



**Executive Committee Meeting
Wednesday, February 6, 2019
4:00 P.M.**

MCEDD Office

515 East Second Street, The Dalles, OR

AGENDA

| <u>Topic</u> | <u>Estimated Time</u> | <u>Item</u> |
|---|------------------------------|--------------------|
| Call to Order, Introductions | | |
| Executive Committee Minutes <i>December 2018</i> | 5 minutes | Approval |
| Finance Report <i>Federal Government Partial Shutdown Impact</i> | 10 minutes | Acceptance |
| Out-of-States Travel Request | 5 minutes | Decision |
| Procurement Policy Update | 5 minutes | Recommendation |
| Succession Policy | 10 minutes | Recommendation |
| ED Job Description | 10 minutes | Discussion |
| Facilities Status | 10 minutes | Discussion |
| 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 the MCEDD office at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, DECEMBER 5, 2018
4:00 p.m.
MCEDD OFFICE
515 East Second Street, The Dalles, OR 97058
or Teleconference

ATTENDANCE:

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

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

CALL TO ORDER:

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

EXECUTIVE COMMITTEE MINUTES:

Dana Peck motioned to approve the November 7, 2018 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

FINANCIAL REPORT:

Siri Olson reported the Executive Committee received an updated Budget vs. Actual which now includes the carryover balance from FY18 of \$434,923. This is comprised of the General Fund, the LINK General Fund, and Special Projects. Carryover for restricted and unrestricted may change, but this is being discussed with the auditor. Contract Reimbursement increased and is expected to continue to increase in the future. There are projects from prior fiscal years that are ready to be billed or closed out. Loan Interest and Loans Receivable revenue continues to increase as MCEDD funds more loans. MCEDD received a \$30,000 award from Northwest Business Development Association, which created the MCEDD Micro Loan Fund. The money sits in the main checking account but is tracked separately. Total Checking is at \$4,301,097.81. Accounts Receivable has a balance of \$333,984.50, which is largely due to a balance of \$245,000 for the Gorge Commuter Pass. Siri reported the audit results will be delivered at the December Board meeting. Yvonne Roberts of Lewis, Poe, Moeller, Gunderson & Roberts, LLC will present the report. Siri is preparing a supplemental budget to present at the December Board meeting.

Bob Hamlin motioned to accept the financial report as presented. Rod Runyon seconded the motion. Motion carried unanimously.

OBI MEMBERSHIP CONSIDERATION

Amanda Hoey explained Oregon Business and Industry (OBI) is an advocacy group initially formed in 2017 as a merger of two advocacy groups: Associated Oregon Industries and Oregon Business Association. The organization has seen turmoil and leadership challenges as the organizations merged. MCEDD is looking at potential membership in OBI for potential cost reduction and savings on Worker's Compensation. MCEDD's Worker's Compensation coverage is through SAIF, and MCEDD could obtain a discount through involvement with OBI transportation. Membership is based on FTE and would cost approximately \$430-\$485. After paying the membership fee, savings would be estimated at a total of \$500 per year. Although a cost savings is projected, the relationships of business advocacy groups grows more and more complex. Amanda asked the Executive Committee if there were any concerns with MCEDD joining OBI.

Discussion: Bob Hamlin asked how big OBI is. Amanda replied she would have to double check, but she believed it to be around 1,600 members. Siri Olson explained MCEDD would still get Worker's Compensation through SAIF but would be eligible for a discount through OBI membership. Dana asked if being part of OBI means MCEDD would be required to be an active member. Ken Bailey stated he does not want to create a political issue by joining the group even if MCEDD does not actively participate in its activities. Dana asked if MCEDD is liable if OBI gets sued. Ken replied he did not think so. Rod Runyon asked the cost to join OBI. Amanda explained the discount for Worker's Compensation is \$1,000, and with membership taken into consideration, total saving are projected at \$500. Siri added it is likely worker's compensation rates will continue to increase. OBI membership discount will take 10% off of the rates. Rod asked for clarification that aside from the financial obligation of membership, MCEDD has no other obligations to participate in the group. Amanda stated she has not identified any obligations MCEDD would have. Bob asked if OBI advocates for anything MCEDD does not advocate for. Amanda replied no, not in its current structure, and currently, the organizations' goals align. If MCEDD joins OBI, Amanda recommends assessing the membership on a yearly basis to verify an advantage of membership is still present and that no conflicts have come up.

Bob Hamlin motioned to approve the staff recommendation to join OBI and to reassess membership as necessary. Dana Peck seconded the motion. Motion passed unanimously.

FACILITY RECOMMENDATION

Amanda Hoey distributed a memo regarding long term facility options and minutes from the November 27, 2018 facilities subcommittee meeting. Amanda explained MCEDD owns the Transit Center and leases the office space at 515 East Second Street. A portion of the Transit Center is rented to GOBHI. MCEDD has a firm contract with GOBHI through December 2019. GOBHI has given indication it will vacate the rented space in March 2019, which presents the opportunity to explore options for the space. The subcommittee reviewed three options:

1. MCEDD lets go of the lease at 515 East Second Street and consolidates at the Transit Center, occupying the vacant space. This was the preferred option of the subcommittee. The benefits of this option include staff efficiency and integration, MCEDD staff will have a professional facility, the timing is beneficial, the Transit Center is in an accessible location, MCEDD will be paying itself rent, and the move will provide long term security. Challenges with this option include the short term cost for the move and remodel, and the proximity of staff to professional services is reduced. Cost estimates for the move and remodel are approximately \$50,000.
2. MCEDD identifies and rents to a third party. Challenges with this option include the space layout does not provide for privacy, as the tenant would have to walk through LINK space to access shared facilities. There is no compatible third party tenant identified for the space at this time.
3. The space is not rented. This option means there would be no income coming into the facility, creating an increased cost burden to the transportation department.

Amanda explained the facilities subcommittee minutes show the recommendation of the group is to proceed with recommendation to the Board on the consolidation as well as requesting delegation of authorities to the Executive Committee and Executive Director for project components. Amanda presented a draft timeline with the goal to move in during December 2019. She presented a cost comparison of facility costs at LINK versus current MCEDD office space.

Discussion: Ken Bailey stated the most important thing at this stage is to get Board approval of the consolidation of offices as well as to get authorization for the Executive Committee and Executive Director to have delegation of authorities to manage the project. Other details, such as the physical layout of the space and the contractor hired can be figured out along the way. If MCEDD would like to give one year notice to the current land lord, the Board needs to give approval of the consolidation at the December meeting. Dana Peck stated the consolidation makes sense. Staff seems comfortable with the idea of moving, and he is unsure how renting the space to another third party will work out. Bob Hamlin asked if the available space at the Transit Center presented any issues. Amanda replied that much of the current space in the MCEDD office functions as storage. In the current facility, the offices had to be configured around the space. The Transit Center space is smaller, but MCEDD will have the opportunity to design how to use the space. Gary Thompson asked if the entire Transit Center will be remodeled. Amanda replied the side GOBHI rents plus the extra cubicle space in the shared area will be reconfigured, but most of the facility will remain unchanged. Rod Runyon asked when GOBHI will vacate the space. Amanda explained GOBHI anticipates being out by March 2019 but will continue paying rent until December 2019 or until the space is occupied by another tenant. Ken noted if the contractor is given the option to spread out the work around other projects, MCEDD could potentially get a lower price for the work.

Rod Runyon motioned to proceed with the recommendation as presented by staff and to request delegation of authorities to the Executive Committee and Executive Director to manage the project. Bob Hamlin seconded the motion. Motion passed unanimously.

DEPUTY DIRECTOR REPORT:

Jessica Metta reviewed highlights from the past month, including:

- MCEDD signed a contract with Hood River Consulting Engineers to design the bus barn for the Transit Center. The first designs will be back soon. Staff is pursuing quotes to do more marketing of the LINK. An advertisement highlighting one LINK driver each month will run The Dalles Chronicle.
- The part time dispatch position has been filled.
- Staff began meetings with Immense Imagery and Alta Design to develop the Everybody Rides marketing campaign for the region.
- The RFP for the Gorge Translink website is being reissued.
- The annual FLL tournaments will be held in December.
- The GTA winter party is in December. The GTA annual awards now include categories for GTA STEM Education Leader of the Year and GTA Tech Leader of the Year. MCEDD Board member Mark Zanmiller has been nominated for the Tech Leader of the Year category. The winner of the STEM Education Leader of the Year category will receive a \$1,000 donation for their STEM education program.

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey reviewed highlights from the past month including:

- MCEDD has seen an increase in loan approvals and amounts. Recently, the LAB approved a \$450,000 loan to the Grateful Farmer. Staff assisted the Grateful Farmer in obtaining additional funds from Mt. Hood Economic Alliance. The LAB approved \$300,000 for Hage Electric, but given fund availability, this loan application was shifted to OIB. The OIB approved \$40,000 to Mt. Hood Podiatry and \$175,000 to Farmers Conservation Alliance. Staff anticipates funding a \$5,000 loan to the Huck Truck in the near future. As most

MCEDD loan funds are extended, currently there remain resources in the Micro-loan and Attainable Housing funds. As the scale of projects increase, MCEDD is well positioned in terms of fund resource availability for access to capital. MCEDD's sister economic development district in western Oregon has USDA loan funds they may be retiring because they are not currently being used. MCEDD may have the opportunity to use \$225,000 of these funds in a non-competitive transfer. Amanda has requested the debt schedule and terms and notified the Executive Committee that this may be on a future agenda.

