



Mid-Columbia Economic Development District

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

MCEDD Office
515 East Second Street, The Dalles, OR

AGENDA

<u>Topic</u>	<u>Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>February 2019</i>	5 minutes	Approval
Financial Report	5 minutes	Acceptance
Budget Committee	5 minutes	Recommendation
ED Job Description	10 minutes	Decision
Status of Facilities	10 minutes	Discussion
Workforce Initiative	10 minutes	Discussion
Deputy Director Report	5 minutes	Information
Executive Director Report	10 minutes	Discussion
<i>Executive Session per ORS 192.660 (f) (Exempt Documents) Regular Session Reconvened</i>		
Actions from ED Report	5 minutes	Decision/Recommend
Committee Member Updates	10 minutes	Information
Other New Business		
Adjourn		

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

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, FEBRUARY 6, 2019
4:00 p.m.
MCEDD OFFICE
515 East Second Street, The Dalles, OR 97058

ATTENDANCE

Attending: Eric Proffitt, Ken Bailey, Bob Hamlin, Bill Schmitt (*teleconference*), Steve Kramer
Staff: Amanda Hoey (Executive Director), Jessica Metta (Deputy Director) (*teleconference*), Lauren Hernandez (Office Administrator), Siri Olson (Finance and Operations Manager)

CALL TO ORDER

Ken Bailey called the meeting to order at 4:01 p.m. A quorum was not present.

FACILITIES STATUS

Amanda Hoey reported staff delivered notice to MCEDD's landlord in December and gave one year notification of departure. The lease can now be concluded without penalty in December 2019. Amanda reported the timeline for the project has shifted. It has been challenging to determine GOBHI's timeline. GOBHI has not yet started transitioning employees out of the Transit Center. Amanda received indication that GOBHI's remodel of the bank building is anticipated to take longer than expected, and she assumes the March timeline for GOBHI to vacate the Transit Center will be extended later into the year.

Discussion: Eric Proffitt asked if GOBHI pushing back the vacancy deadline will create more flexibility for MCEDD. Amanda replied it gives MCEDD the opportunity to slow down the bid process. The original anticipation for a combined design-build process would have assisted in expediency and the convenience of having one entity conduct all of the work. However, there is a limited pool of contractors qualified to do both aspects. Amanda recommended MCEDD split up the project and issue separate requests for design and construction. This will allow for progress to continue on the project without making firm commitments about construction when staff is unclear of when GOBHI will vacate. Bob Hamlin asked if MCEDD staff will have to vacate the office building before the space at the Transit Center is ready. Amanda believes there will be enough time to finish the project. Bob asked how flexible MCEDD's landlord is. Ken Bailey replied that if necessary, MCEDD can request to negotiate an extension on the office space lease, but he believes the project will be done in time. Eric Proffitt added that the renovation is not a large job, and it is possible work could continue on most aspects of construction even if staff were on site due to the adjusted timeline.

FINANCIAL REPORT

Siri Olson reported Total Cash balance as of December 31, 2018 is \$4,104,920.652. Loans Receivable reflects MCEDD's increased lending efforts and is \$1,028,087.78 higher than at this time in the prior year. With the FY18 Audit being final, the Balance Sheet reflects the Fixed Assets and Depreciation Expense for the prior fiscal year. Depreciation Expense will change after June 30, 2019. 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. The increase is largely attributable to the recognition of the Fixed Assets.

Operations Budget vs. Actual includes the supplemental budget adopted in December 2018. Carryover Revenue reflects the final numbers from the FY18 Audit. Federal and State appear to be

behind as compared to the budget, but Siri explained these resources are based on quarterly activities, and the quarter just ended on December 31, 2018. Contract Reimbursement includes a \$245,000 payment for the Columbia Gorge Universal Pass project. There is a substantial increase to Professional Services, which includes expenditures for the Columbia Gorge Universal Pass Project. Siri stated there are a few large purchases anticipated to show in the January financials, including insurance for 2019, the audit expense, and a new vehicle purchase.

Siri noted the status on federal funding reimbursement due to the partial Federal Government shutdown.

