



**Executive Committee Meeting  
Wednesday, December 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>November, 2018</i>	5 minutes	Approval
Finance Report	10 minutes	Acceptance
OBI Membership Consideration	5 minutes	Decision
Facility Recommendation	20 minutes	Approval
Deputy Director Report	5 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, NOVEMBER 7, 2018  
4:00 p.m.  
MCEDD OFFICE  
515 East Second Street, The Dalles, OR 97058  
or Teleconference

**ATTENDANCE:**

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

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

*Guest:* Steve Kramer

**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 October 3, 2018 Executive Committee meeting minutes as presented. Gary Thompson seconded the motion. Motion carried unanimously.

**FINANCIAL REPORT:**

Siri Olson reported the draft audit results are being reviewed, and final results will be presented at the December board meeting. MCEDD has seen a steady increase in cash activity, bringing the total cash balance to \$512,155.82. This is due in part to Contract payments, Grant Funds, Farebox Revenue, and Local Assessments. Total Checking/Savings is still less than last year at this time, which is mainly due to funding loans, as this has decreased Loan checking account balances. As a result of funding more loans, Accrued Loan Interest is \$7288.50 higher than at this time last year. MCEDD Loans Receivable balance is \$1,027,363.79 higher than at this time last year. Accounts Receivable carries a high balance mainly due to Mobility Management services, Gorge Technology Alliance, GOBHI, NEMT and continued Contract activities. Total Current Liabilities has decreased since this time last year by \$107,244.73. As of September 30, 2018, MCEDD's 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. MCEDD has received \$162,730.37 of Contract revenue, which is on target for this point in the year. Personnel expenses are less than budgeted, though expenses will increase due to the Salary revisions being implemented as of 10/01/18. Travel is below anticipated but will increase for October due to conference attendance. Professional Services is under budget but is expected to increase. Vehicle Costs are below budget. Overall spending is less than anticipated at this time, though there are larger expenditures coming in the future.

Siri noted the anticipated unrestricted carryover balance for MCEDD LINK programs is \$141,000, and for MCEDD general is \$296,000. Siri will begin work on the supplemental budget, which will be presented at the December board meeting. The WSDOT site review is complete and went smoothly. The ODOT compliance review will be conducted in December.

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

## **FACILITY OPTIONS**

Amanda Hoey explained a section of the Transit Center is occupied by MCEDD LINK employees and activities, and a section is leased to GOBHI to use as its brokerage. GOBHI's lease is in place through December 2019. GOBHI is consolidating into its building downtown, which is being remodeled to accommodate their employees. It will be February or March before GOBHI vacates the Transit Center facility. Amanda and Ken Bailey spoke with GOBHI's Executive Director and got confirmation GOBHI will meet the terms of the lease and cover the cost of rent until MCEDD has occupancy from another tenant or through December 2019, whichever happens first. GOBHI's move could provide an opportunity to consolidate all MCEDD staff into one facility. Amanda stated the timing is good for MCEDD, as MCEDD currently rents office space. Previously, MCEDD did a remodel to enclose offices and accommodate staff. As a result of this investment, MCEDD can terminate the lease without any cost as long as a notification of one year is given. The greatest cost efficiency would be aligning and integrating staff. There will be a significant short-term cost to remodel the space at the Transit Center to accommodate all staff, but this option is feasible.

*Discussion: Ken Bailey noted a portion of the Transit Center is jointly used, including the center hallway break room, and restrooms. One concern with having a third party rent the vacant space is the conflict it could cause to have employees going back and forth through MCEDD LINK office space. Amanda added another concern is the access the third party would have to the building, considering the confidential materials at the LINK. Ken suggested the Executive Committee approve of staff gathering more information about the potential move, appoint a subcommittee to review data and make a recommendation to the Executive Committee, and present that recommendation to the full board in December.*

Bob Hamlin joined the meeting.

*Rod Runyon suggested Tyler Stone would be helpful. Ken stated he would like the County involved in the process, as it is involved in public transportation, but the subcommittee will be composed of MCEDD Board members. Amanda will consult with these partners. Amanda provided an overview of the spaces and layouts in the Transit Center. There may be an opportunity to fit into space at the Transit Center in a manner better than staff fits into current office space. Ken suggested hiring an architect to look at the best way to utilize space. Rod asked if enclosed office spaces are needed, or if cubicles with private shared office space will be sufficient. Amanda replied the initial consideration is to have enclosed office spaces for the positions that deal with more confidential information. Other positions, even in the current office space, can function with open walls. The Transportation Operations Director has an existing enclosed office space. Amanda stated MCEDD has to ensure the space is used for transit operations. If staff is anticipating expanding dispatch, the dispatch/reception area may need to be reconfigured. Rod asked if staff considered reducing the size of the meeting room at the Transit Center. The meeting room is adequate as it is for staff, and reducing it could make it an less usable space. Amanda stated initial review shows the space will accommodate all MCEDD staff if it can be reconfigured.*

*Ken asked for volunteers to participate on a subcommittee to analyze data and discuss details of the potential move to the Transit Center. Dana Peck and Eric Proffitt volunteered. Ken appointed himself, Dana, and Eric so the committee. The subcommittee will make a recommendation regarding MCEDD facilities to the board in December.*

## **DEPUTY DIRECTOR REPORT:**

Jessica Metta reviewed highlights from the past month, including:

- Staff met with Hood River Consulting Engineers about the design of the bus barn. The goal is to have the facility built by Fall 2019. Staff is working on scaling back the design from the pre-existing design to cut costs.
- Staff worked with Wasco County to submit the STIF plan. The project list will allow for greatly expanded LINK services in the County.
- The Transportation Administration Board met in September and recommended approval of the Transit Asset Management Plan, a federal requirement that manages how to replace transportation assets.
- Charlotte Sallee, Kathy Fitzpatrick, and Jessica Metta attended the Oregon Public Transit Conference. Staff received a scholarship to attend.
- The Washington State Department of Transportation conducted its annual site audit, which went well.
- Dr. Marta Yera-Cronin will be the convener for the Transportation Innovations through Collective Impact project, which is paid for by the grant received through Providence.
- The Gorge Technology Alliance is accepting applications for STEM Education Leader of the Year and Tech Leader of the Year. The winner of the STEM education award will receive \$1,000 for their STEM program.

## **EXECUTIVE DIRECTOR REPORT:**

Amanda Hoey reviewed highlights from the past month including:

- MCEDD is seeing an increase in the size of loans being requested. Based on approvals the Loan Administration Board has been making, MCEDD is anticipated to be at full capacity through the first quarter of 2019. One loan will likely pay off in that first quarter, which will free up approximately \$80,000, but this still leaves little capacity. The Executive Committee may discuss expanding this resource at a future meeting, as there are a few options to look at to bolster funds MCEDD has available to lend in the region.

*Discussion: Ken Bailey noted in the past, MCEDD had loan funds undisbursed, which hurt cash flow. Amanda noted the cyclical nature but the changes in request size. The micro loan funds still have capacity.*

- MCEDD is actively promoting the Rural Economic Development Loan and Grant (REDLEG) program. Staff is seeking an interested utility partner to establish a revolving loan fund in the region in part to support community facilities. MCEDD is in preliminary discussion with North Wasco PUD and Hood River Electric Cooperative. The fund is underutilized, and there are a few large facility projects in the area that the utilities could loan to at low risk to get projects off of the ground.
- Amanda attended the National Associations of Development Organizations annual meeting. For the US EDA updates, aside from the issue of funding, other focuses included reauthorization of the agency and the set policies and regulations in place. One bill that would straight-line EDA authorization is proposed. There is no vehicle to address the issue of set policies and regulations for the Revolving Loan Fund. There was also good conversation about broadband and Opportunity Zones.
- The Annual Economic Symposium sold out. The venue was a tight fit. Feedback from participants has been positive so far. Participants indicated they prefer a half-day event to any other format. Topics requested for the future include industry specifics, including a dive into the broader regional economy. This topic may message well with MCEDD's 50<sup>th</sup> anniversary.