- The Washington and Oregon Investment Boards have roughly \$2 million remaining from the original authorization in the creation of the National Scenic Area. Oregon legislatures have signed a letter requesting the USDA-RD State Director John Huffman to identify a mechanism for the funds. A similar letter signed by federal delegation is expected soon.
- The LAB has a few troubled loans. Staff has been working with these loan clients to improve the situation or to collect the funds.
- Staff is working on solicitation for updates to the CEDS project.

Discussion: Dana Peck noted developers of the hydro pumped storage project in Klickitat County were notified by the US Department of Energy that the project will be one of two projects nationwide that will be used for a financial analysis. The analysis will determine if this kind of project makes financial sense. This is a huge step for renewable energy. Amanda noted this is regionally significant, as the project crosses both sides of the river.

- The Symposium was successful. An after-event survey was distributed to get a sense of reactions from respondents. Positive results were received and will help guide in development for next year's symposium.
- The complimentary tickets to the Mass Timber summit are being used from participants in Hood River and Klickitat counties.
- Ken Bailey and Amanda have been participating in the economic vitality work group for the Columbia River Gorge Commission Management Plan.

Discussion: Ken Bailey noted some headway is being made. The workgroup's focus is to have the Gorge Commission recognize on a regular basis the economic development aspect of the Gorge. The Gorge Commission is not an economic development agency, but the hope is the Commission will utilize and recognize economic development tools and partners like the CEDS process and MCEDD. The hope is to have a partnership, not an adversarial relationship. Ken noted neither side will get everything it wants. Not every contentious issue will be eliminated, but they can be worked around. The workgroup will attempt to change the language in the way the Commission addresses economic development in the Management Plan to help the Commission keep economic development in mind as it acts. Ken explained the workgroup will make a recommendation to Commission staff, and Commission staff will make an official report to the Commission for what should be adopted. Individuals can testify for or against the official recommendation. Amanda stated that elements and language can change, so individuals at the Gorge Commission meeting to support elements important to the collective group is important. The presentation in February means there is time to prepare and ensure there are individuals present. Hopefully, there will be staff recommendations that mirror what the group is looking for. Amanda stated she is concerned about what may come out of the Urban Area workgroup. There has been some soft conversation with other County partners to determine what options the region has if it were to impede Urban Areas.

- MCEDD delivered notice to the City of Rufus that MCEDD is terminating its agreement with the City to provide financial services. Financial services will terminate January 31, 2019. Siri Olson, Finance and Operations Manager, will work with City staff to support the City in getting a new financial entity on board. MCEDD has been contacted by City of Mosier staff who are seeking additional training and resources for finances. Staff is working on developing a contract with the City of Mosier to support the City.
- Some infrastructure projects will wrap up soon. Phase one of the Crystal Springs Water District project has started. The Mid-Columbia Center for Living project is anticipating installation of a roof in December. Jacque Schei, Project Manager, developed a one page overview of services MCEDD provides to local governments for grant administration.
- Tatiana Eckhart, Project Coordinator, and Amanda attended training on economic resiliency models. Consultants present at the training contacted MCEDD with interest to pursue activities in Hood River and Skamania counties.

OTHER NEW BUSINESS; COMMITTEE MEMBER UPDATES:

Gary Thompson reported Sherman County signed a contract with Avangrid for a 400 megawatt project. It is likely only 200 megawatts will be built initially.

Rod Runyon reported the Wasco County Board of Commissioners directed staff to work on a loan document or IGA document to provide enterprise zone money as a match to state funds for the skills center at CGCC. Rod stated this is a good opportunity to support a major project in the community as opposed to splitting the funds up for smaller projects.

ADJOURN:

Meeting adjourned at 4:53 p.m.

There is no Executive Committee meeting scheduled for January. The next Executive Committee meeting is scheduled for February 6, 2019 at 4:00 p.m.

*Respectfully submitted,
Lauren Hernandez, Office Administrator*



FINANCIAL SUMMARY

As of December 2018

Total Cash balance as of 12/31/2018 is \$4,104,920.652. Accounts Receivable (1202) balance is 31908.01, which is largely comprised of contract activities. Accrued Loan Interest (1227) for December is \$20,120.24. Loans Receivable (1300) reflects our increased lending efforts and is \$1,028,087.78 higher than at this time in the prior year. With the FY 2018 Audit being final, the Balance Sheet also reflects the Fixed Assets (1600) and Depreciation Expense for the prior fiscal year. Overall Net Position is at \$11,287,140.77, which is an increase of \$1,593,895.56, as compared to this time last year, which is largely attributable to the recognition of the Fixed Assets.

Operations Budget vs. Actual is updated and includes the supplemental budget adopted in December 2018. Carryover Revenue (4000) also reflects the final numbers from the FY18 Audit. Federal (4100) and State (4200) appear to be behind as compared to the budget, however, these resources are based on quarterly activities and the quarter just ended 12/31/2018. Staff is currently working on quarterly reports to receive these funds. Contract Reimbursement (4500) includes \$245,000 payment for the Columbia Gorge Universal Pass project. Loan Interest (4600) also appears lower than anticipated; however, the budget includes the increase in interest, which will be realized with the pending approved loans being funded in the future. There is a substantial increase to Professional Services (6400), which includes payments of \$237,650 for the Columbia Gorge Universal Pass Project. The Audit expense will hit in January of \$13,650. We also have had our first Capital Purchase (9100) of a 2018 Braun Van for Transportation of \$40,977.87, which will also hit the financials in January.

There is a concern about the receipt of Federal funding due to the partial Federal Government shutdown, as a part of our funding comes through these resources, such as Planning and Transportation. We know we will receive these funds; it is just a matter of when.

Respectfully Submitted,

Siri Olson
Finance & Operations Manager

Mid-Columbia Economic Development District Balance Sheet

As of December 31, 2018

| | Dec 31, 18 | Dec 31, 17 |
|--|--------------|--------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Bank Demand Deposits | | |
| 1010 · MCEDD Checking | | |
| 10601 · LINK Cash | 3,891.48 | 0.00 |
| 1010 · MCEDD Checking - Other | 41,885.88 | 29,151.23 |
| Total 1010 · MCEDD Checking | 45,777.36 | 29,151.23 |
| 1015 · MCEDD MM | | |
| 15372 · MCEDD Micro Loan MM | 30,000.00 | 0.00 |
| 15601 · LINK MM | 141,416.89 | 0.00 |
| 1015 · MCEDD MM - Other | 342,322.67 | 276,587.13 |
| Total 1015 · MCEDD MM | 513,739.56 | 276,587.13 |
| 1020 · IRP | | |
| 1021 · IRP - Sherman | 111,547.65 | 102,762.98 |
| 1022 · IRP - WA | 103,850.02 | 48,206.30 |
| 1020 · IRP - Other | 40,304.80 | 97,819.17 |
| Total 1020 · IRP | 255,702.47 | 248,788.45 |
| 1030 · Loan Funds | | |
| 1036 · EDA RLFs | 76,115.80 | 173,465.98 |
| 1045 · Reg Strat | 135,552.35 | 134,792.05 |
| 1050 · RBEG-OR | 113,568.05 | 86,726.72 |
| 1055 · RBEG-WA | 95,086.34 | 95,415.65 |
| 1057 · RBEG-KL | 126,619.00 | 122,273.44 |
| 1067 · CDBG Microenterprises | 66,391.15 | 81,237.83 |
| Total 1030 · Loan Funds | 613,332.69 | 693,911.67 |
| 1031 · Housing RLF | 1,182,697.30 | 1,753,503.11 |
| 1070 · National Scenic Fund | 996,985.45 | 1,302,092.36 |
| Total 1000 · Bank Demand Deposits | 3,608,234.83 | 4,304,033.95 |
| 1100 · CDS | | |
| 1121 · IRP Reserve | 96,072.12 | 96,062.91 |
| Total 1100 · CDS | 96,072.12 | 96,062.91 |
| 1122 · IRP - DDM Product | 388,204.00 | 347,063.27 |
| 1125 · LINK Petty Cash | 50.00 | 0.00 |
| 1196 · OR Telecom Conference | 12,359.70 | 11,849.10 |
| Total Checking/Savings | 4,104,920.65 | 4,759,009.23 |
| Accounts Receivable | | |
| 1202 · Accounts Receivable | 31,908.01 | 29,255.77 |
| Total Accounts Receivable | 31,908.01 | 29,255.77 |
| Other Current Assets | | |
| 1200 · Receivables & Accruals | | |
| 1205 · Accrued Revenue | 0.00 | -10,833.33 |
| 1217 · Prepaid Expenses | 1,443.57 | 0.00 |
| 1227 · Accrued Loan Interest | 20,120.24 | 35,285.48 |