Discussion: Bob Hamlin asked if MCEDD has a policy for setting aside funds for equipment repair and replacement. Amanda explained MCEDD has a Transit Asset Management Plan, which the Board approved. The plan outlines that MCEDD will generally replace the oldest of the assets first. MCEDD relies on grant resources for the purchase and maintenance of vehicles. Staff were successful in carrying over a grant from MCCOG to purchase the new van, and received approval of another grant for a new bus. Some funds are set aside for facilities and maintenance. Siri stated the grant carried over from MCCOG covered \$33,200 of the roughly \$40,000 for the new van.

Amanda stated impacts of the partial federal government shutdown could be potentially larger depending on what happens after the February 15, 2019 deadline on the current extension of funding. Acquiring the transportation department increases the amount of federal funds MCEDD receives in pass-through, but MCEDD also has USDA and EDA funds as well. Cash flow can become constrained if funds are pushed more than one quarter out. Amanda stated the larger concern is if there is another shutdown, new grants will likely not be processed in time for the start of a new biennium. While MCEDD has resources in the short term to sustain operations from a cash-flow standpoint if funds are in approved grants but simply delayed in reimbursement, if a new grant approval is delayed MCEDD is unable to get security in resources to pay for full operations at the beginning of the new fiscal year.

OUT-OF-STATES TRAVEL REQUEST

Jessica Metta reported the Gorge Technology Alliance is considering increasing visibility and participation at the international drone tradeshow hosted by the Association of Unmanned Vehicle Systems International. The GTA Board is looking at hosting a networking event at the 2019 tradeshow in Chicago and is considering a booth at the conference in Boston to raise the visibility of the Gorge's UAS hub. The GTA Board has discussed sending Jessica to Chicago but asked Jessica to further explore if involvement with the tradeshow would be useful. The GTA Board is willing to cover the costs for Jessica's travel. Jessica is requesting Executive Committee approval to travel out of state to the conference if the GTA Board decides to move forward with involvement in the tradeshow.

Discussion: Bob Hamlin asked if there was a concern about Jessica being out of the office. Amanda stated there is not, but the policy for Executive Committee approval is so MCEDD has cost control and the Board has awareness of staff activity. In this instance, it is largely a matter of following our policy and protocols. Eric Proffitt asked if the GTA will pay for Jessica's travel up front or if there will be a pass-through of funds. Amanda explained MCEDD will invoice GTA for the cost of travel after the event.

PROCUREMENT POLICY UPDATE

Amanda Hoey explained MCEDD adopted a public contracting policy that specifies the organization follows the Oregon Revised Statutes and model rules for public contracting. MCEDD

adopted a resolution in 2009 to adopt the policy. These regulations provide that, as a local contracting agency, MCEDD can adopt its own procurement rules. Amanda stated it makes sense for MCEDD to follow the ORS, but there are a few gaps which prompted the adoption of the 2009 resolution to allow MCEDD to appropriately procure goods and services. In review of the policy, there are a few modifications requested. First, the current policy states that MCEDD will declare surplus property by resolution, but Amanda recommends revising this to be consistent with the manner in which functions as a governing body. Second, Amanda explained that as MCEDD takes on more transportation activities, there are requirements specific to FTA funded programs for procurement procedures that should take precedence and need to be referenced. The Transportation Administration Board will review a supplement specific to FTA funds. In anticipation of this, Amanda stated MCEDD's procurement policy should be revised to include language that details that MCEDD will follow FTA procurement procedures for FTA-funded programs specifically.

SUCCESSION POLICY

Amanda Hoey explained that a few years ago before an anticipated month-long absence from the office for the Marshall Fellowship, she developed a continuity plan outlining core activities of MCEDD, roles and responsibilities, primary contacts, and elements of MCEDD operations important to ensure the organization can continue to run smoothly. The Deputy Director position was also created around this time. Since then, MCEDD has gone through an organizational and structural shift. Amanda stated that while staff and Board leadership have the capacity to keep MCEDD running if the Executive Director is out, there is no formal policy. Many other economic development districts are adopting policies similar to the recommended policy, and the policy has been recommended across the District network. It outlines what would happen through the Executive Director's absence whether the absence is temporary planned, temporary unplanned, permanent planned, or permanent unplanned. Amanda stated she feels the recommended policy fits the MCEDD organization well and works consistently across MCEDD's network.

