



**Executive Committee Meeting  
Wednesday, November 7, 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- Chair Ken Bailey		
Introductions		
Executive Committee Minutes <i>October 2018</i>	5 minutes	Approval
Finance Report	10 minutes	Acceptance
Facility Options	25 minutes	Discussion
Deputy Director Report	10 minutes	Information
Executive Director Report	10 minutes	Information
Other New Business; Committee Members Updates		
Adjourn		

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

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, OCTOBER 3, 2018  
4:00 p.m.  
THE DALLES TRANSIT CENTER  
802 Chenoweth Loop Road, The Dalles, OR 97058  
or Teleconference

**ATTENDANCE:**

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

*Staff:* Amanda Hoey (Executive Director), Jessica Metta (Deputy Director), Lauren Hernandez (Office Administrator)

**CALL TO ORDER:**

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

**EXECUTIVE COMMITTEE MINUTES:**

**Rod Runyon motioned to approve** the September 5, 2018 Executive Committee meeting minutes as presented. Bob Hamlin seconded the motion. Motion carried unanimously.

**FINANCIAL REPORT:**

Amanda Hoey presented the financial report for August 2018. The on-site portion of the audit is being conducted. Things have been going smoothly, and the final report will be delivered to the MCEDD Board in December.

Amanda noted revenues and expenditures may not be as high as expected because financials only reflect the first two months of the fiscal year. As in July, August Cash balance is lower than it was at this time last year, primarily due to a shift in assets resulting from an increase in lending activity. There has been significant increase in MCEDD's Checking account balance and Accounts Receivable balance. The A/R is partly comprised of Mobility Management match funds, county economic development contract services, Providence Health grant, NEMT and Farmer's Market billings, and Energy Plan match funds. OIB Loans Payment Holding Account is now at zero. The amount in there was a payment received as part of a loan client bankruptcy that has now been applied. Total assets are \$9,965,959.18 as of August 31, 2018, which represents an increase of more than \$212,000 in comparison to this point last year. Amanda explained in the next few months, the final asset valuations for capital assets will show on the balance sheet. Also, staff is in discussion about the need to modify the percentage MCEDD carries in bad debt.

Operations Budget vs. Actual for August reflects a Net Income for activity of \$45,589.36 for the first two periods of the Fiscal Year. State revenue is comprised of ODOT funds received as a result of the contract with Wasco County to provide Public Transportation Services. Local Assessment revenue is near the total budgeted target for FY19 due to local assessment invoices going out at the start of the fiscal year. Overall expenses are below budget, especially Professional Services and Vehicle Costs. Bonds & Insurance and Other Materials & Supplies appear to be over budget, but these lines are related to prepaid transfers. These accounts are processed in July, and it takes approximately 6 months for the balance to adjust to what is in the budget. Most of the dues to other agencies are based on a calendar year, not a fiscal year. There have been no Capital Purchases at this time, but those are still anticipated to occur later in the year.

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

## **PERSONNEL POLICY**

Amanda Hoey reported MCEDD has an adopted personnel policy last revised in June 2018. Revisions streamlined processes for administration regarding the increasing number of part-time employees with varying schedules. The personnel policy document was reviewed through CIS human resources, and two areas were flagged. On page 18, section 7.1, the policy needs to specify that PTO is accrued beginning the date of hire. The policy currently does not provide a restriction on when individuals can use PTO after it is credited. On page 16, section 6.4, the policy should revise language to make clear the district pays the employer share of 50% of the cost of coverage.

*Discussion: Ken Bailey emphasized the changes listed are clarifications of the policy language, not changes to the policy.*

Amanda stated that in past meetings, the Executive Committee expressed interest in discussing the payments in lieu of insurance for eligible employees. The amount of the payment is not specified in the policy, as it is determined through budget discussions. CIS human resources flagged page 16, 6.3, payments in lieu of insurance, noting this is not a recommended practice. Amanda suggested leaving the payments now to avoid additional change to the policy and addressing the topic at a future date. The \$25 payments do not provide parity to benefits paid for employees accepting insurance. MCEDD can consider modifying the payment amount during the next budget cycle if it would like.