Mid-Columbia Economic Development District Balance Sheet

As of December 31, 2018

| | Dec 31, 18 | Dec 31, 17 |
|--|---------------|--------------|
| 1229 · Structured Accts Accr'd Int | | |
| 1231 · Unrecorded Structured Accrd Int | 0.00 | -3,712.53 |
| 1229 · Structured Accts Accr'd Int - Other | 0.00 | 7,685.58 |
| Total 1229 · Structured Accts Accr'd Int | 0.00 | 3,973.05 |
| Total 1200 · Receivables & Accruals | 21,563.81 | 28,425.20 |
| 1300 · Loans Receivable | | |
| 1330 · MCEDD Loans Receivable | | |
| 1320 · IRP | 2,045,591.62 | 2,024,762.17 |
| 1321 · IRP - Sherman | 132,136.02 | 147,306.26 |
| 1322 · IRP - WA | 218,506.69 | 275,100.82 |
| 1336 · EDA RLFs | 675,418.20 | 538,338.80 |
| 1345 · Reg Strat | 35,000.21 | 36,281.32 |
| 1350 · RBEG-OR | 205,054.80 | 217,332.48 |
| 1355 · RBEG-WA | 1,773.80 | 0.00 |
| 1357 · RBEG-KL/SK | 0.00 | 4,383.19 |
| 1367 · CDBG Microenterprises | 40,358.11 | 25,652.87 |
| 1371 · Housing RLF | 838,387.11 | 250,000.00 |
| Total 1330 · MCEDD Loans Receivable | 4,192,226.56 | 3,519,157.91 |
| 1370 · OIB Loans Receivable | 1,934,973.36 | 1,579,954.23 |
| Total 1300 · Loans Receivable | 6,127,199.92 | 5,099,112.14 |
| 1400 · Loan Payments Holding | | |
| 1475 · OIB | -1,510.04 | 0.00 |
| Total 1400 · Loan Payments Holding | -1,510.04 | 0.00 |
| 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 | 5,828,393.11 | 4,904,980.21 |
| Total Current Assets | 9,965,221.77 | 9,693,245.21 |
| Fixed Assets | | |
| 1600 · Fixed Assets | | |
| 1610 · Building/Land | 1,216,060.00 | 0.00 |
| 1605 · Vehicles | 127,534.00 | 0.00 |
| 1650 · Accumulated Depreciation | -21,675.00 | 0.00 |
| Total 1600 · Fixed Assets | 1,321,919.00 | 0.00 |
| Total Fixed Assets | 1,321,919.00 | 0.00 |
| TOTAL ASSETS | 11,287,140.77 | 9,693,245.21 |

Mid-Columbia Economic Development District Balance Sheet

As of December 31, 2018

| | Dec 31, 18 | Dec 31, 17 |
|--|----------------------|---------------------|
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2010 · A/P General | 423.20 | 2,059.94 |
| Total Accounts Payable | 423.20 | 2,059.94 |
| Other Current Liabilities | | |
| 2030 · Accrued Loan Payment | 27,954.99 | 25,975.31 |
| 2035 · Accrued Interest Payable | 3,832.84 | -667.64 |
| 2050 · PTO - Accrued | 40,398.10 | 23,825.45 |
| 2060 · Deferred Comp Payable | 0.00 | 1,118.80 |
| 2070 · Health Insurance Payable | -5,661.75 | 2,242.31 |
| 2080 · Life & Disability Payable | -259.36 | -10.83 |
| 2090 · WC SAIF Ins | -4,558.60 | -369.76 |
| 2100 · Payroll Liabilities | | |
| 2110 · Federal Payroll Liability | 2,686.73 | 0.00 |
| 2120 · State Payroll Liabilities | | |
| 2115 · OR- SUTA Payroll Liabilities | | |
| 2105 · WBF Payroll Assessment | 146.52 | 0.00 |
| 2115 · OR- SUTA Payroll Liabilities - Other | 211.10 | -0.07 |
| Total 2115 · OR- SUTA Payroll Liabilities | 357.62 | -0.07 |
| 2120 · State Payroll Liabilities - Other | 202.00 | 0.00 |
| Total 2120 · State Payroll Liabilities | 559.62 | -0.07 |
| 2100 · Payroll Liabilities - Other | -2,809.54 | 3,154.30 |
| Total 2100 · Payroll Liabilities | 436.81 | 3,154.23 |
| Total Other Current Liabilities | 62,143.03 | 55,267.87 |
| Total Current Liabilities | 62,566.23 | 57,327.81 |
| 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 | 1,904,430.53 | 2,007,781.99 |
| Equity | | |
| 3100 · Fund Balances | 7,572,025.03 | 7,573,994.03 |
| 3110 · Carryforward Balance | 31,242.53 | 11,347.09 |
| 3900 · Retained Earnings | 1,671,927.29 | 116,073.61 |
| Net Income | 107,515.39 | -15,951.51 |
| Total Equity | 9,382,710.24 | 7,685,463.22 |
| TOTAL LIABILITIES & EQUITY | 11,287,140.77 | 9,693,245.21 |

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

| | <u>Jul - Dec 18</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|-----------------------------------|-------------------------|--------------------------|---------------------------|----------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 · Carryover Revenue | 471,341.47 | 454,700.00 | 16,641.47 | 103.66% |
| 4100 · Federal | 142,299.27 | 459,910.60 | -317,611.33 | 30.94% |
| 4200 · State | 37,696.60 | 139,727.54 | -102,030.94 | 26.98% |
| 4300 · Local Match | 32,601.80 | 9,423.58 | 23,178.22 | 345.96% |
| 4400 · Local Assessment | 65,040.00 | 34,601.02 | 30,438.98 | 187.97% |
| 4500 · Contract Reimbursement | 615,405.27 | 597,031.10 | 18,374.17 | 103.08% |
| 4600 · Loan Interest | 151,680.98 | 175,587.98 | -23,907.00 | 86.39% |
| 4700 · Loan Processing Fees | 11,544.15 | 10,966.50 | 577.65 | 105.27% |
| 4705 · Loan Filing Fees | 2,677.64 | 2,300.08 | 377.56 | 116.42% |
| 4710 · Loan Late Fee | 4,225.84 | 2,049.98 | 2,175.86 | 206.14% |
| 4750 · Investment Interest | 895.59 | 779.98 | 115.61 | 114.82% |
| 4800 · Other Revenue | 23,891.33 | 5,768.48 | 18,122.85 | 414.17% |
| 4803 · Sponsor Donations | 1,000.00 | | | |
| 4805 · Farebox Revenue | 9,800.05 | 15,424.50 | -5,624.45 | 63.54% |
| 4934 · In-Kind Revenue | 26,813.59 | 23,039.48 | 3,774.11 | 116.38% |
| Total Income | <u>1,596,913.58</u> | <u>1,931,310.82</u> | <u>-334,397.24</u> | <u>82.69%</u> |
| Gross Profit | 1,596,913.58 | 1,931,310.82 | -334,397.24 | 82.69% |
| Expense | | | | |
| 5000 · Personnel Expense | 546,391.18 | 674,082.74 | -127,691.56 | 81.06% |
| 6110 · Travel & Conference | 9,910.52 | 17,422.00 | -7,511.48 | 56.89% |
| 6190 · Event Services | 2,039.00 | 1,800.00 | 239.00 | 113.28% |
| 6200 · Equipment | 1,823.58 | 1,999.96 | -176.38 | 91.18% |
| 6300 · Supplies | 6,981.90 | 20,481.96 | -13,500.06 | 34.09% |
| 6400 · Professional Services | 273,906.35 | 299,064.82 | -25,158.47 | 91.59% |
| 6500 · Vehicle Costs | 35,300.23 | 40,989.06 | -5,688.83 | 86.12% |
| 6600 · Communications | 10,066.37 | 23,258.02 | -13,191.65 | 43.28% |
| 6700 · Building Costs | 17,686.81 | 45,965.36 | -28,278.55 | 38.48% |
| 6800 · Bonds & Insurance | 4,612.23 | 4,776.98 | -164.75 | 96.55% |
| 6900 · Other Materials & Supplies | 8,170.89 | 5,620.52 | 2,550.37 | 145.38% |
| 9000 · Indirect Spread | 0.00 | 928.40 | -928.40 | 0.0% |
| 9100 · Capital Purchase | 0.00 | 257,706.00 | -257,706.00 | 0.0% |
| 9600 · Transfer to/from Source | 2,000.00 | 0.00 | 2,000.00 | 100.0% |
| Total Expense | <u>918,889.06</u> | <u>1,394,095.82</u> | <u>-475,206.76</u> | <u>65.91%</u> |
| Net Ordinary Income | 678,024.52 | 537,215.00 | 140,809.52 | 126.21% |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| 7400 · Loan Payment | 60,690.00 | 60,690.00 | 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 | 23,039.48 | 3,774.11 | 116.38% |
| Total Other Expense | <u>590,087.59</u> | <u>83,729.48</u> | <u>506,358.11</u> | <u>704.76%</u> |
| Net Other Income | -590,087.59 | -83,729.48 | -506,358.11 | 704.76% |
| Net Income | <u><u>87,936.93</u></u> | <u><u>453,485.52</u></u> | <u><u>-365,548.59</u></u> | <u><u>19.39%</u></u> |

Memorandum

Date: February 6, 2019
To: MCEDD Executive Committee
From: Jessica Metta, Deputy Director
Re: Out-of-State Travel Request

Overview

The Gorge Technology Alliance has been considering greater visibility and participation at the international drone tradeshow hosted annually by AUVSI, the Association for Unmanned Vehicle Systems International. Plans in discussion include a Gorge-UAS company hosted event at the 2019 conference in Chicago and possibly a booth at the 2020 conference in Boston. The purpose of these initiatives would be to raise the visibility of the Gorge's UAS hub. The GTA Board has expressed their willingness to cover the costs for MCEDD staff Jessica Metta to attend the conference in 2019 if plans for an event continue to solidify. Airfare, hotel (2 nights), meals and other small expenses are estimated at about \$1000. Entrance to the trade show would be donated by Sightline Applications.