Discussion: Ken Bailey stated all organizations should have a policy of this nature. It is better to work out a plan of action in the event of the Executive Director's absence now instead of throwing together a plan in a sudden emergency situation.

EXECUTIVE DIRECTOR JOB DESCRIPTION

Amanda Hoey explained the Executive Committee will conduct her annual review in May, and in preparation for the review, she encouraged the Committee to discuss any modifications that need to be made to the Executive Director's job description. MCEDD has gone through organizational changes, but there are also responsibilities that are included in the Executive Director review but not explicitly stated in the job description.

Discussion: Bob Hamlin asked if job descriptions for other MCEDD positions are up to date. Amanda replied all are up to date with the exception of the Executive Director description. Amanda stated she does not want to make the revisions or suggest revisions herself, as it is her position description being revised. There are criteria used to conduct the Executive Director's evaluation, and there are samples from other similar organizations to use in comparison. Specifically, the Executive Director job description lacks reference to fiscal responsibilities, specific program areas, leadership pieces, and working on Board governance which are core to the position and used in evaluating the Executive Director's performance. Amanda asked for a volunteer to review the materials and to make a recommendation to the Executive Committee about potential revisions to the Executive Director's job description. Eric Proffitt volunteered to review the material and make a recommendation.

Steve Kramer joined the meeting. A quorum was now present. Ken Bailey gave a brief review of the financial report, the out-of-states travel request, the procurement policy update, and the succession policy.

EXECUTIVE COMMITTEE MINUTES

Bob Hamlin motioned to approve the December 5, 2018 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

FINANCIAL REPORT

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

OUT-OF-STATES TRAVEL REQUEST

Bob Hamlin motioned to approve Jessica Metta's out-of-state travel to the 2019 AUVSI Conference in Chicago, subject to the GTA Board's approval of the project and covering of her travel expenses. Eric Proffitt seconded the motion. Motion passed unanimously.

PROCUREMENT POLICY UPDATE

Eric Proffitt motioned to recommend revisions to the procurement policy, as recommended by staff, to the MCEDD Board for approval. Bill Schmitt seconded the motion. Motion passed unanimously.

SUCCESSION POLICY

Bob Hamlin motioned to recommend a succession policy and emergency succession plan as recommended by staff to the MCEDD Board for approval. Eric Proffitt seconded the motion. Motion passed unanimously.

DEPUTY DIRECTOR REPORT:

Jessica Metta reviewed highlights from the past month, including:

- Staff submitted one regular biannual grant application to ODOT. The grant funds dial-a-ride services. Two more grants will be submitted through Wasco County in March, and these funds will provide the match for the first grant.
- The Statewide Transportation Improvement Funds application MCEDD staff helped prepare and submit for Wasco County has passed to the next level of approval. These funds will bring additional service capacity to the LINK. The application will move to the Public Transportation Advisory, and if approved, will have to be approved by the Oregon Transportation Commission. If approved, funds will be received April 1, 2019.
- Staff submitted the design drawing for the bus barn to the City of The Dalles.
- Staff continues work with Immense Imagery and Alta Design to develop the Everybody Rides marketing campaign for the region.
- Dee Holzman with Gorge Web Design was selected for the Gorge Translink Alliance website redevelopment.
- The Transportation Innovations Through Collective Impact project was anticipated to hold a kickoff meeting in the beginning February. The meeting was cancelled due to winter weather conditions and is currently being rescheduled.
- The GTA Board approved the 2019 budget for all GTA programs. The Board increased the staff time contracted with MCEDD to allow staff to better support GTA and its strategic goals. This will allow for the addition of project management time as a result. Staff discussed with the GTA Board how to use some of the revenue accumulating for special

projects to support the organization. The Board communicated it would like to focus on branding, messaging, and bringing the look of the GTA up to a higher level of professionalism. Staff is exploring the potential cost of this.

- The Wind Challenge will be held on March 16, 2019. This is a well-attended, Google-funded event.