*Discussion: Eric Proffitt asked what the typical monthly premium for a staff member is. Amanda stated she would have to look it up. Eric stated that at his place of work, he saw payments in lieu of insurance become more successful when they were increased. He suggested this be looked at during next year's budget process. Any changes made during next year's budget process would become effective January 2020, as insurance runs on a calendar year.*

In past meetings, the Executive Committee expressed interest in revisiting page 18, section 7.1, Paid Time Off. PTO steps include 0-3 years, 4-15 years, and 16 plus years. As the time span between these steps is large, Amanda noted a member of the Committee asked to discuss the potential of incremental steps.

*Discussion: Bob Hamlin asked where most employees on the PTO schedule fall. Amanda replied she is the longest term employee, and she is at year 13. Eric Nerdin, Loan Fund Manager, is in year 11. New employees are in the 0-3 year step, and most main office staff fall in the 4-15 year step. Eric Proffitt asked what the original rationale was for the step scale. The step scale was put in place before Amanda's time at MCEDD, but she believes it was an attempt to provide some kind of incentive for employees, as MCEDD does not have the financial resources to continue to increase the salary scale. Employees not eligible for wage increases can look forward to a different incentive. Eric stated 4-15 years is a long timeframe to see no change. Typically, steps at the State are 4-5 years apart. The Committee did not elect to make a modification at this time.*

**Rod Runyon motioned to recommend** revisions to the personnel policy sections 7.1 and 6.4 as recommended by staff to the MCEDD Board for approval. Bob Hamlin seconded the motion. Motion carried unanimously.

## **EXECUTIVE DIRECTOR REPORT:**

Amanda Hoey reviewed highlights from the past month including:

- The Northwest Business Development Association committed \$30,000 to MCEDD for seeding a microenterprise loan fund. These funds will allow for replication of the pilot program operated through the Oregon Investment Board.

*Discussion: Ken Bailey noted this opportunity is not one MCEDD sought out; the Northwest Business Development Association approached MCEDD. This speaks highly of MCEDD and its operation.*

- Jessica Metta submitted an application to ODOT for inclusion in their request to the Federal Transportation Administration's Buses and Bus Facilities Infrastructure Investment Program. MCEDD will receive a grant of \$68,000 for the purchase of a new bus. These funds will be matched by resources through the Statewide Transportation Improvement Fund to allow MCEDD to purchase the new bus, which will support expansion into deviated fixed-route service in addition to existing dial-a-ride service.

*Discussion: Jessica Metta reported the LINK received two quotes for a new ADA-accessible minivan to be purchased with grant funds applied for by MCCOG. This minivan is separate from the bus noted above. The quotes for the minivan were higher than the funds available, and \$5,700 more is needed as a match. Amanda requested the Executive Committee allow staff to use the LINK General Fund to cover the additional cost necessary to acquire a new vehicle. Staff will refer to the Transportation Administration Board to see if there are any additional sources that can be identified for revenue to supply the grant match other than the LINK General Fund. The grant from the state is \$32,000, and to spend an additional \$5,700 seems reasonable. Eric Proffitt asked if the potential sale of surplus property at The Dalles Transit Center could generate revenue to be used for the match. Jessica reported it is not likely the sale will move forward due to the \$3,500 appraisal fee. The new vehicle will add new capacity to the LINK and support the deviated fixed route through The Dalles. Amanda asked if the Executive Committee was comfortable with staff moving forward with the purchase. The consensus was approval of using the LINK General Fund to cover the additional cost of the match in order to receive the grant funds to acquire the new vehicle.*

- The US Economic Development Administration provided a notice of award to MCEDD to increase the partnership planning grant an additional \$5,000 this planning cycle.
- Carrie Pipinich worked with Business Oregon and Karen Homolac to secure \$10,000 in Brownfields funding to abate the asbestos found in the residential home to be demolished on the site of the joint library and city hall.
- The City of Goldendale received a \$50,000 grant to support broadband planning.
- Due to timing in the year and growth of programs in transportation, MCEDD staff is working at capacity. Duties have been reallocated where possible, but some temporary support will be brought in to alleviate some front office work and to support assistance for administration.
- South Wasco Parks and Recreation District opened bids at the end of August for their North Boat Ramp project. All bids were over budget and, even with modifications, could not be brought into line with available resource. The District has returned the grant funding to the funder- ODFW- and plans to reapply in January.