Recommendation

The MCEDD Executive Committee is asked to approve Jessica Metta's out-of-state travel to the 2019 AUVSI Conference in Chicago, subject to the GTA Board's approval of this project and covering of her travel expenses.

Memorandum

Date: January 30, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Procurement Policy

Request

Recommend revisions to the procurement policy to the MCEDD Board for approval.

Overview

MCEDD has an adopted public contracting policy that covers procurement of goods and services and surplusing of property. Generally, this overall policy has worked well for the agency. However, two issues have precipitated a review of the policy and submission to the Executive Committee for consideration of revision.

- **Surplusing:** The current language requires that the Board pass a resolution to allow for surplus and disposal. It is inconsistent with our general procedures and policies that typically delegate this type of action to the Executive Committee so the full board does not have to convene. Particularly for small items, an affirmative vote on a motion by the Executive Committee or Board could function better.
- **FTA funded procurement:** As we have taken on more transportation activities, there are requirements specific to FTA funded programs for procurement procedures. The Transportation Administration Board is anticipated to review a supplement specific to FTA funds. The overall procurement policy needs to include an allowance that references that anticipated policy for FTA-funded programs specifically.

Proposed Revision

The proposed revisions include:

- Reference to anticipated FTA procurement specific (to take precedence)
- Modify the Surplus section to not require a resolution for disposal of property

RESOLUTION ADOPTING PUBLIC CONTRACTING RULES

WHEREAS, Mid-Columbia Economic Development District (“District”) is an Oregon special district which is subject to Oregon’s public contracting rules; and

WHEREAS, the District is required to adopt public contracting rules consistent with the Public Contracting Code; and

WHEREAS, ORS 279A.065(5) provides that a local contracting agency may adopt its own rules of procedure for public contract that:

(A) Specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency; and

(B) Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General;

NOW, THEREFORE, BE IT RESOLVED:

1. That, except as otherwise provided herein, the District hereby adopts the provisions of ORS 279A, 279B, and 279C, and the Oregon Attorney General’s Model Public Contracting Rules (“Model Rules”) as the contracting rules for the District, as such Model Rules now exist or are later modified.

2. That the District affirmatively adopts the public contracting rules described in Exhibit A, which is attached to this Resolution and incorporated herein by reference. The Rules described in Exhibit A shall be in addition to, and shall supersede any conflicting provisions in, the Model Rules.

3. That the District shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Rules adopted in Exhibit A are consistent with current law.

APPROVED AND ADOPTED on June 11, 2009.

Board President

ATTEST:

Board Secretary

APPENDIX A: PUBLIC CONTRACT LAWS ATTACHMENT

Section I. Licensing and Registration.

The Contractor and all Subcontractors who perform construction Work on the Project must be registered with the Construction Contractors Board pursuant to ORS 701.035 to 701.055.

Any landscape Contractor who performs Work on the Project, as described in ORS 671.502(2), must hold a valid landscape Contractor's license issued under ORS 671.510 to 671.710.

Section II. Payment of Prevailing Rates of Wages.

The Contractor and Subcontractors engaged in the Work shall comply with all applicable requirements of ORS 279C.800 to 279C.870. The Contractor and Subcontractor shall pay to each Worker employed by the Contractor or Subcontractor the prevailing wage established by the Commissioner of the Bureau of Labor and Industries for Worker's trade or occupation. The current prevailing rates of wage are incorporated in the Contract Documents. Prevailing wages are not required to be paid to inmates employed through prison work programs. OR Const. Art. I, Section 41(8).

Pursuant to ORS 279C.825, the public agency shall pay a fee to the Bureau of Labor and Industries equal to one-tenth of one percent of the Contract Price, but not less than \$250 or more than \$7,500. The fee shall be paid at the time the public agency enters into a public works project.

The Contractor is urged to review the applicable statutes prior to commencement of the Work. This requirement to pay the prevailing wage rate will apply to all workers employed on the project by the prime contractor, subcontractors, subcontractors at every tier, and other persons doing or contracting to do the whole or any part of the Work required for the Project. The Contractor shall incorporate this provision in all subcontracts for the Work.

The Contractor and any Subcontractor engaged in the Work shall keep the prevailing wage rates for the Work posted in a conspicuous and accessible place in or about the Work Site. [ORS 279C.840(4)]

The Contractor or the Contractor's surety and every Subcontractor or the Subcontractor's surety shall file certified statements with the Owner in writing in the form prescribed by the Commissioner of the Bureau of Labor and Industries, certifying the hourly rate of wage paid each Worker which the Contractor or the Subcontractor has employed for performance of the Work and further certifying that no Worker employed on the Work has been paid less than the prevailing rate of wage or less than the minimum hourly rate of wage specified in the Contract Documents. A true copy of each certified statement must also be filed with the Commissioner of the Bureau of Labor and Industries. The certified statement must comply with all applicable provisions of ORS 279C.845.

There is no representation on the part of the Owner or the Architect that labor can be obtained at the hourly rates required by this contract. It is the responsibility of the Contractor to inform itself as to local labor conditions and perspective changes or adjustments of wages rates. No increase in the Contract Sum will be allowed or authorized on account of a payment of wage rates in excess of the prevailing wage rates.

Each Subcontract shall include the provisions of this section and wages rates applicable to the Work performed under the Subcontract.

Section III. Contractor Requirements.

Pursuant to ORS 279C.505, the Contractor shall:

- Make payment promptly, as due, to all persons providing to the Contractor labor or material for the Work.
- Pay all contributions or amounts due the Industrial Accident Fund from the Contractor or any Subcontractor incurred in the performance of the Work.
- Not permit any lien or claim to be filed or prosecuted against the public agency on account of any labor or material furnished.
- Pay to the Department of Revenue all sums withheld from employees' wages pursuant to ORS 316.167.

Section IV. Hours of Work; Overtime Pay.

Pursuant to ORS 279C.520 and 279C.540, unless the Contractor is a party to a valid, existing collective bargaining agreement with a labor organization which provides otherwise, no person shall be employed for the Work for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where the public policy absolutely requires and in such cases, except for persons who provide personal services as defined in ORS 279A.055, the employee shall be paid at least time and a half pay for:

- All overtime in excess of eight hours a day or 40 hours in any one week when the Work week is five consecutive days, Monday through Friday;
- All overtime in excess of 10 hours a day or 40 hours in any one week when the Work week is four consecutive days, Monday through Friday; and
- All Work performed on Saturday and on any legal holiday specified in ORS 279C.540.

Section V. Contractor's Relations with Subcontractors.

Pursuant to ORS 279A.110, the Contractor shall not discriminate against minority- or woman-owned or emerging small business enterprises in the awarding of subcontracts.

Pursuant to ORS 279C.580, the Contractor shall include in each subcontract for property or services entered into by the Contractor and a first-tier Subcontractor, including a material supplier, for the purpose of performing a construction contract:

- A payment clause that obligates the Contractor to pay the first-tier Subcontractor for satisfactory performance under its subcontract within 10 days out of such amounts as are paid to the Contractor by the Owner under such contract; and
- An interest penalty clause that obligates the Contractor, if payment is not made within 30 days after receipt of payment from the public contracting agency, to pay to the first-tier Subcontractor an interest penalty on amounts due in the case of each payment not made in accordance with the payment clause included in the subcontract pursuant to paragraph (a) of this subsection. A Contractor or first-tier Subcontractor shall not be obligated to pay an interest penalty if the only reason that the Contractor or first-tier Subcontractor did not make payment when payment was due is that the Contractor or first-tier Subcontractor did not receive payment from the public contracting agency or Contractor when payment was due. The interest penalty shall be:
 - For the period beginning on the day after the required payment date and ending on the date on which payment of the amount due is made; and
 - Computed at the rate specified in ORS 279C.515(2).

The Contractor shall include in each of its subcontracts, for the purpose of performance of such contract condition, a provision requiring the first-tier Subcontractor to include a payment clause and an interest penalty clause conforming to the standards of this section in each of its subcontracts and to require each of its Subcontractors to include such clauses in their subcontracts with each lower-tier Subcontractor or supplier. [ORS 279C.580(4).]