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey reviewed highlights from the past month including:

- The Loan Administration Board has been active, which reduces the available funds to lend. This is reflected in the financials. Staff has been working with challenged and troubled loans and trying to make progress on those. Woop!Wear paid off their second loan, and the grand opening for OnSite Supply House is in March. MCEDD funded a loan to the Grateful Farmer for \$450,000, though the loan is still in the disbursal phase. The Oregon Investment Board approved a \$40,000 loan to Mt. Hood Podiatry, which has since been disbursed. Approved loans not yet funded include Lost Lake Resort for \$300,000, Argonaut Investments for \$300,000, and Hage Electric, which is still working on meeting conditions of the loan before it is funded.
- Staff received a copy of the letter from Washington and Oregon federal senators and representatives supporting the allocation of the remaining \$2 million of the originally authorized National Scenic Area Act funds. Letters of support have been received from many community partners, and staff is still actively seeking them from jurisdictions.

Discussion: Eric Proffitt asked if it was appropriate for him to ask specific questions about a loan client while in regular session. Amanda advised the Executive Committee should enter into executive session to discuss confidential matters.

EXECUTIVE SESSION

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 4:47 p.m.

Regular session was reconvened at 4:55 p.m.

EXECUTIVE DIRECTOR REPORT CONTINUED:

Amanda Hoey continued to review highlights from the past month including:

- The Columbia River Gorge Commission will include a presentation from CRGC staff on the economic vitality chapter of the management plan during the February 12 meeting. Amanda, Ken Bailey, and Dana Peck will be in attendance. This will be the first time the Commission hears comments related to the economic development and vitality chapter.

Discussion: Ken Bailey stated the CRGC staff will present a preliminary report of what the community work group has put together for the economic vitality chapter. There will be no final decision made, but the meeting provides a chance to give the Commission feedback. Bob Hamlin asked if Amanda has had discussion with Krystyna Wolniakowski about the economic development chapter. Amanda replied she has in order to get a picture of what can be realistically expected from the economic development chapter discussion. Ken noted that it is unlikely there will be any major changes made, though there should be a better recognition that there is economic development in the Gorge, and this should be supported by the Commission as long as it is not detrimental to their goals. There have been major issues between economic development and conservation. This will not change in a short period of time, though small agreements and negotiations can be made, and if

both sides can allow for communication, things can improve to be better than they have been in the past.

- The USDA Rural Business Development Grant deadline is March. In the past, these funds have been used to support industry cluster work and particular business projects. They may also allow for MCEDD to provide direct training related to Opportunity Zones in the region to help communities understand how to access resources. Funds may also allow for MCEDD to host an Opportunity Zone summit. This topic will likely be on the March Executive Committee agenda for staff to get approval to move ahead. Staff have also been in discussion with a primary partner who is developing a platform to allow for the soliciting for projects and materials to push them out to investors. The Agora platform's limitations required funders to be active in signing in to look for materials. The new platform revision is one that will have more support, including a staff person looking through projects and working with investment firms to find what is tailored to their needs. It is anticipated the Agora platform will be shut down in May. Staff will notify primary project owners still using the system. There may be a gap between the timing of the two platforms. The platform used to promote projects should be something that has ongoing investment into it so it is more dynamic than the current Agora system.
- The 2019 Annual Symposium will be held on Friday, November 1, 2019. Tatiana Eckhart, RARE Project Coordinator, is working on researching venues.

Discussion: Bob Hamlin asked what the theme for 2019 will be. Amanda replied it will be related to MCEDD's 50 year anniversary, with some aspects of looking back at the last 50 years and some aspects of projecting into the next 50 years. She noted NW Natural is also celebrating a large anniversary, and the CEO has expressed interest in discussing the future of energy, which relates to the aspects of looking ahead.

- Community applications for the AmeriCorps RARE program for next year are due in April. There is a grant MCEDD can seek to support the community match. A grant was secured to support a portion of the community match for Tatiana Eckhart's RARE position and were matched through resources through a contract with Wasco County to enhance the work of Carrie Pipinich. The RARE opportunity is a great training resource and offers an opportunity to add additional staff capacity if the Executive Committee is willing to explore the option.

Discussion: Ken Bailey stated the RARE program has been good for MCEDD, and MCEDD receives great work for the small amount of money it spends to support the program. The committee provided approval to proceed.

- Sue Knapp's term on the budget committee ends this year. Another board member is being sought to fill the position.

OTHER NEW BUSINESS; COMMITTEE MEMBER UPDATES:

Steve Kramer noted Wasco County has a new commissioner on the board. He noted he may be tardy to the next few meetings as the Board works together.

ADJOURN:

Meeting adjourned at 5:06 p.m.