*Discussion: Ken Bailey stated the tech panel and discussion was great, and almost all MCEDD staff program areas were mentioned. The panel also discussed how businesses worked with MCEDD on transportation and broadband. Rod Runyon noted the handling*

*of sound was excellent. Eric Proffitt stated the panel identified issues for employment, including housing. There was some discussion around moving work to outside of the area because of this barrier, which the community should be aware of.*

- Staff sent notices to counties on updates to their regional projects for the Comprehensive Economic Development Strategy.
- MCEDD received an invitation to apply for a second local economic opportunity fund (LEOF) grant. MCEDD was successful in its first LEOF as well as an OCF application to support MCEDD activities in economic resiliency. The grant funds will likely be obligated quickly and will need to be spent in short order. These funds will support Marla Harvey's work.
- There has been increased activity around the Oregon and Washington Investment Boards' request to extend out the authorized but unappropriated funds.
- MCEDD has been working diligently with City of Rufus staff to provide basic financial management services but continues to face significant challenges. While MCEDD has a high standard of performance, staff has faced continuing challenges in obtaining basic necessary documents and information from the City needed to perform MCEDD's contractual agreement to provide fiscal services.

*Discussion: Siri Olson noted staff sent out a reminder about documents needed for the City's audit and received no response. Staff followed up on the reminder a week later, receiving no response. This was followed up with a phone call. Auditors were on site during the last week of August and the City's audit is still incomplete due to necessary information from the City not being received. Siri was scheduled to attend the November City Council meeting, but as the audit is not yet complete, there is no longer a reason for her to attend. Amanda stated MCEDD does not want to leave the City in a tough place, and she is uncertain about the resolution to the issues being faced. The contract does have clauses stipulating action that can be taken if Rufus does not perform as contractually agreed. The time MCEDD staff is taking to try to communicate with City staff is negatively impacting other MCEDD programs, and it is likely action will be taken on this matter. The Executive Committee supported necessary action. Gary Thompson noted Sherman County has terminated its contract with the City of Rufus to provide administration for the Biggs Service District.*

- CREA's administrative staff is departing, and CREA has approached MCEDD about providing those services. Amanda recommended not proceeding with this given MCEDD's capacity and the issues that CREA is anticipated to focus on in the near future.

*Discussion: Dana Peck stated that given CREA's focus, he agrees with Amanda's recommendation.*

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

No new business.

#### **ADJOURN:**

Meeting adjourned at 5:00 p.m.

The next Executive Committee meeting is scheduled for December 5, 2018 at 4:00 p.m.

*Respectfully submitted,  
Lauren Hernandez, Office Administrator*



## FINANCIAL SUMMARY

As of October 31, 2018

MCEDD received the \$30,000 award from Northwest Business Development Association, which creates the MCEDD Micro Loan Fund. The cash account is within our main checking account; however, the cash is tracked separately in account 10372. Total Checking is at \$4,301,097.81 and Accounts Receivable (1202) has a balance of \$333,984.50, which is largely due to a balance of \$245,000 for the Gorge Commuter Pass. The remaining Accounts Receivable balance of \$88,984.50 is largely from Wasco County, GTA, and GOBHI. Loans Receivable (1300) balance continues to increase. Allowance for Doubtful Accounts (1500) also includes an increase for the IRP Allowance (1520) of 8% and IRP-WA (1522) to 11%, based on the 09/30/2018 Loans Receivable, due to the higher risk loans in these funds. The remaining Allowance for Doubtful Account balances remains the same at 6%, which is based on the 06/30/2018 Loans Receivable balance. Overall Net Position is at \$10,251,916, which is an increase of \$480,591.26, as compared to this time last year.

Operations Budget vs. Actual through October reflects Net Income activity of \$353,495.55, which includes the FY19 Carry forward balance. Contract Reimbursement Revenue (4500) increased in October from September by \$59,903.97, largely in part due to GOBHI contracts, Wasco County one-time payment for additional EDC Staff time, increased NEMT rides. Loan Interest (4600) for October was \$19,793.63. As Loan Receivable increase, we can expect Loan Interest to continue to increase, as well. Professional Services (6400) expense of \$6,115.68 is partially attributed to the Ecolane payment, Drug & Alcohol Testing, and Filing Fees. We expect to see Professional Services increase with audit expenses expected to take place by the end of December. Spending is on track and continues to be well below budget.

Respectfully Submitted,

Siri Olson  
Finance & Operations Manager

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

	<u>Jul - Oct 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	434,923.89	454,700.00	-19,776.11	95.65%
4100 · Federal	45,943.36	254,333.08	-208,389.72	18.06%
4200 · State	37,696.60	120,112.72	-82,416.12	31.38%
4300 · Local Match	21,300.00	6,066.56	15,233.44	351.11%
4400 · Local Assessment	65,040.00	23,067.36	41,972.64	281.96%
4500 · Contract Reimbursement	537,603.17	249,361.34	288,241.83	215.59%
4600 · Loan Interest	95,199.74	109,562.00	-14,362.26	86.89%
4700 · Loan Processing Fees	3,300.75	7,311.00	-4,010.25	45.15%
4705 · Loan Filing Fees	1,025.48	1,533.44	-507.96	66.87%
4710 · Loan Late Fee	3,149.75	1,366.64	1,783.11	230.47%
4750 · Investment Interest	558.23	520.64	37.59	107.22%
4800 · Other Revenue	22,907.82	3,845.64	19,062.18	595.68%
4803 · Sponsor Donations	1,000.00			
4805 · Farebox Revenue	6,857.98	10,283.00	-3,425.02	66.69%
4934 · In-Kind Revenue	26,813.59	1,576.64	25,236.95	1,700.68%
4935 · In Kind - MM	0.00	3,502.36	-3,502.36	0.0%
<b>Total Income</b>	<u>1,303,320.36</u>	<u>1,247,142.42</u>	<u>56,177.94</u>	<u>104.51%</u>
<b>Gross Profit</b>	1,303,320.36	1,247,142.42	56,177.94	104.51%
<b>Expense</b>				
5000 · Personnel Expense	349,157.63	438,068.80	-88,911.17	79.7%
6110 · Travel & Conference	6,909.03	13,492.08	-6,583.05	51.21%
6190 · Event Services	360.00	1,200.00	-840.00	30.0%
6200 · Equipment	1,315.18	1,333.28	-18.10	98.64%
6300 · Supplies	2,655.30	13,576.08	-10,920.78	19.56%
6400 · Professional Services	6,115.68	89,655.72	-83,540.04	6.82%
6500 · Vehicle Costs	23,534.36	44,588.08	-21,053.72	52.78%
6600 · Communications	5,927.33	14,559.92	-8,632.59	40.71%
6700 · Building Costs	11,663.45	16,893.48	-5,230.03	69.04%
6800 · Bonds & Insurance	4,570.23	3,184.64	1,385.59	143.51%
6900 · Other Materials & Supplies	6,157.03	3,809.72	2,347.31	161.61%
9000 · Indirect Spread	0.00	279.76	-279.76	0.0%
9100 · Capital Purchase	0.00	108,804.00	-108,804.00	0.0%
9600 · Transfer to/from Source	2,000.00	5,233.36	-3,233.36	38.22%
<b>Total Expense</b>	<u>420,365.22</u>	<u>754,678.92</u>	<u>-334,313.70</u>	<u>55.7%</u>
<b>Net Ordinary Income</b>	<u>882,955.14</u>	<u>492,463.50</u>	<u>390,491.64</u>	<u>179.29%</u>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	40,460.00	40,460.00	0.00	100.0%
7500 · Carryover to Next Year	502,584.00	0.00	502,584.00	100.0%
7600 · In-Kind Contractual	26,813.59	5,079.00	21,734.59	527.93%
<b>Total Other Expense</b>	<u>569,857.59</u>	<u>45,539.00</u>	<u>524,318.59</u>	<u>1,251.36%</u>
<b>Net Other Income</b>	<u>-569,857.59</u>	<u>-45,539.00</u>	<u>-524,318.59</u>	<u>1,251.36%</u>
<b>Net Income</b>	<u><u>313,097.55</u></u>	<u><u>446,924.50</u></u>	<u><u>-133,826.95</u></u>	<u><u>70.06%</u></u>