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

Amanda Hoey reported there will be a revision in how Board discussion is oriented in future meetings. On Board agendas, New Business on the agenda comes after most informational items. This will be moved to follow the last action item so discussion can occur if needed.

The next Executive Committee meeting is scheduled for November 7, 2018 at 4:00 p.m.

**ADJOURN:**

Meeting adjourned at 4:39 p.m.

*Respectfully submitted,  
Lauren Hernandez, Office Administrator*



## FINANCIAL SUMMARY

As of September 2018

We have seen a steady increase in cash activity, impacting MCEDD Checking (1010) and MCEDD MM (1015), bringing the total cash balance to \$512,155.82, which is in part due to Contact payments, Grant Funds, Farebox Revenue, and Local Assessments. However, overall Total Checking/Savings is still less than at last year at this time, which is mainly due to funding loans, as this has decreased our Loan checking account balances. As a result of funding more loans, the Accrued Loan Interest (1227) is \$7288.50 higher than at this time last year; as well as, MCEDD Loans Receivable balance (1300) is \$1,027,363.79 higher than at this time last year. The Accounts Receivable (1202) continues to carry a higher balance, mainly due to Mobility Management services, Gorge Technology Alliance, GOBHI, NEMT and continued Contract activities. Our Total Current Liabilities has decreased since this time last year by \$107,244.73. As of September 30, 2018 our total net position shows a growth of \$248,518.93.

Operations Budget vs. Actual for September reflects Net Income activity of \$52,525.35. Federal Revenue appears to be grossly under the anticipated amount; however, these funds come in on a quarterly basis. In addition, this budget line includes STF funds expected to be received beginning in April 2019. We have received \$162,730.37 of Contract Reimbursement (4500) revenue, which is on target for the amount expected at this time. Personnel expenses (5000) continue to be less than budgeted, however, this will increase due to the Salary Survey being implemented as of 10/01/18. Travel is well below anticipated, which will increase for October due to conference attendance. Professional Services is under budgeted; this, too, will increase as we move through our legal review process for the Loan programs. Vehicle Costs are also well below budget. Overall spending is less than anticipated, at this time, but we know there are larger expenditures coming in the future.