The next Executive Committee meeting is scheduled for March 6, 2019 at 4:00 p.m.

*Respectfully submitted,
Lauren Hernandez, Office Administrator*



FINANCIAL SUMMARY

As of January 2019

Balance Sheet. Total Cash balance as of 01/31/2019 is \$3,964,017.58. Accounts Receivable (1202) balance is largely comprised of 2nd Quarter Reimbursements from ODOT and John Day River Territory. Accrued Loan Interest (1227) for January is \$7,004.38 more than December 2018. This increase is partly due to increased lending activities, but it is also reflective of challenging loan clients, not receiving timely loan payments and/or loan modifications. It also does not include accrued loan interest from one loan client who is currently in litigation. Accounts Payable (2010) is \$446.85, due to timing of paying the bills. Accrued Loan Payment (2030) is less than at this time last year, due to the November 2018 loan payment of \$31,838.00, which includes both Principal and Interest. USDA provides the allocation of Principal and Interest for our loan payment, which has been challenging to obtain due to their staff changes. Health Insurance Payable (2070) balance of \$-23,554.91 is due to the timing of payroll and when the CIS bill is due. Deferred Revenue (2800) of \$15,000 is for the remainder of the current EDA Planning Grant, which is anticipated to renew 04/01/2019 for a 3-year term. Current Net Position is at \$11,335,546.84.

Operations Budget vs. Actual. Federal (4100) and State (4200) revenue appear to be behind as compared to the budget, however, these resources include STIF funding over the course of the Fiscal Year but those funds will not be received until 04/01/2019. Contract Reimbursement appears higher than anticipated; however, revenue is on track for the fiscal year. Personnel Expenses are lower than expected. Professional Services (6400) now includes expenses from the Audit of \$13,650, Insurance (6800) of \$10,922.73 which is for FY 19, and the Capital Expense (9100) for the purchase of 2018 Braun Van of \$40,977.87. Other Materials & Services (6900) is significantly more than anticipated, which is largely due to increased Dues & Fees for various organizational memberships, prepaid expenses from FY18, and Astronomy Education Grant Reimbursement to close out the Gorge Night Sky project.

As of January 31, 2019, we have Net Income of \$92,807.70. We are 58% through the fiscal year, and have recognized 59.6% of Total budgeted revenue and we have spent 51.4% of Total budgeted expenses.

Respectfully Submitted,

Siri Olson

Finance & Operations Manager

Mid-Columbia Economic Development District
Balance Sheet
As of January 31, 2019

	Jan 31, 19	Jan 31, 18
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	41,305.46	41,202.92
1015 · MCEDD MM	373,279.52	256,598.14
1020 · IRP		
1021 · IRP - Sherman	111,908.69	104,391.77
1022 · IRP - WA	106,141.14	72,213.76
1020 · IRP - Other	33,725.29	64,168.75
Total 1020 · IRP	<u>251,775.12</u>	<u>240,774.28</u>
1030 · Loan Funds		
1036 · EDA RLFs	83,955.25	179,692.21
1045 · Reg Strat	135,620.10	134,932.37
1050 · RBEG-OR	113,838.98	88,445.05
1055 · RBEG-WA	95,103.77	95,415.67
1057 · RBEG-KL	126,618.93	122,670.31
1067 · CDBG Microenterprises	67,990.95	81,501.83
Total 1030 · Loan Funds	<u>623,127.98</u>	<u>702,657.44</u>
1031 · Housing RLF	1,183,464.35	1,753,308.38
1070 · National Scenic Fund	<u>971,078.88</u>	<u>1,306,527.91</u>
Total 1000 · Bank Demand Deposits	<u>3,444,031.31</u>	<u>4,301,069.07</u>
1100 · CDS		
1121 · IRP Reserve	<u>96,035.28</u>	<u>96,062.91</u>
Total 1100 · CDS	<u>96,035.28</u>	<u>96,062.91</u>
1122 · IRP - DDM Product	415,541.12	334,621.95
1125 · LINK Petty Cash	50.00	0.00
1196 · OR Telecom Conference	<u>8,359.87</u>	<u>11,849.30</u>
Total Checking/Savings	<u>3,964,017.58</u>	<u>4,743,603.23</u>
Accounts Receivable		
1202 · Accounts Receivable	<u>174,192.25</u>	<u>20,059.17</u>
Total Accounts Receivable	<u>174,192.25</u>	<u>20,059.17</u>
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	19,705.33	-10,833.33
1217 · Prepaid Expenses	8,411.19	0.00
1227 · Accrued Loan Interest	27,124.42	24,257.53
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accrd Int	0.00	-3,883.96
1229 · Structured Accts Accr'd Int - Other	0.00	7,969.85
Total 1229 · Structured Accts Accr'd Int	<u>0.00</u>	<u>4,085.89</u>
Total 1200 · Receivables & Accruals	<u>55,240.94</u>	<u>17,510.09</u>