Mid-Columbia Economic Development District

Balance Sheet

As of October 31, 2018

	Oct 31, 18	Oct 31, 17
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>1000 · Bank Demand Deposits</b>		
<b>1010 · MCEDD Checking</b>		
10372 · MCEDD Micro Loan Checking	30,000.00	0.00
1010 · MCEDD Checking - Other	95,023.72	58,002.96
<b>Total 1010 · MCEDD Checking</b>	<b>125,023.72</b>	<b>58,002.96</b>
1015 · MCEDD MM	408,701.84	276,564.01
<b>1020 · IRP</b>		
1021 · IRP - Sherman	112,830.98	97,727.13
1022 · IRP - WA	91,894.81	47,634.11
1020 · IRP - Other	52,170.81	108,917.65
<b>Total 1020 · IRP</b>	<b>256,896.60</b>	<b>254,278.89</b>
<b>1030 · Loan Funds</b>		
1036 · EDA RLFs	41,368.07	165,038.35
1045 · Reg Strat	135,654.85	134,596.66
1050 · RBEG-OR	111,941.25	82,794.42
1055 · RBEG-WA	95,415.67	95,415.56
1057 · RBEG-KL	126,618.97	121,528.99
1067 · CDBG Microenterprises	64,551.45	79,665.32
<b>Total 1030 · Loan Funds</b>	<b>575,550.26</b>	<b>679,039.30</b>
1031 · Housing RLF	1,173,904.47	1,753,466.11
1070 · National Scenic Fund	1,171,382.05	1,400,047.55
<b>Total 1000 · Bank Demand Deposits</b>	<b>3,711,458.94</b>	<b>4,421,398.82</b>
<b>1100 · CDS</b>		
1121 · IRP Reserve	96,072.12	96,031.33
<b>Total 1100 · CDS</b>	<b>96,072.12</b>	<b>96,031.33</b>
1122 · IRP - DDM Product	460,586.56	542,660.63
1125 · LINK Petty Cash	50.00	0.00
1196 · OR Telecom Conference	32,930.19	30,096.36
<b>Total Checking/Savings</b>	<b>4,301,097.81</b>	<b>5,090,187.14</b>
<b>Accounts Receivable</b>		
1202 · Accounts Receivable	333,984.50	41,722.63
<b>Total Accounts Receivable</b>	<b>333,984.50</b>	<b>41,722.63</b>
<b>Other Current Assets</b>		
<b>1200 · Receivables &amp; Accruals</b>		
1205 · Accrued Revenue	7,083.33	7,500.00
1212 · Employee Receivables	-1,831.05	0.00
1217 · Prepaid Expenses	206.70	0.00
1227 · Accrued Loan Interest	26,859.49	27,805.82
<b>1229 · Structured Accts Accr'd Int</b>		
1231 · Unrecorded Structured Accrd Int	0.00	-3,375.20
1229 · Structured Accts Accr'd Int - Other	0.00	7,126.21

Mid-Columbia Economic Development District

Balance Sheet

As of October 31, 2018

	Oct 31, 18	Oct 31, 17
Total 1229 · Structured Accts Accr'd Int	0.00	3,751.01
Total 1200 · Receivables & Accruals	32,318.47	39,056.83
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,975,632.10	1,827,908.44
1321 · IRP - Sherman	133,210.66	150,899.82
1322 · IRP - WA	227,069.01	271,275.14
1336 · EDA RLFs	701,564.90	545,684.12
1345 · Reg Strat	35,209.05	36,514.72
1350 · RBEG-OR	203,094.30	221,595.14
1357 · RBEG-KL/SK	0.00	5,164.45
1367 · CDBG Microenterprises	42,111.61	27,294.02
1371 · Housing RLF	838,969.11	250,000.00
Total 1330 · MCEDD Loans Receivable	4,156,860.74	3,336,335.85
1370 · OIB Loans Receivable	1,746,515.29	1,486,579.65
Total 1300 · Loans Receivable	5,903,376.03	4,822,915.50
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-158,999.33	-105,614.33
1521 · IRP - SH Co	-8,115.80	-9,520.35
1522 · IRP - WA	-25,097.07	-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
Total 1500 · Allowance for Doubtful Loans	-318,860.58	-222,557.13
Total Other Current Assets	5,616,833.92	4,639,415.20
Total Current Assets	10,251,916.23	9,771,324.97
<b>TOTAL ASSETS</b>	<b>10,251,916.23</b>	<b>9,771,324.97</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	0.00	4,195.53
Total Accounts Payable	0.00	4,195.53
Other Current Liabilities		
2030 · Accrued Loan Payment	39,562.99	31,581.05
2035 · Accrued Interest Payable	3,832.84	5,334.62
2050 · PTO - Accrued	40,398.10	23,825.45
2070 · Health Insurance Payable	-23,794.75	781.22
2080 · Life & Disability Payable	-812.51	0.00
2090 · WC SAIF Ins	-4,631.67	-138.79
2100 · Payroll Liabilities		

Mid-Columbia Economic Development District

Balance Sheet

As of October 31, 2018

	<u>Oct 31, 18</u>	<u>Oct 31, 17</u>
2110 · Federal Payroll Liability	-2,428.61	0.00
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	3.42	32.84
2115 · OR- SUTA Payroll Liabilities - Other	76.57	42.30
Total 2115 · OR- SUTA Payroll Liabilities	79.99	75.14
2120 · State Payroll Liabilities - Other	66.12	0.00
Total 2120 · State Payroll Liabilities	146.11	75.14
2100 · Payroll Liabilities - Other	-32.44	0.00
Total 2100 · Payroll Liabilities	-2,314.94	75.14
2800 · Deferred Revenue	15,000.00	15,768.33
Total Other Current Liabilities	67,240.06	77,227.02
Total Current Liabilities	67,240.06	81,422.55
Long Term Liabilities		
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	173,359.52	186,672.31
Total Long Term Liabilities	1,841,864.30	1,950,454.18
Total Liabilities	1,909,104.36	2,031,876.73
Equity		
3100 · Fund Balances	7,572,025.03	7,573,994.03
3110 · Carryforward Balance	27,262.11	11,347.09
3900 · Retained Earnings	350,008.29	116,073.61
Net Income	393,516.44	38,033.51
Total Equity	8,342,811.87	7,739,448.24
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,251,916.23</b>	<b>9,771,324.97</b>

## MEMORANDUM

**Date: November 28, 2018**  
**To: MCEDD Executive Committee**  
**From: Amanda Hoey, Executive Director**  
**Re: OBI Membership Consideration**

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### Overview

MCEDD has Worker's Compensation coverage through SAIF. With the inclusion of the transportation division, the rates for certain job classifications is substantial, creating a total current cost of approximately \$9,800. We received a notice from SAIF highlighting that we may be eligible to participate in the OBI Transportation group pool for SAIF rates. If joining as a member of OBI transportation, we have the ability to save 10% from our SAIF rate. Membership in OBI is based on our FTE level and resulting membership cost would be in the range of \$430 - \$485 annually for MCEDD. Savings would therefore be estimated to be about \$500 per year.

