic planning.
  - ❖ Preparations for the Biggs water project application to USDA is a primary focus for Carrie's Sherman County work and continues to progress.
  - ❖ The John Day River Territory (MCEDD acts as fiscal agent for this tourism/marketing group) secured an AmeriCorps RARE.
  - ❖ Additional Sherman County housing rehabilitation applications are coming through, which Carrie is working to process.
  - ❖ Sherman County received confirmation that they will receive DLCD technical assistance to conduct an Economic Opportunity Analysis.
- Industry sector work continues as a primary aspect of MCEDD.
  - ❖ See the Deputy Director report for a summary of activities supporting the Gorge Tech Alliance.
  - ❖ The next Columbia Gorge Bi-State Renewable Energy Zone will be hosted on October 5 in The Dalles. There is a balance of funds from the closed contract for the government affairs specialist which we will discuss.
  - ❖ Jacque Schei is working with the Gorge Cider Society to discuss their long term future as grant funding for coordinator staffing concludes this fiscal year.

### **Operational**

- AmeriCorps RARE. We have secured our AmeriCorps RARE. Tatiana Eckhart will be joining our team in September. She is originally from Hawaii but recently finished her degree at the University of Oregon.
- Staff: The Energy Council Coordinator position at MCEDD is posted for applicants: <https://www.mcedd.org/about/jobs-and-volunteer/>. We released the position upon receiving confirmation of matching funds through the Ford Family Foundation for the position. We are still working through a few areas of local fund contributions before we proceed in offering a position but will conduct interviews the week of September 4<sup>th</sup>. The LINK is currently fully staffed with the addition of Brooke Brumley as part-time dispatch and Nancy Reed and Antonio Silva as drivers.

- Evaluations: Carrie Pipinich's annual evaluation is scheduled for September. This year it is the broader evaluation which incorporates partner and client feedback.
- Training: Eric Nerdin and I will attend a USDA loan fund training in September. I attended a CDFA webinar on troubled loans while Eric was out of the office. The recommendations from the presentations may lead to revisions in how we outline options for ACH payments at loan origination. Siri Olson is applying for a scholarship to attend the Oregon Government Finance Association conference in October. Jessica Metta, Kathy Fitzpatrick and Charlotte Sallee are applying for scholarships to attend the ODOT public transportation conference. I will attend our national association conference in October and have a training scholarship to cover the majority of costs.
- Board of Directors: I conducted the introductory board orientation for Leana Kinley (Cities of Skamania County) and will conduct an orientation for David Griffith (Oregon Ports) on September 10<sup>th</sup>. Jan Brending was reappointed as the cities of Klickitat County representative.
- Salary Survey: See the insert in the meeting packet for details on the status of the salary survey.
- Local Assessments: 96% of jurisdictions have paid local assessments for FY19. The only remaining outstanding invoice is for the City of Mosier.
- Facilities:
  - ❖ Our main administration building will get a facelift in mid-September. The awnings will be removed and repaired and the exterior of the building will be painted. The office will remain open during this work.
  - ❖ The Transit Center building received a landscaping refresh to address fire hazards. Jacque Schei is working on an SDAO Safety/Security grant application to reimburse for a portion of the associated costs of this work.
- The annual nominating committee meeting is scheduled for August 29, 2018. Committee members include Sue Knapp, Gary Thompson and Jan Brending. This committee is responsible for developing a slate of officers and recommending private sector individuals to serve on the MCEDD Executive Committee for the next year.

**Next Executive Committee Meeting:** Wednesday, October 3, 2018

*We have an Executive Committee member with a recurring scheduling conflict at 4 pm. The Committee is asked to discuss and consider moving our meetings ahead one hour to 3 pm.*

**Next Full Board Meeting:** Thursday, September 20, 2018 at 4 pm in Hood River.