These clauses are not intended to impair the right of a Contractor or a Subcontractor at any tier to negotiate, and to include in the subcontract, provisions that:

- Permit the Contractor or a Subcontractor to retain, in the event of a good faith dispute, an amount not to exceed 150 percent of the amount in dispute from the amount due a Subcontractor under the subcontract without incurring any obligation to pay a late payment interest penalty, in accordance with terms and conditions agreed to by the parties to the subcontract, giving such recognition as the parties consider appropriate to the ability of a Subcontractor to furnish a performance bond and a payment bond;
- Permit the Contractor or Subcontractor to make a determination that part or all of the Subcontractor's request for payment may be withheld in accordance with the subcontract agreement; and
- Permit such withholdings without incurring any obligation to pay a late payment interest penalty if:
 - A written notice of any withholding is issued to a subcontractor with a copy to the contracting agency specifying the amount to be withheld and specific causes for the withholding under the terms of the contract, and actions to be taken by the Subcontractor in order to receive payment of the amounts withheld ; and

- A copy of any notice issued by a Contractor pursuant to sub-subparagraph (i) of this subparagraph has been furnished to the public contracting agency. [ORS 279C.580(5)(c)]

For purposes of this contract, a “good faith dispute” means a documented dispute concerning:

- Unsatisfactory job progress.
- Defective Work not remedied.
- Third party claims filed or reasonable evidence that claims will be filed.
- Failure to make timely payments for labor, equipment and materials.
- Damage to prime Contractor or Subcontractor.
- Reasonable evidence that the subcontract cannot be completed for the unpaid balance of the subcontract sum. [ORS 279C.580(5)(b)]

Section VI. Payment of Third-Party Claim.

Pursuant to ORS 279C.515(1), the following shall apply to this contract:

- If the Contractor fails, neglects, or refuses to make prompt payment of any Third-Party Claim for Work furnished to the Contractor or a Subcontractor by any person in connection with this Contract when due, the Owner may pay such Third-Party Claim to the person furnishing the Work and charge the amount of the payment against funds due or to become due the Contractor by reason of this Contract. The Owner may make payments by check or warrant naming both the Contractor and the person or entity entitled to payment under ORS 279.314. The payment to a Third-Party Claim in the manner authorized in this subsection will not relieve the Contractor or the Contractor’s surety from the Contractor’s obligations with respect to any unpaid Third-Party Claims.
- If the Contractor or a first-tier Subcontractor fails, neglects, or refuses to make payment to a person furnishing labor or materials in connection with the public contract for a public improvement within 30 days after receipt of payment from the public contracting agency or a Contractor, the Contractor or first-tier Subcontractor shall owe the person the amount due plus interest charges commencing at the end of the 10-day period that payment is due under ORS 279C.580(4) and ending upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest charged to the Contractor or first-tier Subcontractor on the amount due shall equal three times the discount rate on 90-day commercial paper in effect at the Federal Reserve Bank in the Federal Reserve district that includes Oregon on the date that is 30 days after the date when payment was received from the public contracting agency or from the Contractor, but the rate of interest shall not exceed 30 percent. The amount of the interest may not be waived. [ORS 279C.515(2)]
- If the Contractor or a Subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580. [ORS 279C.515(4)]

Section VII. Payment for Medical Services.

Pursuant to ORS 279C.530, the Contractor shall promptly, as due, make payment to any person or entity that furnishes medical, surgical, or hospital care or other needed care and attention, incident to sickness or injury, to the employees of the Contractor, of all sums which the

Contractor agrees to pay for such services and all moneys which the Contractor collected or deducted from the wages of the Contractor's employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

Payment of a claim in the manner described in this section shall not relieve the Contractor or the Contractor's surety from obligation with respect to any unpaid claims.

Section VIII. Workers Compensation.

All employers Working under this contract are subject employers that will comply with ORS 656.017 (Workers Compensation), or employers that are exempt under ORS 656.126. [ORS 279C.530]

Section XIX. Oregon Products.

Pursuant to ORS 279A.120(2)(a), the Contractor shall use products that have been manufactured in Oregon, provided that price, fitness, availability, and quality are otherwise equal.

Section VX. Recycling Requirements.

Pursuant to ORS 279C.510(1), the Contractor shall salvage or recycle construction and demolition debris if feasible and cost-effective.

Pursuant to ORS 279C.510(2), if any lawn or landscape maintenance is required, Contractor shall compost or mulch yard waste material at an approved site, if feasible and cost-effective.

Except as provided in the Specifications, the Contractor shall use recycled Materials to the extent required by ORS 279A.125.

Section VXI. Reports to Department of Revenue.

If the Contractor is not domiciled or registered to do business in the State of Oregon, and the Contract Price exceeds \$10,000, the Contractor shall submit reports to the Oregon Department of Revenue as required by ORS 279A.120(3).

Section VXII. Drug-Testing Program.

Pursuant to ORS 279C.505(2), it is a condition to this contract that the Contractor shall demonstrate that an employee drug testing program is in place.

Section VXIII. Miscellaneous Provisions.

The Contractor shall not provide or offer to provide, in connection with this contract, any appreciable pecuniary or material benefit to any officer or employee of the Owner in violation of ORS Chapter 244.

The contract may include a provision stating terms of compensation to a contractor when the contract is terminated for reasons considered to be in the public interest.

DELEGATION OF AUTHORITY POLICY

Except when otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code must be exercised and performed by the public agency's Board of Directors.

Unless otherwise limited by the Local Contract Review Board or these Rules, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the Mid-Columbia Economic Development Executive Director or his/her designee, including the authority to enter into emergency contract pursuant to ORS 279B.080 and 279C.320(1).

Personal Services Policy

Personal services shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects, engineers, surveyors, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The Mid-Columbia Economic Development District Executive Director or his/her designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

Personal service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the District will consider qualifications, performance history, expertise, knowledge and creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

Contracts with architects, engineers, and land surveyors. Unless otherwise provided in this Section, contracts for Architectural, Engineering and Surveying Services and Related Services shall be awarded according to ORS 279C.110(3). A contract for Architectural, Engineering, and Surveying Services may be entered into by direct appointment if such contract is estimated not to exceed \$5,000 in a calendar year, or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under these Rules, and the new contract is a continuation of that project.

Disposal of Surplus Property Policy

Surplus property is defined as any personal property of the District that has been determined by the Mid-Columbia Economic Development District Executive Director or designee as being of no use or value to the District.

The Mid-Columbia Economic Development District Executive Director or designee may dispose of surplus property as follows: The Mid-Columbia Economic Development District Executive Director shall submit a request to the Board of Directors for a declaration that certain property is of no further use or value to the District. The Board of Directors shall, by resolution, declare such property "surplus" and authorize the means by which the Mid-Columbia Economic Development District Executive Director may dispose of the property, including granting the Mid-Columbia Economic Development District Executive Director discretion to dispose of the property in any appropriate manner. The Board of Directors may require the Mid-Columbia Economic Development District Executive Director to obtain an appraisal of the property prior to disposition.

Surplus property may be disposed of in the manner that is most advantageous to the District or the community at large, including, but not limited to, the following:

(a) Public Auction. Auctions must be sufficiently advertised in the manner that is most likely to obtain a competitive bidding pool for the property. Employees of the District may purchase surplus property from the District only at an advertised auction, and only if the employee submits the highest bid for the property.

(b) Donation. Surplus property may be donated or sold to any nonprofit organization, and any other local government, or any state or federal program created to dispose of surplus property.

(c) Disposal. Surplus property determined to be of insufficient value to merit auction or donation may be disposed of in any appropriate manner.

Emergency Contract Policy

Emergency shall be defined as follows: Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition.

The Mid-Columbia Economic Development District Executive Director along with the Board of Directors shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract. The nature of the emergency and the method used for the selection of the contractor shall be documented.

Emergency contracts may be awarded as follows:

(a) Goods and Services. Emergency contracts for procurements of goods and services may be awarded pursuant to ORS 279B.080 and the Delegation of Authority Policy of these Rules.

(b) Public Improvements. The Board of Directors hereby adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.

Special Procurements and Exemptions Policy

The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.

The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposal process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.

SOLE SOURCE PROCUREMENT POLICY

When necessary, the District's Local Contract Review Board, or Mid-Columbia Economic Development District Executive Director, or designee may enter into a sole source procurement pursuant to ORS 279B.075.

Memorandum

Date: January 29, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Succession Policy and Executive Director Job Description

Request

Recommend a succession policy and emergency succession plan to the MCEDD Board for approval.

Overview

A couple of years ago I established a continuity plan to assist during the month I would be out of the office for the Marshall Fellowship. It coincided with the creation of a Deputy Director position. The plan outlines core activities of MCEDD, roles and responsibilities, primary contacts and elements of MCEDD operations that are important to ensure the organization can operate efficiently and smoothly. It is a reference document, periodically updated as there are major changes in our operations. Subsequent to the continuity plan development, MCEDD set into motion a significant organizational structure change as we brought in operations of the Link.

While we have excellent staff and board leadership that is capable, we have no formal policy to address planned or unplanned temporary leave or long term change.

Proposed Policy

The proposed policy is adapted from one used by another Economic Development District. In addition to the policy, the draft emergency succession plan is also attached (referenced in the policy).

Succession Plan Policy

Policy statement:

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of the Mid-Columbia Economic Development District (MCEDD) to be prepared for an eventual permanent change in leadership – either planned or unplanned – to ensure the stability and accountability of the organization until such time as new permanent leadership is identified. The Board of Directors shall be responsible for implementing this policy and its related procedures.

It is also the policy of the Board to assess the permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader who is representative of the community; a good fit for the organization’s mission, vision, values, goals, and objectives; and who has the necessary skills to lead the organization. To ensure that the organization’s operations are not interrupted while the Board of Directors assesses the leadership needs and recruit a permanent Executive Director, the board will appoint interim executive leadership as described below. The interim Executive Director shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed, including but not limited to, loans approved, reports due, contracts, licenses, certifications, memberships, obligations to lenders or investors of MCEDD, and others.