In considering joining OBI, I want to verify with the Executive Committee that it is aligned with our purpose. OBI was created in 2017 through the merger of Associated Oregon Industries and Oregon Business Association with the intention "to combine the strengths of the two organizations and to create a unified voice for Oregon businesses." It went through significant turmoil through early 2018 as the two organizations merged and the organization's prior CEO faced a number of allegations. With a new direction and leadership, there is the potential for alignment as the stated purposes appear to match to MCEDD. More details on OBI are available from their website: <https://www.oregonbusinessindustry.com/>

### Request

Recommendation: Approve joining OBI given the estimated cost savings. Reassess as necessary to assure benefit to MCEDD is realized.

Alternate option: Do not join OBI.

## Memorandum

**Date:** December 5, 2018  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, Executive Director  
**Re:** Long Term Facility Options

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### Overview

MCEDD owns the Transit Center located on Chenoweth Loop Road in The Dalles. A portion of the facility is occupied by MCEDD staff for the Link and a portion is currently leased to Greater Oregon Behavioral Health, Inc (GOBHI). MCEDD has a binding lease with GOBHI through December 31, 2019. They have stated their intention to be moved out of the facility in March 2019. The MCEDD Board Chair appointed a subcommittee to review options and make a recommendation to the Executive Committee. Their review is summarized below

### Options

<b>Option</b>	<b>Benefits</b>	<b>Challenges</b>
MCEDD Consolidates at Transit Center and Occupies Vacated Space	<ul style="list-style-type: none"><li>• Staff efficiency and integration</li><li>• professional facility for all MCEDD staff</li><li>• Beneficial timing</li><li>• Long term paying ourselves</li><li>• Accessible location</li><li>• Long term security</li></ul>	<ul style="list-style-type: none"><li>• Short term costs for a move and remodel</li><li>• Proximity to certain professional services (eg bank) reduced</li><li>• Adjusting to a new space</li></ul>
MCEDD Identifies and Rents to a Third Party	<ul style="list-style-type: none"><li>• Rental Income</li></ul>	<ul style="list-style-type: none"><li>• Access issues: Space layout does not provide privacy for Link functions; tenant would walk straight through our offices to access shared facilities</li><li>• No compatible tenant identified</li><li>• Security concerns</li></ul>
Space is Not Rented	<ul style="list-style-type: none"><li>• Future expansion space for the Link</li></ul>	<ul style="list-style-type: none"><li>• No income to the facility creating increased (and potentially unsustainable) cost burden to the transportation department</li></ul>

### **Recommendation**

Recommend to the board a consolidation of MCEDD operations into one location (Transit Center). See the attached minutes for additional detail. See the attached timeline for the sequence of activities to accomplish if moving forward with the preferred option. Ask the Board to:

- Proceed with the recommendation
- Requesting Delegation of Authorities to the Executive Committee and Executive Director to manage the project

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE FACILITIES SUBCOMMITTEE MEETING  
TUESDAY, NOVEMBER 27, 2018  
1:00 p.m.  
MCEDD Office

**ATTENDANCE:**

*Attending:* Ken Bailey, Dana Peck, Eric Proffitt

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

**CALL TO ORDER:**

Ken Bailey called the meeting to order at 1:00 p.m.

**OVERVIEW OF FACILITIES:**

Amanda Hoey provided an overview of the process, explaining the Facilities Subcommittee is meeting to prepare a recommendation to present to the Executive Committee. If the Executive Committee accepts the recommendation, a recommendation from the Executive Committee will be brought to the full MCEDD Board.

*Discussion: Ken Bailey reviewed the layout of the space in the Transit Center and asked if the space will be adequate to accommodate MCEDD staff. He noted the option of hiring an architect to determine if the space is adequate, but stated the cost comparison of moving MCEDD versus remaining in existing office space should be the first item considered.*

Amanda explained GOBHI will be moving out of the space in the Transit Center. The lease GOBHI signed with MCEDD is through December 2019. The three main options to consider include: MCEDD can move in and occupy the vacant space; the space can remain vacant; MCEDD rents the space to a third party entity. Currently, there is no other compatible tenant identified. Currently, the GOBHI side has one enclosed office space and accommodates 12-15 employees. If MCEDD occupies the space, some offices will be enclosed to preserve the same configuration as the current office. Ken stated his impression from the last Executive Committee meeting is that the Committee is supportive of the move unless something unexpectedly big comes up. Looking at a third party to occupy the space is not the preferred option.

*Discussion: Eric Proffitt asked if MCEDD is on the title of the Transit Center building. Amanda explained MCEDD is on the title but the deed has a restriction. Ken added the only encumbrance is ODOT's requirement for what the building can be used for. Amanda stated she sent options for the building to ODOT. ODOT communicated MCEDD should pay market rent for the space so all programs are charged the appropriate indirect cost. Transportation programs will benefit from the revenue and non-transportation programs will have rent as an indirect cost. ODOT noted one possibility is that MCEDD could determine the market rate but include an offset of in kind from users of the space who are transportation related. Amanda stated that staff is not currently pursuing this option as the facilities revenue support transportation operations and maintenance of the building. Ken stated it is valid to charge MCEDD programs market rent. He suggested looking at the real cost of moving despite possible in kind offsets.*

*Amanda stated she sees benefits in consolidation, such as staffing efficiencies if all staff are located at one site. There are challenges that will come with consolidation, including*

*the immediate cost of moving and renovation. She also noted staff is in close proximity to locations they access frequently, like the bank. Ken stated that although staff can currently walk to many places from the office, consolidating will create efficiencies that will offset additional time needed for official needs. He noted the Executive Committee seemed supportive of MCEDD paying itself rent instead of paying rent to a third party.*

*Dana Peck asked if it was possible to get a reasonable price and schedule for the potential remodel of the space at the Transit Center. Ken noted there may be leeway for scheduling, as GOBHI will pay rent until December 2019. The remodel does not have to be completed until late fall. Dana stated that in the current construction market, it is hard to find anyone to complete jobs. He recommended securing a contractor as soon as possible. Ken suggested if a contractor could parcel out the project and complete small parts in between other jobs, MCEDD may get a lower price. As long as the work is done by the end of the year, this arrangement could work.*

*Amanda explained MCEDD is required to go through the public procurement process. She asked if the design and build should be included together as one project or if the subcommittee would like to split the project into a design portion and a build portion. Her concern with splitting the project into two parts is the time it will take to go through each part independently. Eric stated the design should not take much time and he believes combining both parts is best. Ken stated the basic structure of the space is there and only the interior needs changed. Amanda noted the remodel cost is the biggest unknown of the potential move. The only comparable she has is what it cost to remodel the current MCEDD office building, though the comparison is outdated as the construction market is much different than it was a few years ago.*