Respectfully Submitted,

Siri Olson  
Finance & Operations Manager

**Mid-Columbia Economic Development District  
Operations Budget vs. Actual  
July through September 2018**

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	0.00	443,130.00	-443,130.00	0.0%
4100 · Federal	49,850.36	178,240.65	-128,390.29	27.97%
4200 · State	20,946.60	25,084.50	-4,137.90	83.5%
4300 · Local Match	4,250.00	174.94	4,075.06	2,429.4%
4400 · Local Assessment	65,040.00	17,300.53	47,739.47	375.94%
4500 · Contract Reimbursement	162,730.37	165,664.75	-2,934.38	98.23%
4600 · Loan Interest	75,406.11	82,171.50	-6,765.39	91.77%
4700 · Loan Processing Fees	3,300.75	5,483.25	-2,182.50	60.2%
4705 · Loan Filing Fees	1,025.48	1,150.12	-124.64	89.16%
4710 · Loan Late Fee	2,273.29	1,024.97	1,248.32	221.79%
4750 · Investment Interest	411.07	390.97	20.10	105.14%
4800 · Other Revenue	1,735.32	600.00	1,135.32	289.22%
4803 · Sponsor Donations	1,000.00			
4805 · Farebox Revenue	7,062.58	7,712.25	-649.67	91.58%
4934 · In-Kind Revenue	26,813.59	0.00	26,813.59	100.0%
4935 · In Kind - MM	0.00	2,626.78	-2,626.78	0.0%
<b>Total Income</b>	<u>421,845.52</u>	<u>930,755.21</u>	<u>-508,909.69</u>	<u>45.32%</u>
<b>Gross Profit</b>	421,845.52	930,755.21	-508,909.69	45.32%
<b>Expense</b>				
5000 · Personnel Expense	256,929.39	281,370.87	-24,441.48	91.31%
6110 · Travel & Conference	4,439.45	8,997.12	-4,557.67	49.34%
6190 · Event Services	0.00	900.00	-900.00	0.0%
6200 · Equipment	873.76	999.94	-126.18	87.38%
6300 · Supplies	1,543.97	10,232.09	-8,688.12	15.09%
6400 · Professional Services	4,340.36	33,116.81	-28,776.45	13.11%
6500 · Vehicle Costs	18,517.07	36,750.31	-18,233.24	50.39%
6600 · Communications	4,808.27	8,703.19	-3,894.92	55.25%
6700 · Building Costs	8,736.52	12,670.04	-3,933.52	68.95%
6800 · Bonds & Insurance	4,570.23	2,388.47	2,181.76	191.35%
6900 · Other Materials & Supplies	5,729.38	2,915.06	2,814.32	196.54%
9000 · Indirect Spread	-326.82	-70,761.02	70,434.20	0.46%
9100 · Capital Purchase	0.00	74,833.00	-74,833.00	0.0%
9600 · Transfer to/from Source	2,000.00	3,925.03	-1,925.03	50.96%
<b>Total Expense</b>	<u>312,161.58</u>	<u>407,040.91</u>	<u>-94,879.33</u>	<u>76.69%</u>
<b>Net Ordinary Income</b>	109,683.94	523,714.30	-414,030.36	20.94%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	30,345.00	30,345.00	0.00	100.0%
7500 · Carryover to Next Year	0.00	0.00	0.00	0.0%
7600 · In-Kind Contractual	26,813.59	2,626.78	24,186.81	1,020.78%
<b>Total Other Expense</b>	<u>57,158.59</u>	<u>32,971.78</u>	<u>24,186.81</u>	<u>173.36%</u>
<b>Net Other Income</b>	<u>-57,158.59</u>	<u>-32,971.78</u>	<u>-24,186.81</u>	<u>173.36%</u>
<b>Net Income</b>	<u><u>52,525.35</u></u>	<u><u>490,742.52</u></u>	<u><u>-438,217.17</u></u>	<u><u>10.7%</u></u>

Mid-Columbia Economic Development District  
**Balance Sheet**  
As of September 30, 2018