9:42 AM
02/25/19
Accrual Basis

Mid-Columbia Economic Development District
Balance Sheet
As of January 31, 2019

	Jan 31, 19	Jan 31, 18
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	2,033,554.09	2,075,289.55
1321 · IRP - Sherman	131,581.88	145,807.29
1322 · IRP - WA	217,532.60	251,786.80
1336 · EDA RLFs	673,291.98	533,056.11
1345 · Reg Strat	34,873.52	36,259.32
1350 · RBEG-OR	204,664.96	216,422.65
1355 · RBEG-WA	1,773.80	0.00
1357 · RBEG-KL/SK	0.00	4,009.85
1367 · CDBG Microenterprises	39,397.59	24,855.63
1371 · Housing RLF	837,900.26	250,000.00
Total 1330 · MCEDD Loans Receivable	4,174,570.68	3,537,487.20
1370 · OIB Loans Receivable	1,964,466.97	1,576,322.51
Total 1300 · Loans Receivable	6,139,037.65	5,113,809.71
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	5,875,418.01	4,908,762.67
Total Current Assets	10,013,627.84	9,672,425.07
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	<u>11,335,546.84</u>	<u>9,672,425.07</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	446.85	0.00
Total Accounts Payable	446.85	0.00

Mid-Columbia Economic Development District
Balance Sheet
As of January 31, 2019

	Jan 31, 19	Jan 31, 18
Other Current Liabilities		
2030 · Accrued Loan Payment	38,069.99	67,703.25
2035 · Accrued Interest Payable	3,832.84	178.43
2050 · PTO - Accrued	40,398.10	23,825.45
2060 · Deferred Comp Payable	0.00	1,118.80
2070 · Health Insurance Payable	-23,554.91	2,242.31
2080 · Life & Disability Payable	-749.09	20.64
2090 · WC SAIF Ins	-4,005.79	-269.84
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	2,686.84	6,626.64
2120 · State Payroll Liabilities		
2115 · OR-SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	-12.44	18.38
2115 · OR-SUTA Payroll Liabilities - Other	79.91	42.88
Total 2115 · OR-SUTA Payroll Liabilities	67.47	61.26
2120 · State Payroll Liabilities - Other	68.17	2,610.00
Total 2120 · State Payroll Liabilities	135.64	2,671.26
2100 · Payroll Liabilities - Other	-2,809.54	7,145.54
Total 2100 · Payroll Liabilities	12.94	16,443.44
2800 · Deferred Revenue	15,000.00	-1,805.53
Total Other Current Liabilities	<u>69,004.08</u>	<u>109,456.95</u>
Total Current Liabilities	<u>69,450.93</u>	<u>109,456.95</u>
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	574,390.98
2823 · IRP Loan Payable - Washington	279,567.81	289,826.46
2824 · IRP Loan Payable - Sherman	173,359.52	180,049.04
Total Long Term Liabilities	<u>1,841,864.30</u>	<u>1,917,995.17</u>
Total Liabilities	<u>1,911,315.23</u>	<u>2,027,452.12</u>
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	149,036.76	-56,441.78
Total Equity	<u>9,424,231.61</u>	<u>7,644,972.95</u>
TOTAL LIABILITIES & EQUITY	<u>11,335,546.84</u>	<u>9,672,425.07</u>

Mid-Columbia Economic Development District
Operations Budget vs. Actual
July 2018 through January 2019