*Dana asked if MCEDD staff is prepared to lose square footage in each office space. Amanda noted staff has discussed the potential move at a high level. Currently, offices are designed to accommodate storage. Therefore, a reduction in the space per office (allowing storage to be combined) will not change how staff operates within their office space, but the proximity to their colleagues will. Eric stated he thinks the move will increase teamwork and help with synergy.*

*Amanda asked for suggestions of contractors to contact about a cost estimation on the remodel. Eric suggested Amanda approach The Dalles Chamber of Commerce for recommendations on local contractors. Dana asked about the options in the RFP to allow MCEDD to pick qualified contractors, not just the lowest bid. Amanda highlighted the restrictions for how MCEDD as a public entity can conduct the bid process, but noted that we do assess a contractor's qualifications and ensure they are not on the state or federal restricted parties list. Eric asked if MCEDD can add in an experience requirement for potential RFP responders. Amanda explained if a bid meets minimum requirements, MCEDD has to go with the lowest cost. For professional services, MCEDD has flexibility, but for capital projects, lowest cost is required. Getting an estimation of price range will determine what kind of procurement process has to be used to hire a contractor.*

*Amanda explained the agreement currently in place with GOBHI is that rent is all-inclusive of utilities except for phone and internet. MCEDD's market rate should keep close to what is in place at the current office. Eric asked where the funds will come from for the remodel and asked if the reserve saved up from the excess portion of GOBHI's*

rent can be used. He noted that if a third party rented the space and wanted to remodel it, that third party would be responsible for covering the cost of the remodel; however, some MCEDD employees have transportation-related aspects of their work load, so it may be possible to split the cost between MCEDD's general fund and the LINK's general fund. The remodel will be an asset to the Transit Center. Amanda stated she will contact ODOT. Ken stated if a portion of the cost came from the LINK general fund using the excess portion of GOBHI's rent, the option of moving may look more favorable to the Board. It would still be important for MCEDD to pay an adequate rent price to build up the general funds again. Amanda stated that options will be explored, including using the general fund or looking into financing. Ken stated if the general fund can handle it, MCEDD should avoid financing.

Ken asked if there are other costs associated with the potential move aside from the remodeling cost. Amanda explained phone costs will likely change, as MCEDD will need to purchase new hardware to be on the same system as the LINK employees. Other pieces of the Transit Center's finances are fixed costs, like landscaping and garbage. Electricity costs could fluctuate, as MCEDD currently pays for electricity for the entire facility and the number of employees using the space will change. MCEDD's Xerox lease ends in 2019. The RICOH machine at the Transit Center is owned by MCEDD but is not adequate to fill the needs of all staff if the consolidation happens. Staff would look at another machine that MCEDD and LINK would share, which may reduce that cost overall for both sides.

Dana stated the remodel cost is the most important cost to know at this time. Eric stated an estimation of \$100,000 isn't unrealistic, especially if electric modifications need to be made. Ken stated walling off offices will be a larger expense, but partitions shouldn't be overly expensive. Eric asked if the current budget can handle the cost of an estimated \$75,000 renovation. Amanda stated the remodel for the current office building was approximately \$40,000. Half of this amount has been repaid to MCEDD, and there are some reserves built up. A large remodel cost will change some of the current allocations, but as programs have diversified, the indirect costs to MCEDD have gone down drastically. These savings and other elements may help with the relocation opportunity.

Amanda stated if MCEDD relocates to the Transit Center, it will be good to feel like MCEDD is one staff, not two. Ken added that for Amanda and Jessica Metta, Deputy Director, overseeing two different facilities, consolidating will be a more efficient option.

Amanda stated the configuration of the reception area will need to be considered. It will need to accommodate MCEDD business, LINK business, and remain secure. Ken stated the lobby will be an issue no matter who rents the vacant space. Dana stated one positive of the potential move is the Transit Center could be a lifetime home for MCEDD, parking included. Amanda noted it will provide for more assurances, as well.

Amanda presented a draft timeline of actions to consider if MCEDD consolidates into the Transit Center. The timeline includes activities like giving appropriate notifications to entities MCEDD works with, preparing the Transit Center for a remodel, the RFP process, moving from the current office to the new space, and more. Dana asked who will evaluate the RFPs. Amanda stated the subcommittee can convene to look at them, but it is not necessary to do so. Ken stated that for the remodel of the current office, the full Board gave authority to the Executive Committee to make decisions throughout the

*project. For the potential remodel of the Transit Center, the Board could delegate to the Executive Committee with parameters. Amanda noted one challenge is if MCEDD wants to avoid paying double rent, notice should be given to the current landlord in December. Ken added that the Board should approve of the consolidation so notice can be given, but then the Executive Committee should be given the authority to make decisions about the project as long as it keeps the Board informed. Dana agreed, stating quarterly decisions from the Board will not work during construction. Emergency meetings can be called during the project if necessary. Amanda will add delegation of authorities in the memo to the Board, if recommended to proceed.*

**FOLLOW-UP ACTIONS:**

Amanda Hoey stated the consensus of the subcommittee is to move forward with the consolidation of MCEDD into the Transit Center. Amanda will contact ODOT to discuss options on cost allocation. She will also contact a few contractors to get an estimation on the remodel cost. At the next Executive Committee, the subcommittee will present the preferred option of consolidation along with the benefits, challenges, an estimation of cost, and alternatives to consolidation.

**OTHER NEW BUSINESS:**

No new business.

**ADJOURN:**

The meeting adjourned at 1:41 p.m.

### Draft Timeline if Determine to Move MCEDD Admin

Category	Action Item	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20
<b>Decision Points</b>	Executive Committee Meetings	First Review: Nov 7	Recommendation: Dec 5													
	Full Board Meetings		Dec 13th Decision			Review progress-arch drawings			Review progress			Review progress			Review progress	
<b>Subcommittee</b>	Established	Created by Board chair														
	Meets (as needed)															
<b>Cost Estimates</b>	Identify rough cost estimates	prelim. Costs id'd for Dec board mtg				Final costs										
<b>Notification</b>	Landlord (needs 1 year termination)		By Dec 31												Last month rent	
	ODOT		Formal Approve Market rent agreement													
	Notify entities with MCEDD legal address (CREA, GTA)		Discuss											Formal shift		
	Phone at MCEDD						talk with providers on how							Final notice		
	Insurance- agent		Discuss proposed	Ensure set up with coverage for remodel							Finalize change					





### Facility Costs (General)

MCEDD Admin Building	
Item	Amount/mo Ave
Rent (ave, upcoming)	\$ 1,200
Remodel Alloc	\$ 255
Electric	\$ 115
Garbage	\$ 30
NW Natural	\$ 79
Supplies	\$ 50
Maintenance	\$ 10
<b>Total</b>	<b>\$ 1,739</b>
<b>Add'l items with potential cost efficiency</b>	
Janitorial	\$ 330
phone/internet	\$ 381
Xerox (lease ends Nov)	\$ 228
<b>Total</b>	<b>\$ 939</b>
<b>Combined total</b>	<b>\$ 2,679</b>

#### Preliminary Remodel Cost

Less than \$50,000

LINK Transit Center	
Item	Amount/mo Ave
Water (chen PUD)	\$ 175
Electric (Nwasco)	\$ 325
Garbage (TD Disp)	\$ 62
Landscaping	\$ 400
Repairs/Maint	\$ 250
supplies	\$ 50
Sewer (City TD)	\$ 95
<b>Total</b>	<b>\$ 1,357</b>
<b>Add'l items with potential cost efficiency/elimination</b>	
Janitorial	\$ 416
IT	\$ 245
Phone/internet	\$ 135
<b>Total</b>	<b>\$ 796</b>
<b>Combined total</b>	<b>\$ 2,153</b>