	Sep 30, 18	Sep 30, 17
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	103,471.34	60,965.56
1015 · MCEDD MM	408,684.48	276,552.27
1020 · IRP		
1021 · IRP - Sherman	121,948.54	103,728.67
1022 · IRP - WA	91,523.46	45,699.20
1020 · IRP - Other	40,380.65	-93,514.15
<b>Total 1020 · IRP</b>	<b>253,852.65</b>	<b>55,913.72</b>
1030 · Loan Funds		
1036 · EDA RLFs	32,506.19	138,747.61
1045 · Reg Strat	136,351.57	134,471.28
1050 · RBEG-OR	110,919.36	75,523.85
1055 · RBEG-WA	95,424.47	95,415.82
1057 · RBEG-KL	126,632.09	121,154.12
1067 · CDBG Microenterprises	63,945.00	78,904.38
<b>Total 1030 · Loan Funds</b>	<b>565,778.68</b>	<b>644,217.06</b>
1031 · Housing RLF	1,174,238.60	1,752,271.55
1070 · National Scenic Fund	1,184,578.31	1,388,076.98
<b>Total 1000 · Bank Demand Deposits</b>	<b>3,690,604.06</b>	<b>4,177,997.14</b>
1100 · CDS		
1121 · IRP Reserve	96,071.07	96,031.33
<b>Total 1100 · CDS</b>	<b>96,071.07</b>	<b>96,031.33</b>
1122 · IRP - DDM Product	458,405.68	710,703.59
1125 · LINK Petty Cash	50.00	0.00
1196 · OR Telecom Conference	26,755.44	32,372.51
<b>Total Checking/Savings</b>	<b>4,271,886.25</b>	<b>5,017,104.57</b>
<b>Accounts Receivable</b>		
1202 · Accounts Receivable	63,921.11	58,579.19
<b>Total Accounts Receivable</b>	<b>63,921.11</b>	<b>58,579.19</b>
<b>Other Current Assets</b>		
1200 · Receivables & Accruals		
1212 · Employee Receivables	-7,564.96	0.00
1227 · Accrued Loan Interest	32,808.00	25,519.50
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accr'd Int	0.00	-3,224.77
1229 · Structured Accts Accr'd Int - Other	0.00	6,891.94
<b>Total 1229 · Structured Accts Accr'd Int</b>	<b>0.00</b>	<b>3,667.17</b>
<b>Total 1200 · Receivables &amp; Accruals</b>	<b>25,243.04</b>	<b>29,186.67</b>
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,987,491.65	1,852,707.92
1321 · IRP - Sherman	133,732.00	153,040.80
1322 · IRP - WA	228,155.21	272,491.17
1336 · EDA RLFs	705,135.82	568,609.09
1345 · Reg Strat	35,308.33	36,551.84
1350 · RBEG-OR	203,094.30	227,574.57
1357 · RBEG-KL/SK	0.00	5,519.35
1367 · CDBG Microenterprises	43,037.84	28,067.50
1371 · Housing RLF	839,613.87	250,000.00
<b>Total 1330 · MCEDD Loans Receivable</b>	<b>4,175,569.02</b>	<b>3,394,562.24</b>
1370 · OIB Loans Receivable	1,745,223.80	1,498,866.79
<b>Total 1300 · Loans Receivable</b>	<b>5,920,792.82</b>	<b>4,893,429.03</b>
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-119,017.48	-105,614.33
1521 · IRP - SH Co	-8,115.80	-9,520.35
1522 · IRP - WA	-13,800.30	-14,651.74
1536 · EDA RLFs Allowance	-34,023.66	-29,255.26
1545 · Reg Strat Allowance	-2,138.04	-2,223.05
1555 · RBEG Allowance	-12,426.19	-14,464.70
1567 · CDBG Microenterprises	-2,736.88	-1,827.70
1571 · Housing RLF Allowance	-27,918.84	0.00
1575 · OIB Allowance	-47,404.77	-45,000.00
<b>Total 1500 · Allowance for Doubtful Loans</b>	<b>-267,581.96</b>	<b>-222,557.13</b>
<b>Total Other Current Assets</b>	<b>5,678,453.90</b>	<b>4,700,058.57</b>
<b>Total Current Assets</b>	<b>10,014,261.26</b>	<b>9,775,742.33</b>
<b>TOTAL ASSETS</b>	<b>10,014,261.26</b>	<b>9,775,742.33</b>

Mid-Columbia Economic Development District  
**Balance Sheet**  
As of September 30, 2018