It is also the policy of MCEDD to develop a diverse pool of candidates and consider at least three finalist candidates for its permanent Executive Director position. MCEDD shall implement an external recruitment and selection process, while at the same time encouraging the professional development and advancement of current employees. The interim Executive Director and any other interested internal candidates are encouraged to submit their qualifications for review and consideration by the search committee according to the guidelines established for the search and recruitment process.

Procedures for succession:

For a temporary change in executive leadership (i.e., illness or leave of absence), refer to the organization’s emergency succession plan. In the event the executive director of MCEDD is no longer able to serve in this position (i.e., leaves the position permanently), the Executive Committee of the Board of Directors shall do the following:

- Within five (5) business days appoint an interim Executive Director.
- Implement the transition plan or, within fifteen (15) business days, appoint an executive transition subcommittee to implement the transition plan. Implementation shall include:
 - Communicate with key stakeholders regarding actions taken by the Board in naming an interim successor, appointing a transition committee, and implementing the succession policy. The organization shall maintain a current list

of key stakeholders who must be contacted, such as lenders and grantors of MCEDD, government agencies, etc.

- Consider the need for consulting assistance (i.e., transition management or executive search consultant) based on the circumstances of the transition.
- Review the organization's business plan and conduct a brief assessment of organizational strengths, weaknesses, opportunities, and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
- Establish a time frame and plan for the recruitment and selection process.
- Refer to the personnel handbook for additional hiring procedures.
- Consult with MCEDD's cognizant agency.

The Board should use similar procedures in case of an executive transition that simultaneously involves the executive director and other key management. In such an instance, the Board may also consider temporarily subcontracting some of the organizational functions from a trained consultant or other organizations.

Mid-Columbia Economic Development District Emergency Succession Plan

1. Rationale

The Executive Director position is a central element in the organization's success. Therefore, ensuring that the functions of the Executive Director are well understood and shared among senior staff is important for safeguarding the organization against unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition when it is predictable and planned.

This document outlines a leadership development and emergency succession plan for the Mid-Columbia Economic Development District (MCEDD). This plan reflects MCEDD's Executive Succession Policy and its commitment to sustaining a healthy functioning organization. The purpose of this plan is to insure that the organization's leadership has adequate information and a strategy to effectively manage MCEDD and its affiliate organizations in the event the Executive Director is unable to fulfill her/his duties.

2. Plan Implementation

The Board of Directors authorizes the Board Chair to implement the terms of this emergency succession plan in the event of a planned or unplanned short-term absence.

- ◆ It is the responsibility of the Executive Director to inform the Board of Directors of a planned short-term absence, and to plan accordingly.
- ◆ As soon as feasible, following notification of an unplanned short-term absence, the Board Chair shall convene an Executive Committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed.

3. Priority Functions of the Executive Director at MCEDD

The full Executive Director job description is attached to this plan.

Among the duties listed in the position description, the following are considered to be the key functions of the Executive Director and have a corresponding temporary staffing strategy (see Section #4 for further guidance about temporary staffing).

Key Executive Director Functions Temporary Staffing Strategy

| | |
|---|-------------------|
| Leadership and Vision | Board Chair |
| Board Administration and Support | Deputy Director |
| Financial Management | Finance Director |
| Revolving Loan Program Administration | Loan Fund Manager |
| Transportation Program Administration | Deputy Director |
| Grant Preparation, Reporting and Administration | Finance Director |
| Comprehensive Economic Development Strategy | Deputy Director |

| | |
|--------------------------------|-------------------------|
| Community and Public Relations | Board Chair or designee |
| Spokesperson | Board Chair or designee |

The positions assigned in the Temporary Staffing Strategy are based on MCEDD's organizational structure as of March 2019. In the event this plan is implemented and assigned positions are vacant or no longer available, the Board Chair shall select other staff to support each of the key Executive Director functions.

4. Succession plan in the event of a temporary, planned or unplanned absence - Short-Term

a. Definitions

- ◆ A temporary absence is one in which it is expected that the Executive Director will return once the events precipitating the absence are resolved.
- ◆ An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as vacation or a sabbatical.
- ◆ A temporary absence is 30 days or less.
- ◆ A temporary short-term absence is between 30 and 90 days.

b. Temporary Staffing Strategy

- ◆ For temporary planned or unplanned absences of 30 or fewer days, the Temporary Staffing Strategy described above may become effective.
- ◆ In the event of a temporary short-term planned or unplanned absence, the Executive Committee shall determine if the Temporary Staffing Strategy is sufficient for this period of time. If not, the Executive Committee shall take appropriate action in accordance with this plan.

c. Appointing an Acting Executive Director

- ◆ Based on the anticipated duration of the absence, the anticipated return date, and accessibility of the current Executive Director, the Executive Committee may appoint an Acting Executive Director, as well as continue to implement the Temporary Staffing Strategy.

d. Standing Appointees to the Position of Acting Executive Director

- ◆ The first position in line to be Acting Executive Director is the current Board Chair. If the current Board Chair accepts the position he/she will take a temporary leave from the Board of Directors.
- ◆ The second position in line is the Deputy Director.
- ◆ The third position in line is a previous Board Chair.
- ◆ In the event the available staff is new to the position or fairly inexperienced with MCEDD, the Executive Committee may consider another appointee or the option of splitting executive duties among designated appointees.

e. Cross-Training Plan

- ◆ The Executive Director shall ensure cross-training for each staff position for each of the key functions of the Executive Director listed in Section 3.

f. Authority and Restrictions of the Acting Executive Director

- ◆ The Acting Executive Director shall have full authority for day-to-day decision making and independent action as the regular Executive Director.
- ◆ Decisions that shall be made in consultation with the Board Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking public policy positions on behalf of the organization.

g. Compensation

- ◆ Director-level staff appointed as Acting Executive Director may receive an end of year bonus or additional benefit. This shall be determined by the Executive Committee based on the duration of the assignment and available resources.
- ◆ If staff serves as Acting Executive Director for 6 months or more, the Executive Committee may consider a salary adjustment.
- ◆ A current or former board member appointed as Acting Director may enter into an independent contractor agreement, depending on the circumstances of their availability.

h. Board Oversight and Support to the Acting Executive Director

- ◆ The Acting Executive Director reports to the Board Chair. In the event the Board Chair becomes the Acting Executive Director, the Vice Chair shall be appointed Board Chair.
- ◆ The Executive Committee shall be alert to the special support needs of the Acting Executive Director in this temporary role. The Executive Committee shall convene monthly when an Acting Executive Director is appointed.

i. Communications Plan

- ◆ Within 48 hours after an Acting Executive Director is appointed, the Board Chair and the Acting Executive Director shall meet to develop a communications plan including the kind of information that will be shared and with whom. This includes notification of funding agencies for approval of the staffing changes.

5. Succession plan in the event of a temporary, unplanned absence – Long-term

a. Definition

- ◆ A long-term absence is 90 days or more.

b. Procedures

- ◆ Procedures and conditions to be followed shall be the same as for a temporary short term absence with the following addition:
 - The Executive Committee shall give immediate consideration, in consultation with the Acting Executive Director, to temporarily filling the management position left vacant by the Acting Executive Director, or reassigning priority responsibilities where help is needed to other staff. This is in recognition

that, for a term of 90 days or more, it may not be reasonable to expect the Acting Director to carry the duties of both positions.

- The Board Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Acting Executive Director according to the organization's Performance Review Policy. A review shall be completed between 30 and 45 days.

6. Succession plan in the event of a PERMANENT planned or unplanned absence.

a. Definition

- ◆ A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

b. Procedures and Hiring an Interim Executive Director

- ◆ The "Procedures for Succession" in the Succession Plan Policy shall be followed
- ◆ If an external consultant is hired, the Board Chair and Executive Committee shall negotiate an independent contractor agreement with a defined scope of work. The scope of the agreement shall be determined based on an assessment of the organization's needs at the time of the leadership transition.

d. Responsibilities of the Interim Executive Director

- ◆ An interim Executive Director shall have full authority for day-to-day decision making and independent action as the regular Executive Director.
- ◆ Decisions that shall be made in consultation with the Board Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking policy positions on behalf of the organization.

e. Board Oversight and Support to the Interim Executive Director

- ◆ The interim Executive Director reports to the Board Chair.
- ◆ The Executive Committee shall be alert to the special support needs of the interim Executive Director in this temporary role. The Executive Committee shall convene at least monthly when an interim Executive Director is hired.
- ◆ The Board Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the interim Executive Director according to the organization's Performance Review Policy. An initial review shall be completed between 30 and 45 days and 90 days thereafter.

7. Approvals and maintenance of record

a. Emergency Succession Plan Approval

- ◆ This emergency succession plan shall be approved initially by the Board of Directors.
- ◆ Thereafter, the Executive Committee shall review the plan and recommend amendments to the full Board as needed.

b. Signatories

- ◆ At all times the Board Chair and Treasurer, in addition to the Executive Director, shall have signature authorization for checks and contracts for the organization.

c. Maintenance or record

- ◆ Copies of this plan shall be maintained in accordance with MCEDD's document retention requirements.

d. Financial Considerations

- ◆ It shall be the responsibility of the Executive Committee to review the organization's finances during an unplanned absence of the Executive Director.
- ◆ MCEDD maintains an operating reserve that the Board Chair is authorized to access with Executive Committee approval.