#### GOBHI Pays

\$4,165/mo, all inclusive except phone/internet

About 1/2 that revenue is profit and avail. to support staff and future building needs



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

**LINK Transportation**

- Purchased a tablet for Dispatch to use for taking credit cards for LINK ticket purchases. We are working to make sure the right procedures are in place before launching this service. We also met with a representative of a mobile ticketing app to begin exploring this service for the LINK.
- Prepared the vehicles, facility and staff for winter weather.
- Prepared for ODOT site review in mid-December with a written fare and ticket collection procedure and written vehicle maintenance program.
- Held interviews to fill our part-time dispatcher position.
- We learned that Tygh School Community Center will not be contracting with MCEDD for a vehicle or fuel reimbursement for their general purpose rides. We will be exploring internally how we can provide greater service to South Wasco County.
- Met with Columbia Area Transit to consider better coordination of the systems. We are having a follow-up meeting to see about building in the Hood River- The Dalles route that the LINK had been running before CAT changed their schedule.
- Set a meeting with key partners to support planning for the deviated fixed-route to launch in April.
- Meeting with partners in The Dalles to consider new funding for the LINK.

**Gorge Translink Alliance and Mobility Management**

- Hosted a quarterly Gorge Translink Alliance meeting to explore future funding scenarios to sustain the Mobility Management project.
- Began meetings with Immense Imagery and Alta Design to develop the Everybody Rides transit marking campaign for the region.
- We did not receive any responses to the original RFP for the Gorge Translink Alliance website redevelopment. We are evaluating how to change the RFP or find additional resources to make this project more likely to proceed.
- Had discussions with the City of Hood River on how to support them in implementing some long-term demonstration projects in the Heights as an outcome of the Streets Alive event.
- Moved forward with contracting for the Transportation Innovations Collective Impact project which was funded by a grant from Providence and additional funding from PacificSource. Dr. Marta Yera Cronin, CGCC President, has agreed to serve as convener of the facilitated meetings. The facilitators will be doing background research in December for a January launch of the first group meeting.

- Continued to meet with partners (CAT, MATS, Port of Hood River) to seek agreement on a transit transfer site in Hood River.
- Kathy, Jessica and Charlotte will attend a free grant training in Bend hosted by ODOT on December 3.

### **Gorge Technology Alliance**

- Hosted several events: workshop on hiring for diversity on Nov 15, presentation on bitcoin mining and its potential impact on the Gorge on Nov 20. Planned supporting events for human resources staff and CEOs/ Managers.
- The MCEDD Board is invited to the GTA's annual Winter Party and Awards Ceremony, 5:30-8:30pm on Dec 11 at Feast Market in White Salmon. We received nominations for the GTA annual awards and announced our finalists who will be honored at the event. The 2018 GTA Tech Leader of the Year finalists are (alphabetical order):
  - Maza Brady for her leadership with Gorge Women in STEM over the last year.
  - Custom Interface for their work supporting the Upskill-Backfill workforce training.
  - ***MCEDD Board Member Mark Zanmiller*** for his leadership in many of the Gorge's tech companies and the Hood River community.

The 2018 GTA STEM Education Leader of the Year finalists are (alphabetical order):

- Dorinda Belcher, White Salmon Valley Schools
  - Eric Cohn, Hood River Middle School
  - Kathryn Davis, Hood River Valley High School
  - Patrick Getchis, Wy'east Middle School
  - Jack Perrin, Gorge MakerSpace
  - Jim Pytel, Columbia Gorge Community College
  - Dezirah Remington, Dufur School
  - Ajay Rundell, The Dalles High School
  - Lu Seapy, Wasco County 4-H
- Continued to encourage renewals for the GTA's annual membership and sponsorship drive.
  - Continued planning for the FIRST LEGO League qualifying tournaments in the Gorge on Dec 8 at Hood River Middle School and Dec 15 at The Dalles Middle School. We have 39 teams this year which is a drop from prior years. New this year is our work to make the events more supportive of the English Language Learner students.
  - Supported the GTA Board in considering a contract increase with MCEDD and in preparing their annual budget.



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

Business Assistance

- The MCEDD Loan Administration Board approved the following loan in November:

Table with 3 columns: Business, Amount, Purpose. Row 1: Grateful Farmer, \$450,000, Construct a tasting room and purchase additional equipment.

The Board also approved a \$300,000 loan to Hage Electric. Due to projected fund availability, the request was presented to the OIB as well and is expected to be funded from that source.

- The Oregon Investment Board (OIB) approved the following loans in November:

Table with 3 columns: Business, Amount, Purpose. Rows: Hage Electric and Construction (\$300,000), Farmer’s Conservation Alliance (\$175,000), Mt Hood Podiatry (\$40,000).

- Mount Hood Economic Alliance approved matching loans to the Grateful Farmer and Lost Lake Resort.
MCEDD closed approved loans to Dog River Pet Supplies (OIB funded) and anticipates closing the loan to the Grateful Farmer shortly.
The Columbia River Gorge Oregon Investment Board received a statement of interest from Jorge Barragan to join the board...
The Washington and Oregon Investment Board funds (roughly \$2M remaining from the original authorization in the creation of the National Scenic Area) continue to be pursued by our legislators.

Regional and Project Management

- We are working towards the Comprehensive Economic Development Strategy update in March. Letters went to primary stakeholders in October and November to solicit project updates. Individual community meetings are underway. Executive Committee input on additional solicitation would be appreciated.
As noted in the last meeting, the Columbia Gorge Economic Symposium was well attended and we have available materials posted on our website. Attached is a summary from the survey responses.
The Columbia Gorge Community College's Food and Beverage Survey initial draft is anticipated to be prepared in December and finalized in January. The project has funding from the US Economic Development Administration and OIB.

- Mass Timber summit: The complimentary tickets resulting from our work with the Pacific Northwest Manufacturing partnership will all be used. There will be three participants from Hood River County and one from Klickitat County.
- Columbia River Gorge Commission Management Plan: An update will be provided at the Executive Committee meeting. Ken Bailey and I have been regularly participating in the economic vitality working group. A summary is anticipated to be presented to the Gorge Commission at their February meeting.
- Opportunity Zones: I attended an Aspen Institute Economic Opportunities Program webinar discussing expanding inclusive development in opportunity zones.
- EDA disaster applications for Skamania PUD and City of Cascade Locks were reviewed by EDA in November and we are waiting to hear the final outcome.
- Jacque Schei attended the pre-construction conference for Crystal Springs Water District project (phase 1) as construction was anticipated to begin in November. In other project news for her, the Mid-Columbia Center for Living facility should be moved on to getting a roof in December.
- Per discussion at the last Executive Committee meeting, we will be concluding our agreement with the City of Rufus for financial services. The notice was delivered in November, with a willingness to extend our services through January 31, 2019 to assist in a transition to a new service and get them through end of year reporting
- Jacque Schei is working on completion of a report for the Port of Hood River under a small contract to conduct an initial freight parking analysis.
- For the Cider Society, MCEDD received a no-cost three-month extension on our Specialty Crop Block Grant to provide support through the end of the fiscal year.
- Renewable Energy: Marla was successful in a grant from the Oregon Community Foundation to further support her work implementing the Hood River Energy Plan. In November, she worked with the Port of Hood River to submit a grant to install an EV charging station. She is currently exploring a grant application to Energy Trust of Oregon to further develop the financial modeling needed to assess a community solar site.