	Sep 30, 18	Sep 30, 17
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2010 · A/P General	0.00	4,732.37
<b>Total Accounts Payable</b>	<b>0.00</b>	<b>4,732.37</b>
<b>Other Current Liabilities</b>		
2030 · Accrued Loan Payment	29,970.87	29,956.05
2035 · Accrued Interest Payable	5,110.44	5,334.62
2050 · PTO - Accrued	40,398.10	23,825.45
2070 · Health Insurance Payable	-7,454.31	2,242.31
2080 · Life & Disability Payable	-157.62	0.00
2090 · WC SAIF Ins	-5,177.60	-240.54
<b>2100 · Payroll Liabilities</b>		
2110 · Federal Payroll Liability	-2,428.61	0.00
<b>2120 · State Payroll Liabilities</b>		
<b>2115 · OR- SUTA Payroll Liabilities</b>		
2105 · WBF Payroll Assessment	129.32	71.68
2115 · OR- SUTA Payroll Liabilities - Other	193.27	108.87
<b>Total 2115 · OR- SUTA Payroll Liabilities</b>	<b>322.59</b>	<b>180.55</b>
2120 · State Payroll Liabilities - Other	155.14	0.00
<b>Total 2120 · State Payroll Liabilities</b>	<b>477.73</b>	<b>180.55</b>
2100 · Payroll Liabilities - Other	-52.56	0.00
<b>Total 2100 · Payroll Liabilities</b>	<b>-2,003.44</b>	<b>180.55</b>
<b>Total Other Current Liabilities</b>	<b>60,686.44</b>	<b>61,298.44</b>
<b>Total Current Liabilities</b>	<b>60,686.44</b>	<b>66,030.81</b>
<b>Long Term Liabilities</b>		
2820 · IRP Loan Payable \$1million	439,828.29	477,503.25
2821 · IRP Loan Payable \$600,000	374,717.70	396,225.44
2822 · IRP Loan Payable \$750,000	574,390.98	600,226.72
2823 · IRP Loan Payable - Washington	279,567.81	289,826.46
2824 · IRP Loan Payable - Sherman	180,049.04	186,672.31
<b>Total Long Term Liabilities</b>	<b>1,848,553.82</b>	<b>1,950,454.18</b>
<b>Total Liabilities</b>	<b>1,909,240.26</b>	<b>2,016,484.99</b>
<b>Equity</b>		
3100 · Fund Balances	7,572,025.03	7,573,994.03
3110 · Carryforward Balance	0.00	11,347.09
3900 · Retained Earnings	350,008.29	116,073.61
<b>Net Income</b>	<b>182,987.68</b>	<b>57,842.61</b>
<b>Total Equity</b>	<b>8,105,021.00</b>	<b>7,759,257.34</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,014,261.26</b>	<b>9,775,742.33</b>

## Memorandum

**Date:** October 31, 2018  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, Executive Director  
**Re:** Long Term Facility Options

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### Request

Discussion of the long term facility options for MCEDD. Options for consideration will be presented at the meeting.



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

**LINK Transportation**

- Requested qualifications for engineering services for a bus barn at The Dalles Transit Center. We have held an initial meeting with Hood River Consulting Engineers and will likely be contracting in the next few weeks. The desired design is a three-sided steel structure to cover the vehicles, possibly with garage doors if our budget will fit it. Construction would be completed by November 30, 2019.
- Worked to support Wasco County in submission of their Statewide Transportation Improvement Fund plan. The project list would allow us to greatly expand LINK services in the community.
- Opened a job posting for a part-time dispatcher as Brooke Brumley will be leaving in mid-November.
- Sought quotes for various advertising options to spread word in The Dalles and Wasco County about the LINK.
- Issued a purchase order for the ADA-accessible minivan for the LINK, which we should receive in 8 weeks.
- Held a Transportation Administration Board meeting where they recommended adoption of the state's Transit Asset Management (TAM) Plan for the full Board at the December meeting.
- Charlotte Sallee, Kathy Fitzpatrick and Jessica Metta attended the three-day Oregon Transit Association annual conference in Bend, which provided valuable information and networking. Registration and travel costs are covered 80% by ODOT scholarships.

**Gorge TransLink Alliance and Mobility Management**

- Hosted a WSDOT site audit for their Mobility Management grant, which seemed to go well.
- Received quotes for the Everybody Rides' social media and visual asset development services. We will be moving forward with a contract to Immense Imagery. Planning meetings with Alta Design on this project have started.
- Issued an RFP for the Gorge Translink Alliance website redevelopment. Responses will be accepted until November 12.
- Held a very successful Oregon Drive Less Challenge (Oct 1-15) with a significantly higher number of users and trips reported than last year.
- Supported the Streets Alive event in Hood River on Sept 30. The number of attendees was triple what had been estimated and the group is considering follow-up actions and repeat events.

- Continued to meet with partners (CAT, MATS, Port of Hood River) to seek agreement on a transit transfer site in Hood River.