Memorandum

Date: January 29, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Executive Director Job Description

Request

Review and discuss modifications to the job description for the Executive Director. *Decision is not expected, but discussion to bring back a revised job description for final review is requested.*

Overview

The Executive Committee conducts my annual review in May. In preparation for that review, I encourage the committee to discuss the job description and any modifications needed. The job description has not changed since I was hired over a decade ago, but the organization has certainly changed. Regardless, there are some unusual gaps in the job description. For instance, financial oversight and other responsibilities that are core to the Executive Director position are not directly referenced. Those elements are included in my review and should also be in the job description.

Attached is the current job description for reference. I have samples from other organizations to discuss potential modifications the Committee might consider in a revision.

Mid Columbia Economic Development District

Position Description: **Executive Director**

Overtime **EXEMPT**

PURPOSE OF POSITION:

To increase economic opportunities through activities that will improve the business climate and quality of life within the Mid Columbia Economic Development Districts member counties: Klickitat and Skamania Counties in Washington; Hood River, Sherman and Wasco Counties in Oregon.

SUPERVISION RECEIVED:

Under the direct supervision of the Mid-Columbia Economic Development District Board of Directors.

ESSENTIAL JOB FUNCTIONS:

- Work collaboratively with community organizations and maintain liaison with all relevant entities to further the mission or the organization, which is: *"To promote the creation of family wage jobs, the diversification of the economic base, and the growth, development and retention of business and industry within the five-county district."*
- Provide planning and coordination of economic development efforts and resources of all member entities and economic development partners, as requested by membership and approved by the MCEDD Board of Directors.
- Manage regional economic development planning strategies and projects. Prepare reports and public presentations for elected officials, department heads, committees, and the general public as necessary, to make clear and concise findings and/or recommendations on issues related to District programs.
- Market and promote MCEDD in order to retain and attract new business and projects for MCEDD.
- Seek, obtain and manage grants and project contracts to provide an income stream to MCEDD for operations and replenishment of revolving loan funds.

OPERATIONS AND SUPPORT:

- Provide supervision, direction and training opportunities for all District personnel. Manage performance, hear grievances, and administer disciplinary action. Approve hiring and termination actions. Ensure adherence to personnel policies and procedures.
- Oversee the preparation of the annual regional Comprehensive Economic Development Strategy (CEDS), coordinating with programmatic development efforts and resources and in compliance with EDA specifications.

- Provide oversight for grant and loan writing analyses and reports. Review reports to funding agencies and oversee the revolving loan fund portfolio in accordance with MCEDD's revolving loan fund administration plan.

JOB QUALIFICATION REQUIREMENTS:

- Bachelors degree or extensive upper level work experience in community or economic development, public administration or business administration or marketing.
- Broad knowledge of management theory and practices; principles of personnel and supervision; program planning, development and evaluation methods; fiscal management practices; knowledge of local government operations; Board and public relations; and, marketing of services.
- Knowledge of the community development process and approaches to citizen and business participation.
- Ability to communicate and work effectively with the MCEDD board of directors, regional, state, federal, and local officials, civic and grassroots organizations, representatives from business, and individuals from a variety of backgrounds and be able to travel to appropriate meetings and conferences.
- Knowledge of general business principles and economic factors as they relate to business profitability, available locations, loan and financial resources.
- Ability to prepare and operate under a budget.
- Computer literate and able to oversee the contents and operation of the MCEDD website.
- Possession of valid driver's license.
- Must reside within the boundaries of the District or be willing to relocate within six months of hire.
- The job scope includes but is not limited to the above.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, motorized vehicle and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.



Deputy Director's Report
Prepared for the February 2019 Executive Committee Meeting

LINK Transportation

- Continued to research marketing options for the LINK. The ad in The Dalles Chronicle seems to be working as we have been signing up a few new riders every week. Our daily rides are increasing as well!
- One of our drivers had a minor accident in early January. We worked with our insurance company and SDAO to ensure we are doing what is best for the system.
- Compliance Reviews: Had a successful ODOT Compliance Review in mid-December and are moving forward with a few adjustments to the system in response. An FTA-focused procurement policy will be coming to the full Board at the March meeting as one result. We are also preparing for a GOBHI review in early February.
- Held a meeting of the Wasco County Special Transportation Fund and Statewide Transportation Improvement Fund Advisory Committees. They increased the priority of providing transportation in south Wasco County and approved our focus for upcoming grants that support our dial-a-ride operations and preventative maintenance program. Three grants will be submitted to ODOT on Feb. 8 and Mar. 15.
- We received our new wheelchair-accessible minivan in December and are working to get that vehicle as well as the bus that Tygh School had leased wrapped with the LINK logo before putting them into use.
- Supported our community with LINK rides: We are supporting afterschool programming by transporting students to/ from Wahtonka Community School (rides covered by parents). We are also transporting a few riders to the gym through tickets bought by PacificSource, and worked with The Dalles Police Department to support transportation of homeless to a social services event on Jan. 31 (rides donated by the LINK).
- We will receive final design drawings for the bus barn by Jan. 31 and will go out for bid for construction as soon as possible after then.
- February 1 marks the one-year anniversary of taking on the LINK! We are proud of this important community service and of our team at the LINK.

Gorge Translink Alliance and Mobility Management

- Continued work with Immense Imagery and Alta Design to develop the Everybody Rides transit marketing campaign for the region. The logo has been completed (see right). Next is the rack card, videos and social media work.
- We received five responses to a second issue of the RFP for the Gorge Translink Alliance website redevelopment. We will have one chosen by the end of January.



- Received approval from the City of Hood River for a small contract to support them in implementing some near-term demonstration projects in the Heights as an outcome of the Streets Alive event.
- The Transportation Innovations Collective Impact project officially started with facilitators doing background research and planning for the first large group meeting on Feb. 6. This project will be important to identify ways the region can work together to efficiently and effectively address health-related transportation needs.
- Submitted a grant application to ODOT that would support the Mobility Management position as well as expand the regional outreach that would lay the groundwork for a Gorge transportation assessment.

Gorge Technology Alliance

- Honored our award finalists and announced the two winners at the GTA's December Winter Party and Awards Ceremony. The 2018 GTA Tech Leader of the Year winner was Maza Brady for her leadership with Gorge Women in STEM over the last year and the 2018 GTA STEM Education Leader of the Year winner was Lu Seapy of Wasco County 4-H.
- Held a well-received Gorge Innovators event on Jan. 22 with presenters including Seth Tibbott of Tofurkey, Les Perkins of Farmers' Irrigation District, Nate DeVol of Dog River Coffee, Jack Perrin and students of Gorge MakerSpace's Project Invent team. We will likely repeat this event model.
- Supported the GTA Board in adoption of a 2019 budget for all GTA programs. In recognition of the additional work the organization could accomplish with more staffing, the Board approved a MCEDD contract increase for 2019. We will be adding some additional project management time as a result.
- Supported the GTA Board in prioritizing special projects for the organization in 2019. Top priorities included branding/ messaging/ website, career/ college fair attendance, and a regional AUVSI presence.
- STEM Education:
 - Held 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 with about 200 students participating.
 - Ramped up planning for the March 16 Wind Challenge event, sponsored by Google and supported by CGCC. Teams of middle and high schoolers are signing up by Feb. 1.
 - Set April 12 as the date for the annual STEM Career Day for all 7th graders in the region. Up to 800 students attend the event at CGCC in The Dalles.
 - Announced the opening of the GTA's annual college scholarship application.



Executive Director’s Report
Prepared for the February 2019 Executive Committee Meeting

Business Assistance

- MCEDD closed the following loans since our last meeting

| Business | Amount | Purpose |
|-------------------------------|-----------------------------|---|
| Grateful Farmer | \$450,000 (in disbursement) | Construct a tasting room and purchase additional equipment. |
| Mt Hood Podiatry (OIB funded) | \$40,000 | Working capital |

- Approved loans, not yet funded
 - Hage Electric (OIB funded): The client is working on conditions of the loan, but have not yet come to terms to meet a key condition to allow it to fund
 - Lost Lake Resort (\$300K): We expect this one to fund shortly. There was a protracted period between approval and closing as we worked through the unique aspects of this loan and collateral being located on USFS owned land.
 - Argonaut Investments (\$300K): The client is actively working on their project with other resources and have not yet tapped into their MCEDD loan.
- Loan Client Progress
 - The grand opening for OnSite Supply House is scheduled for March 30, 2019. Join the celebration at their space at 1260 Tucker Road, Hood River.
 - Woop!Wear paid off their second loan.
- Challenged loans: We continue to have a number of distressed businesses in the program. We have engaged our attorney as appropriate for businesses that are unable to meet their obligations and are working through restructures for others.
- Cascade Locks-Hood River Enterprise Zone: We held a preauthorization conference with a fermentation business expanding operations into Cascade Locks.
- Jorge Barragan was appointed to the Columbia River Gorge Oregon Investment Board. He replaced the position previously held by Rick Leibowitz.
- Our legislators continue to pursue the remaining Washington and Oregon Investment Board funds (roughly \$2M remaining from the original authorization in the creation of the National Scenic Area). In December, I provided the joint letter signed by our Oregon state legislators encouraging USDA-RD State Director John Huffman to identify a mechanism for the funds. Subsequently, we received a copy of the letter from our Washington and Oregon federal senators and representatives (attached). Letters of support have been received from multiple community partners and we are still actively requesting those from jurisdictions.