### Operational

- MCEDD will be highlighted in the Gorge Giving Guide. With **appreciation to Community Bank** who provided sponsorship for a full color ad for our programs.
- I will be out of the office late December to mid-January.

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

**Next Executive Committee Meeting:** Wednesday, February 6, 2019. *No January meeting!*

DANIEL BONHAM  
STATE REPRESENTATIVE  
DISTRICT 59



HOUSE OF REPRESENTATIVES

November 16, 2018

Dear Director Huffman,

The Oregon legislators listed below are writing you to ask for your support and assistance in getting the balance of the Scenic Area Economic Development funding. As you know, the 1986 Act approved \$10 million for economic stimulus, \$5 million for Washington counties and \$5 million for Oregon Counties. There is still nearly \$2 million that has been authorized but has not been appropriated. We understand that the congressional delegation from Washington and Oregon are supportive of trying to get this funding in the budget bill they will be working on after the mid-term election.

The original funding was appropriated to and administered by the US Forest Service. However, the Forest Service no longer has this program and we believe USDA Rural Development is now the most likely agency to receive and administer this final appropriation. This is where we need your help.

Local elected officials desperately want this money that was promised to them in the 1986 Act and they are asking us to help them get this funding that is long-past due to Gorge counties. We, in turn, are looking to you, as a Gorge resident, to make this happen for our constituents.

Thank you for your assistance,

Daniel Bonham  
House District 59

Greg Smith  
House District 57

Jeff Helfrich  
House District  
52

Bill Hansell  
Senate District 29

Chuck Thomson  
House District  
57  
Office: "N) court st\_ NE,

Cliff Bentz  
Senate District 30

OR 97301 - (503) 986-1459

# Grant Administration/Labor Standards

*MCEDD offers resources to the region in the administration of state and federal grants and compliance with labor standards requirements. We retain qualified staff that can provide technical assistance for small communities without the capacity to administer grants.*

*Costs for these services are typically paid for by the grant.*



**Mid-Columbia Economic Development District**  
515 East Second Street  
The Dalles, OR 97058  
**Phone:** 541.296.2266  
**Fax:** 541.296.3283  
[www.mcedd.org](http://www.mcedd.org)

## ASSISTANCE IN UNDERSTANDING REQUIREMENTS & COLLECTING DOCUMENTATION

- Ensure compliance with grant requirements
- Coordinate review of documents
- Set up a project filing system
- Prepare reimbursement requests and progress reports
- Participate in grant monitoring visits, respond to any monitoring findings or concerns

## LABOR STANDARDS COMPLIANCE - STATE & FEDERAL

- Apply knowledge of state prevailing wage rules and federal Davis-Bacon requirements for public works projects
- Collect and review certified payroll reports
- Conduct interviews of workers on the project
- Take corrective action for any noncompliance

## PROCUREMENT ASSISTANCE

- Assist with development of contracts to ensure compliance with grant and procurement laws and ordinances

*"MCEDD provides efficient, professional, transparent administrative support for even the most complex projects."*

--- Kathy White, Wasco County



SERVICE AREA

## RECENT PROJECTS SUPPORTED BY MCEDD

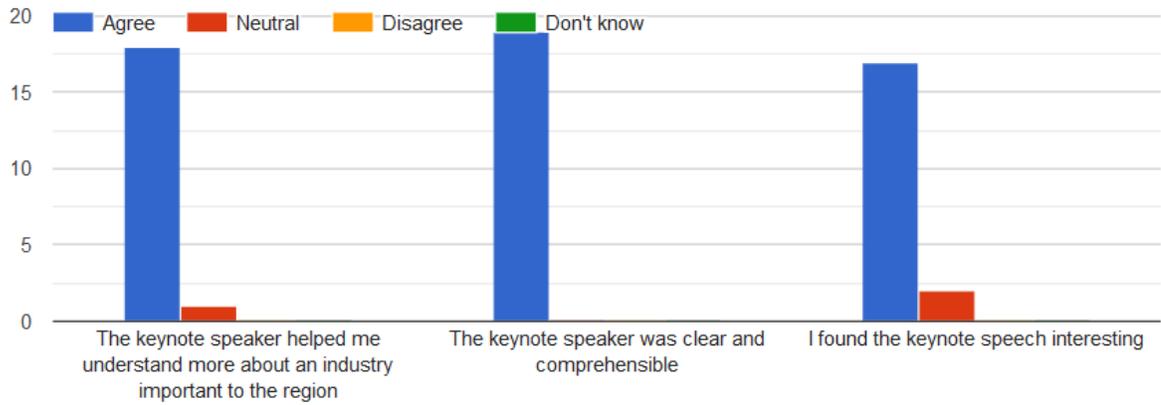


- Construction of a Community Mental Health facility in The Dalles to serve the citizens of Wasco County and surrounding counties as needed, funded by CDBG.
- Water system improvement project in Antelope to update transmission mains and add a water storage reservoir, funded by CDBG.
- Construction of a 12,600 square foot building at the Columbia Gorge Regional Airport, funded by EDA.

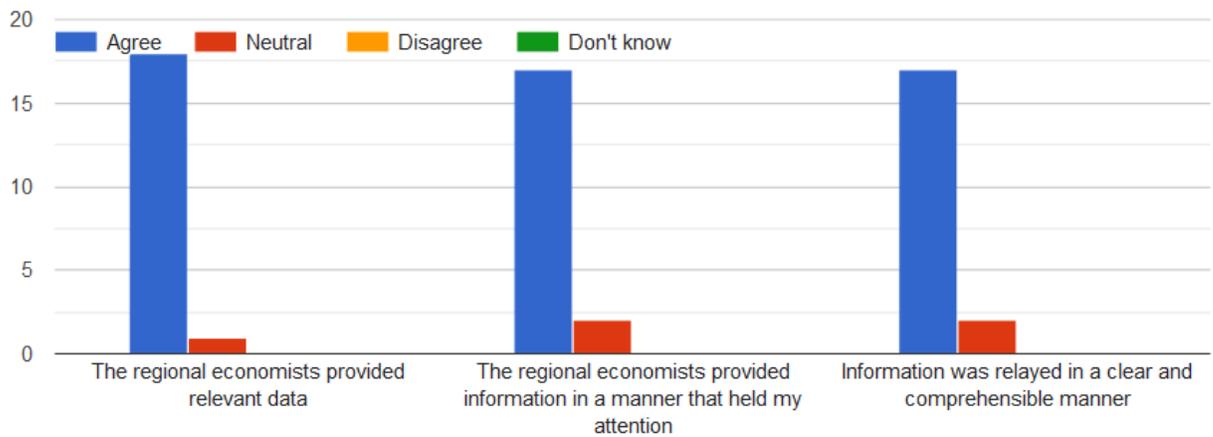
# 2018 Symposium Survey Results (as of November 2018)