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	471,341.47	454,700.00	16,641.47	103.66%
4100 · Federal	256,584.33	514,360.50	-257,776.17	49.88%
4200 · State	66,656.05	163,015.45	-96,359.40	40.89%
4300 · Local Match	47,291.80	12,315.65	34,976.15	384.0%
4400 · Local Assessment	65,040.00	40,367.85	24,672.15	161.12%
4500 · Contract Reimbursement	669,538.01	666,383.24	3,154.77	100.47%
4600 · Loan Interest	178,041.12	205,025.50	-26,984.38	86.84%
4700 · Loan Processing Fees	12,308.23	12,794.25	-486.02	96.2%
4705 · Loan Filing Fees	2,677.64	2,683.40	-5.76	99.79%
4710 · Loan Late Fee	4,528.28	2,391.65	2,136.63	189.34%
4750 · Investment Interest	1,043.37	909.65	133.72	114.7%
4800 · Other Revenue	6,198.46	6,729.90	-531.44	92.1%
4803 · Sponsor Donations	1,000.00			
4805 · Farebox Revenue	11,689.20	17,995.25	-6,306.05	64.96%
4934 · In-Kind Revenue	26,813.59	26,879.40	-65.81	99.76%
Total Income	1,820,751.55	2,126,551.69	-305,800.14	85.62%
Gross Profit	1,820,751.55	2,126,551.69	-305,800.14	85.62%
Expense				
5000 · Personnel Expense	643,427.06	781,452.10	-138,025.04	82.34%
6110 · Travel & Conference	11,020.48	20,291.65	-9,271.17	54.31%
6190 · Event Services	2,039.00	2,100.00	-61.00	97.1%
6200 · Equipment	2,220.58	2,333.30	-112.72	95.17%
6300 · Supplies	8,132.75	23,906.15	-15,773.40	34.02%
6400 · Professional Services	287,412.46	311,545.00	-24,132.54	92.25%
6500 · Vehicle Costs	44,002.83	47,638.55	-3,635.72	92.37%
6600 · Communications	12,326.74	27,139.05	-14,812.31	45.42%
6700 · Building Costs	20,724.10	53,626.30	-32,902.20	38.65%
6800 · Bonds & Insurance	10,922.73	5,573.15	5,349.58	195.99%
6900 · Other Materials & Supplies	9,264.02	6,527.10	2,736.92	141.93%
9000 · Indirect Spread	0.00	808.50	-808.50	0.0%
9100 · Capital Purchase	40,977.87	281,157.00	-240,179.13	14.58%
9600 · Transfer to/from Source	35,270.64	0.00	35,270.64	100.0%
Total Expense	1,127,741.26	1,564,097.85	-436,356.59	72.1%
Net Ordinary Income	693,010.29	562,453.84	130,556.45	123.21%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	70,805.00	70,805.00	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	26,879.40	-65.81	99.76%
Total Other Expense	600,202.59	97,684.40	502,518.19	614.43%
Net Other Income	-600,202.59	-97,684.40	-502,518.19	614.43%
Net Income	<u>92,807.70</u>	<u>464,769.44</u>	<u>-371,961.74</u>	<u>19.97%</u>

Memorandum

Date: February 21, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Budget Committee

Overview

The MCEDD Budget Committee is an unpaid committee that meets to review and approve the MCEDD budget. The budget is adopted by the MCEDD Board. The Budget Committee consists of an equal number of at-large members and MCEDD board members. Members serve three year terms, staggered so that one third of the terms of the appointive members end each year. Members are appointed by the MCEDD Board based on recommendations from the MCEDD Executive Committee. The primary qualification for appointive members is that they must be representative of the services provided by MCEDD.

The committee as appointed in FY19 is as follows:

Name	Term Expires
Sam Bauer (At Large)	February 2019
Sue Knapp (Board)	February 2019
Fritz Ellett (At Large)	February 2020
Dana Peck (Board)	February 2020
Leana Johnson (At Large)	February 2021
Eric Proffitt (Board)	February 2021
<i>Budget Officer:</i> Siri Olson, MCEDD Finance and Operations Manager	

Expiring Terms

Board Position

One board position on the Budget Committee expires; the position held by Sue Knapp. She is not seeking reappointment. Jan Breeding has volunteered for the position.