### **Gorge Technology Alliance**

- Hosted a successful film/ panel event focused on encouraging workplace diversity on Oct 23 with about 50 attendees and a follow-up workshop on hiring for diversity planned for Nov 15.
- Worked with the GTA Board to revise the two annual awards categories to STEM Education Leader of the Year and Tech Leader (Individual or Company) of the Year. The winner of the STEM education award will receive \$1000 for their STEM program. Nominations are open until November 9.
- Launched the annual membership and sponsorship renewal drive in early October, which seems to be going well with many renewals and a few sponsors increasing their support.
- Helped organize a podcast of several GTA members (including MCEDD Board member Tom Furey) recorded by the Tech Association of Oregon. Listen on the GTA website at <http://crgta.org/headlines/talk-tech-podcast-gorge-tech>.
- Started planning in earnest for the FIRST LEGO League qualifying tournaments in the Gorge on December 8, 9 and 15.
- Submitted a proposal to University of Oregon for students to assist with the economic impact report of the Gorge's tech industry. This would be free for the GTA.
- Gave away 26 old GTA laptops that had been replaced by new ones from Google. We received 98 responses requesting 341 laptops. We used a random number generator to select the winners who received the equipment for free.
- Planned the tech panel for the MCEDD Annual Economic Symposium.

**Executive Director’s Report**  
**Prepared for the November 2018 Executive Committee Meeting**

**Business Assistance**

- The MCEDD Loan Administration Board approved the following loans in October:

<b>Business</b>	<b>Amount</b>	<b>Purpose</b>
Argonaut Investments, LLC	\$300,000	Renovate building into new office space in The Dalles, Oregon
Lost Lake Resort	\$300,000	Complete remodel of the resort in Hood River County

- The MCEDD Loan Board provided direction on defaulted loans with Seufert Enterprises and LDB Beverage.
- We have recently experienced a noticeable increase in the size of average loan request. The most recent applications are in the \$300,000 to \$600,000 range. A discussion on whether or not we pursue recapitalization of our funds to expand access to capital options is likely necessary for an upcoming meeting.
- MCEDD closed approved loans to Lauren Justice (OIB funded) and anticipates closing a loan to Dog River Pet Supplies (OIB funded) on November 1<sup>st</sup>.
- We are actively promoting the Rural Economic Development Loan and Grant (REDLEG) program, seeking an interested utility to partner with MCEDD to bring additional funds to the region in support of community facilities. This fund source through USDA has been underutilized and we are attempting to find a viable pathway to establish it in our region. *This item is for discussion at the Executive Committee meeting.*
- Template loan documents received legal review this month. This item was a high priority listed in MCEDD’s workplan this year.

**Regional**

- The National Association of Development Organizations annual meeting provided an update on many of the federal programs with which MCEDD interfaces. *I will provide an update on upcoming Economic Development Administration issues and other conference highlights.*
- We are gearing up for the Comprehensive Economic Development Strategy update in March. Letters went/are going to primary stakeholders in October and November to solicit project updates.
- Carrie Pipinich and the Oregon Connections team pulled off another great conference for about 250 attendees to discuss telecommunications and **bridging the digital divide**. MCEDD was one of two local organizations honored at the conference with the "Excellence in Telecommunications Projects, Regional Strategies and Advocacy Award." In addition, Carrie hosted a vibrant Gorge Broadband Consortium meeting. *I will provide highlights of upcoming legislation at the Executive Committee meeting.*



*Oregon Connections Award*

- The annual Gorge Economic Symposium takes place on Friday, November 2nd in The Dalles. MCEDD's RARE, Tatiana Eckhart, has been doing a tremendous job in the logistics and preparation. *I look forward to providing an update at the Executive Committee meeting as the event will have recently completed.*
- Columbia Gorge Community College's Food and Beverage Survey is underway. I am serving on the advisory committee and both the EDA and Oregon Investment Board provided funding. The college has retained a consulting firm, Thomas P Miller and Associates, to conduct a feasibility study of the industry to help determine whether the college should establish new workforce training specific to these industries.
- The IRS issued the first set of regulations for Opportunity Funds ([available here](#)). The last Columbia Gorge Bi-State Renewable Energy Zone (CGBREZ) meeting included a presentation from an established fund specializing in renewables.
- EDA disaster applications for Skamania PUD and City of Cascade Locks are pending. I anticipated a decision for Skamania PUD in October and for Cascade Locks in December and will provide update as we hear more information.