## Presenters and Information

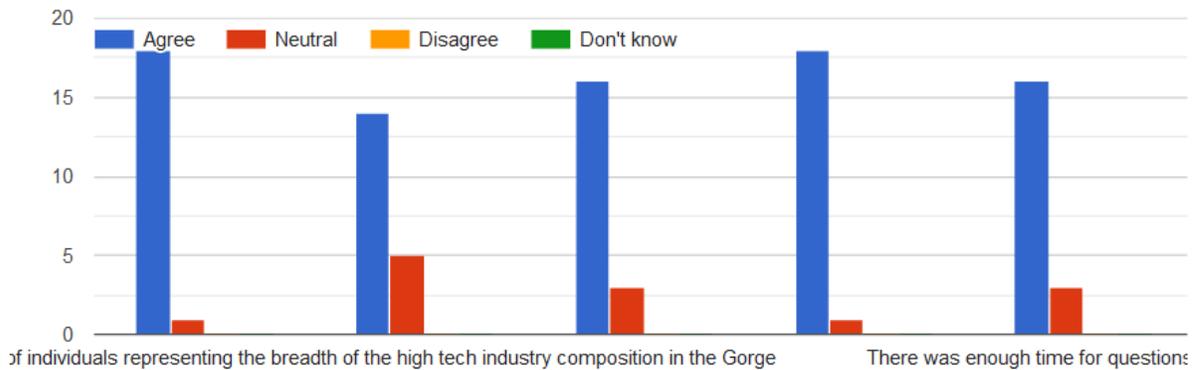
### Keynote Speaker



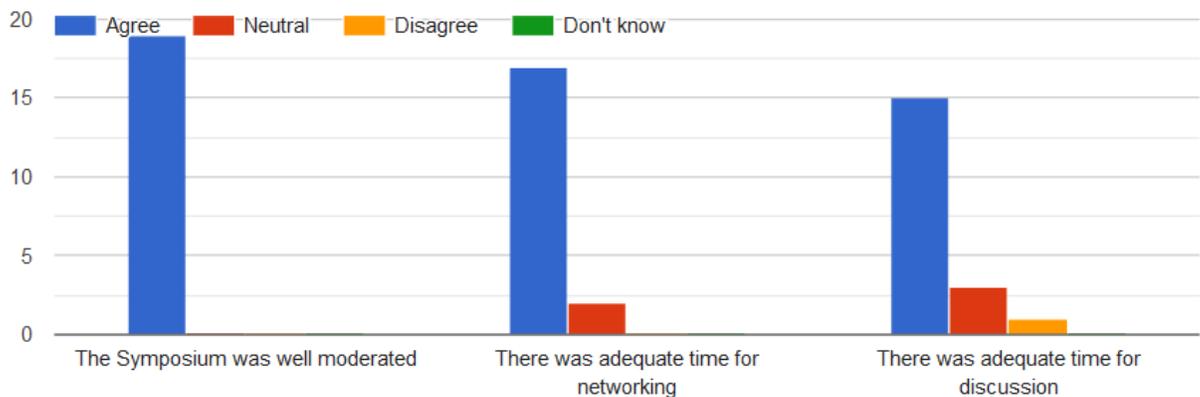
### Regional Economists



## Industry Panel



## Overall



## What did you like best about the Symposium?

- Keynote, networking
- I enjoyed all the industry professionals.
- The regional economic session
- The Tech panel was the best!
- The panel discussion
- Well organized with sharp contributors (they all had something to say).

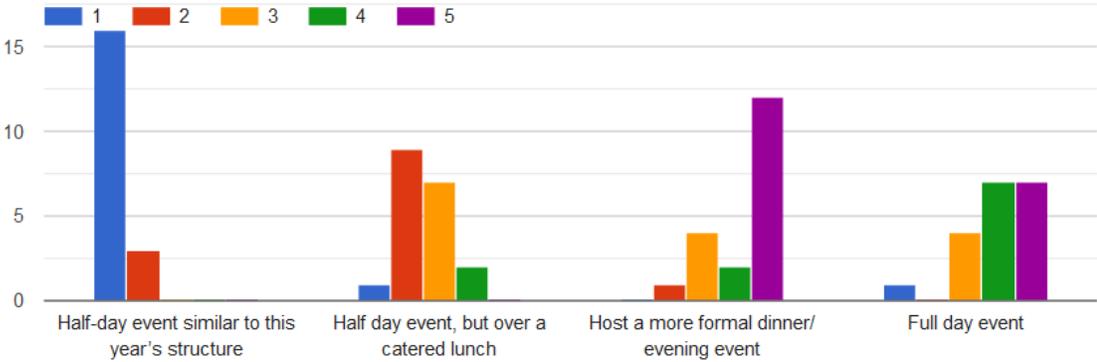
- Informative and relevant
- The keynote
- The Gorge wide participation on economic issues.
- It was a cohesive message throughout for the high tech industry and well planned speakers on the topic. But the best was the mix of attendees and vibrant conversation!
- quality of speakers/panel
- The presentation by the regional economists.
- Having a variety of information provided
- Learning more about the companies invested and growing here in the Gorge.
- All of the topics
- great people. well organized
- This was a great event!

## **What is one thing you think could be improved for next year's Symposium?**

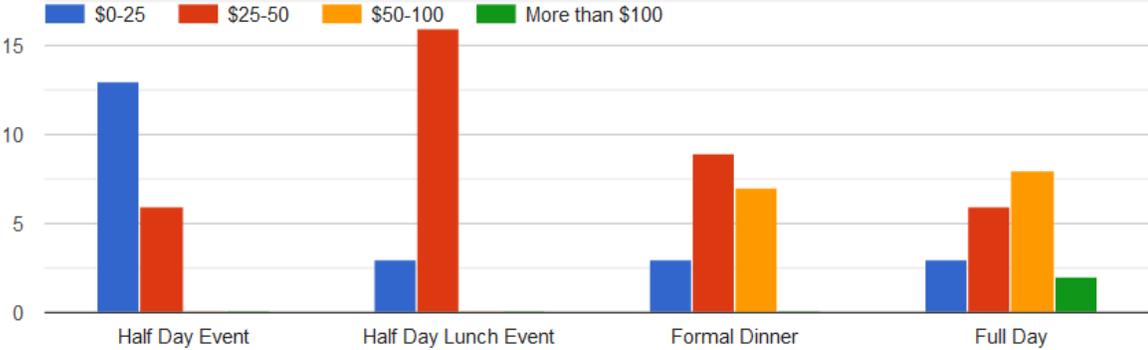
- More space between tables
- I would recommend including a State or Northwest-wide component to the economic presentation. I would also suggest not just focusing on a specific industry next session but a cross-section of industries and include the economists in the panel to integrate the economic information with the businesses side. I would also recommend soliciting questions before the symposium in addition to a solicitation at the symposium.
- It will be hard to do better than this year.
- Diversification of economic industries represented
- Well done, no cracks
- Bigger venue, felt very cramped for space
- While the panel session was good, maybe fewer questions
- Keep up the good work.
- Larger location, if available.
- n.a.
- Continue to find ways to get the event on more people's calendars so that it reaches an optimal size to cover event expenses while keeping the participant cost low. Further arm twisting at regional governments ( White Salmon CC, Bingen CC, Port of ..., Klickitat County Com. , etc) to get them to budget and plan for attending.
- Layout was a little tight.
- better coffee. real creamer, not powdered.
- More networking time

## Symposium Format

Format preference (rank 1-5 with 1 as top preference)



The maximum amount I would willing to pay for future Symposiums is: 



## **Any overall feedback for the event?**

- All good, thanks!!
- I would like to see all of the powerpoint presentations posted online, including Insitu's.
- This is a great event and an important source of perspective for me. Thank you very much for all the work in putting this event on! Great work!
- I'll come again if available
- This was an excellent event, well worth the time to attend. Thank you for your work.
- Good job.
- Great job MCEDD!
- Thanks! Keep up the great work!
- Thank you. Great event.
- Very good, thank you!
- loved it
- Increase non-white participation