Regional and Project Management

- The US Economic Development Administration (our cognizant agency) has appointed a new Economic Development Representative for Oregon. EDA split the MCEDD region between two representatives. In Washington, we will work with Jacob Macias. In Oregon, we will work with Michael Mills. I expect the Seattle Regional Office Director

to attend the next Economic Development District meeting in February to introduce Michael. We will invite him to tour our region as he gains familiarity with his new role.

- MCEDD received an invitation for a three-year partnership planning grant through EDA. It is at the same base level as prior years for \$80,000 per year, or \$240,000 total. We will respond by the end of February as the new grant cycle is anticipated to start April 1, 2019 and we want to ensure EDA staff has the ability to process the application if they are in operation at that time.
- An Oregon Rural Capacity Center proposal has the potential to provide additional mechanisms to support District staff in working with small rural communities.
- The Columbia Gorge Community College's Food and Beverage Study was completed and presented to the College Board. The project had funding from the US Economic Development Administration and Oregon Investment Board.
- Columbia River Gorge Commission (CRGC) Management Plan: The next meeting of the CRGC on February 12, 2019 in Hood River will include a presentation from CRGC staff on the economic development chapter of the management plan. The agenda item is scheduled for 10:30 am and indicates “The Commission may discuss the suggested edits and next steps but will not vote on the them at this meeting. The Commission invites public comment on the proposed edits and will organize public workshops to be scheduled in spring 2019.”
- Opportunity Zones: The potential for MCEDD and our communities continues to shift. I will provide an update at the Committee meeting regarding the current status and discussions we are engaged in related to Opportunity Zones.
- EDA disaster applications for Skamania PUD and City of Cascade Locks are still pending. EDA requested additional information from both applicants for their next review cycle. The City of Stevenson is also discussing an application under the disaster funds but has not yet formalized an application. Finally, a collaborative is looking to partner with MCEDD and jurisdictions in Hood River and Skamania counties on a regional resiliency application. It is still in preliminary concept stage.
- MCEDD concluded financial services with the City of Rufus on January 31, 2019. The City is contracting with Jeff Nichols, a local CPA to support their finance needs. Discussion for support to City of Mosier
- Jacque Schei complete a preliminary freight parking analysis for Port of Hood River. The Port contracted with MCEDD to conduct the study to inform future decisions related to use of its properties. Access the report on our website or click [here](#). The parking study indicated that dedicated parking for commercial trucks and trailers is important for companies bringing goods to the region and is increasingly hard to find. In addition, if parking were limited or no longer available, delivery costs to businesses would likely increase, meaning a decrease to local business profit margins or increases in the costs of goods sold by those businesses.
- Marla Harvey was successful in a \$10,000 application for an Energy Trust of Oregon LMI Solar Innovation Grant program. It will further objectives listed in the Hood River Energy Plan for a community solar site. She is also in discussion with Energy Trust regarding longer term resources to support the Energy Plan objectives.
- Broadband: Carrie Pipinich continues to provide a valuable service
 - The Ford Family Foundation awarded funding to the CGCC Small Business Development Center. Their proposal included work with MCEDD to deliver our

- "WebWorks" program. If the delivery on the project is successful, it may be continued in subsequent years. We are excited to have this tool
 - We are completing the transition of the Oregon Connections Conference account to a District in Southern Oregon as the conference moves there for 2019. We had a small resource to support the transition and allow for staff participation at the 2019 conference.
 - Business Oregon invited MCEDD to apply for a Local Economic Opportunity Fund to address resilience aspects listed in our Comprehensive Economic Development Strategy. With a hard completion deadline for projects of June 30, 2019, I went back to the drawing board on the project scope, narrowing it to support for broadband work in which Carrie Pipinich is engaged and can further support in the next few months. The final application should be sent prior to the Executive Committee meeting.
- Upcoming funding potential:
 - USDA Rural Economic Development Loan and Grant (REDLEG) program: Marla Harvey and I will attend the February North Wasco County PUD meeting with USDA State Director John Huffman to present opportunities to pursue an application to REDLEG.
 - USDA Rural Business Development Grants: I anticipate a deadline of March 29, 2019 for these grants which we have used in the past to support our industry cluster work and particular business projects. The application timeframe is shortened due to the partial government shutdown. I will discuss opportunities with the Executive Committee.
- Grant writing training: An individual we have worked with in other capacities will be bringing a grant writing training series to the Gorge in May/June. Details will be distributed with encouragement for participation!

Operational

- We were unsuccessful in our application to SDAO Safety/Security grant.
- Website: I asked our website designer to conduct an updated ADA compliance review. We are meeting and exceeding the requirements.
- Board membership: We have one open private sector position. Encourage applications!
- Community applications for the AmeriCorps RARE program for next year are due in April. I will ask for Executive Committee consideration on this item
- Marshall Memorial Fellowship: One of the city stops for European fellows this spring is Portland. I have been asked to step in to support some coordination, which will likely include a visit to the region as well.
- Budget committee: Sue Knapp's term on the budget committee ends this year. We are seeking another board member to fill that position.

Next Executive Committee Meeting: Wednesday, March 6, 2019

Next Full Board Meeting: Thursday, March 28, 2019

Congress of the United States

Washington, DC 20510

December 20, 2018

Secretary Sonny Perdue
United States Department of Agriculture
1400 Independence Ave., S.W.
Washington, DC 20250

Dear Secretary Perdue:

We write to you today regarding the Columbia River Gorge National Scenic Area (Scenic Area), which spans the Columbia River Gorge in southern Washington and northern Oregon. We ask that you include funding for economic development grants for the Scenic Area in your Fiscal Year 2020 Budget Request.

The Columbia Gorge National Scenic Area Act, passed in 1986, encompasses an incredible combination of ecosystems, wildlife, farmland, communities and cultural resources – some dating back 10,000 years. The region attracts over 2 million annual visitors through unique recreational activities and tourist attractions, generating significant economic activity in the region. You saw this incredible area firsthand when you visited communities in and around the Columbia River Gorge National Scenic Area during your visit to the Pacific Northwest in July of this year.

In order to support communities in the Scenic Area, Congress authorized \$10 million in grant funding –split evenly between the two states – to be appropriated to the Oregon and Washington Investment Boards and put into a revolving loan fund. These grants were established to help launch businesses that would support the area’s unique economy and develop necessary infrastructure. To date, the allocated funds have been a critical source of investment for the region but there is more need than money to go around.

For example, Farmer’s Conservation Alliance, a Hood River-based organization focused on water management solutions benefitting agriculture and the environment, was awarded a \$250,000 loan to help fund office space expansion to accommodate their growing staff. In The Dalles, Ellson, LLC received start-up financing to start an HVAC business in a community with a dearth of services. The grants also supported infrastructure development, such as investment into a broadband network in The Dalles which was instrumental in helping attract and grow businesses like Google. These local businesses and others have brought millions of dollars back into the Columbia River Gorge economy, and have benefited greatly from these economic development grants.

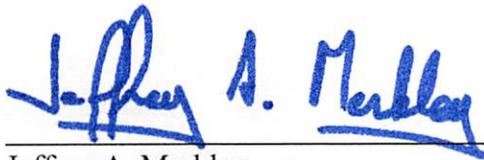
However, over the past 30+ years only \$8 million out of the \$10 million authorized has been delivered and the last time the grants were funded was in Fiscal Year 2001. As the region works

to diversify its economy, it is important that the federal government work to meet the obligations agreed upon when the Columbia River Gorge was designated as a National Scenic Area and deliver the remaining \$2 million authorized.

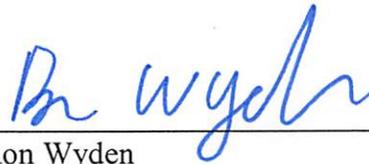
As you review this request, we also ask that you consider the substantial economic hardship that the Columbia Gorge faced these past two wildfire seasons. Last year, the Eagle Creek fire burned over 48,000 acres of forest in the Gorge. Homes and businesses were threatened, communities were evacuated, major roads and Interstate 84 was shut down for weeks and the air was filled with smoke. This year, several wildfires burned through Wasco County, destroying over 100,000 acres of prime wheat land and pasture, some of which you toured during your trip to Oregon. The economic development funds promised to these communities by the National Scenic Area Act are needed now more than ever to help recover the region.

As you continue to work on your Fiscal Year 2020 Budget Request, we encourage you to include funding for these economic development grants. In addition, we encourage USDA to use economic development programs and accounts under USDA Rural Development's purview to allocate these funds to the Oregon and Washington Investment Boards. Thank you for your consideration of our request.

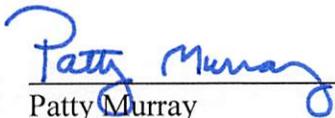
Sincerely,



Jeffrey A. Merkley
United States Senator



Ron Wyden
United States Senator



Patty Murray
United States Senator



Maria Cantwell
United States Senator



Greg Walden
United States Representative



Jaime Herrera Beutler
United States Representative