### Project Management

- Jacque Schei is lead staff for our infrastructure Grant Administration/Labor Standards projects. Active projects include:
  - City of Cascade Locks Corrosion Control Treatment project: *new project*. An IGA has been provided to the City for contracting MCEDD services (\$30,000). It will be considered at the City Council meeting on November 26, 2018.
  - Crystal Springs Water District held their bid opening for the project MCEDD is currently under contract to support (Mid Valley Reservoir and pipe replacement)
  - Crystal Springs projects #2 (purchase of the Odell Water Company and reconstruction of a spring) and #3 (construction of a reservoir): MCEDD has draft IGA's circulated. Total would be \$30,000 for services.
  - The Dalles Wastewater project should complete in November/December.
  - Mid-Columbia Center for Living's mental health facility construction is continuing forward. Jacque is currently conducting on-site interviews.
  - City of Antelope: We are providing grant and labor standards administration for the City's water project as it has Community Development Block Grant (and proposed Safe Drinking Water Funding). A group of residents is vocally opposing the project and issued to the state a set of concerns detailing their perceptions on the project's liabilities. The state will be responding.
- For the Cider Society, MCEDD is requesting a no-cost three month extension on our Specialty Crop Block Grant to provide support through the end of the fiscal year.
- Renewable Energy: 1) MCEDD received notification of award for Local Economic Opportunity Funds through the state of Oregon. These funds (\$6,000) will leverage local contributions and support Marla Harvey's position as our energy coordinator focusing on implementing the Hood River Energy Plan. The City of Hood River increased their contribution to support the work. The Port of Hood River has declined to financially participate at the current point. There is one additional fund source still pending: the Oregon Community Foundation, with a decision expected November 8, 2018. 2) Community Renewable Energy Association has made a request for MCEDD to consider providing administrative support under contract. We have not yet assessed the request.
- While there is a great deal of work occurring with contracts in all of our counties, I will provide a little more highlight on the activities in Sherman County this month. We are

continuing to experience significant challenges with the City of Rufus in providing financial management services. *This item will be updated for discussion at the meeting.* There is good progress for the highest priority activities, though, with Carrie Pipinich supporting the Biggs water project, Economic Opportunity Analysis and expansion of internet services to the cities.

### **Operational**

- **We are hiring** for a dispatcher for the MCEDD LINK transportation. We are pleased that Brooke Brumley has accepted a full time teaching position. It leaves us with a hole on our team. Information for applicants is [here](#). Please circulate!
- **We have a couple of open RFPs** ([both published here](#)). One for a web developer for the TransLink Alliance website and one for the Cider Society brochure update. Know of good firms? Pass it along to them!
- **Marshall Memorial Fellowship.** Last year, I was so pleased to have my nominee (and prior MCEDD RARE!) Maggie Hanna selected as a Fellow. She will travel in April/May of 2019. This year, I nominated Nicole Basset with the Renewal Workshop in Cascade Locks. I am serving on the initial review committee for applications from outside of the Pacific Northwest. Finally, I submitted my interest form to participate in the programming committee for the next German Marshall Fund seminar which will focus on bridging the rural/urban divide.
- **Training/Conference:**
  - Marla Harvey will be speaking at the Sustainable NW Conference in November.
  - Siri Olson attended the Oregon Government Finance Officers Association conference in October
  - I attended the NADO conference and board meeting in October and served on the research foundation advisory committee and nominating committee as well.
  - In December, MCEDD staff will participate in an economic development resiliency training. A grant from EDA to our district association members will support MCEDD staff participation. It is a core part of our CEDS.
- It is **insurance renewal** time again! Siri is working with our agent on the review.
- **Audit** is complete. We anticipate seeing the draft audit report in November and the final will be provided to the board at the full board meeting in December.

**Next Executive Committee Meeting:** Wednesday, December 5, 2018

**Next Full Board Meeting:** Thursday, December 13, 2018