At-Large Positions

Two at-large positions require appointment consideration:

- The at-large position held by Sam Bauer expires. He is interested to seek reappointment.
- A vacancy was created in the at-large position held by Leana Johnson when she joined the Board of Directors. Notification on the expiring at-large position was distributed with interest forms due by March 1, 2019. Submissions in response to the notice will be provided to the Executive Committee for consideration.

Request

Action: Recommend candidates for the at-large positions on the MCEDD Budget Committee.

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

Memorandum

Date: **February 21, 2019**
To: **MCEDD Executive Committee**
From: **Eric Proffitt, MCEDD Board Member and Amanda Hoey, Executive Director**
Re: **Executive Director Job Description**

Request

Approve an updated Executive Director Job Description.

Background

As directed by the Executive Committee, MCEDD Board member Eric Proffitt and MCEDD Executive Director Amanda Hoey met in February to review and propose revisions to the Executive Director job description. Focus for the review was to update areas for legal compliance and to address discrepancies between expected and listed job duties.

Specific areas found to be lacking in the current description were:

- Fiscal responsibility
- Board governance/leadership
- Coverage for all of MCEDD's program operations
- Responsibilities as the agency's spokesperson

The attached description includes revisions to incorporate the major areas found to be lacking.

Mid-Columbia Economic Development District

Job 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 District's 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 of the organization.
- Develop, maintain and support a strong Board of Directors. Actively participate in committees and build board involvement with strategic direction for ongoing operations.
- Direct and coordinate MCEDD's financial and budget activities in order to fund operations, maximize investments, and increase efficiencies.
- 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.
- Direct and oversee implementation of MCEDD's programs to carry out the organization's mission.
 - 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.
 - Oversee the preparation of the annual regional Comprehensive Economic Development Strategy, coordinating with programmatic development efforts and resources and in compliance with EDA specifications.
 - Seek, obtain and manage grants and contracts for regional economic development planning strategies and projects.
 - Oversee the revolving loan fund portfolio in accordance with MCEDD's revolving loan fund administration plan.
 - Ensure adherence to local, state, federal and funding requirements.
- Serve as MCEDD's primary spokesperson to the organization's constituents, the media and the general public.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS

- Bachelor's degree in community or economic development, public administration, business administration or related field and at least five years' experience in extensive upper level work or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties of the job.
- 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.
- Proficiency in standard computer and software applications commonly used in the industry.
- Ability to pass and maintain criminal background check meeting state and federal requirements for MCEDD's programs.
- Selected candidate for employment must successfully complete all pre-employment requirements prior to commencing employment.
- Must reside within the boundaries of the District or be willing to relocate within six months of hire.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid driver's license or ability to travel to remote areas of the region in performance of the job.

DESIRABLE REQUIREMENTS: Masters degree in management, public administration, business administration or related field preferred. Bi-lingual and bi-literate (English/Spanish) preferred.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The job requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 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. Job requires frequent extensive travel and occasional evening meetings.

Memorandum

Date: February 27, 2019
To: MCEDD Executive Committee
From: Jessica Metta, Deputy Director
Re: Regional Education and Workforce Development Initiative

Overview

Ted Feller of the Southwest Washington STEM Network approached MCEDD about pursuing a workforce initiative he is helping other counties in Washington implement. The project would engage K-14 educators and our key industry sectors to align local educational programs with the skills, certificates, and degrees that our local employers need most now and in the future. This is a model he has implemented in Clark County and is rolling out now in Cowlitz and Wahkiakum counties.

Ted has met with myself and Christy Christopher of the Columbia Gorge STEM Hub several times to discuss the project and pull together some of the initial data that would support mapping the educational assets and workforce training needs. He is willing to support the initiative with some staffing to help coordinate, but needs a local organization to lead and has identified MCEDD as the preferred option. The project would cover the five counties of MCEDD.

The model would potentially have an executive leadership committee of educational, business, economic development and workforce leaders (CEOs, superintendents, executive directors) that meet quarterly to set the direction, and a workgroup of their support staff to make the work happen. MCEDD would help convene the meetings, but we would be looking to Ted to help keep the work moving forward. Ted has offered this work as part of his regular activities.

Similar initiatives in the Gorge have been started, such as The Building Bridges: Columbia Gorge Education and Workforce Development, also known as the RAC, or Regional Achievement Collaborative, but were not successful. With the narrower focus of this concept, it could be more successful than past initiatives.

Request

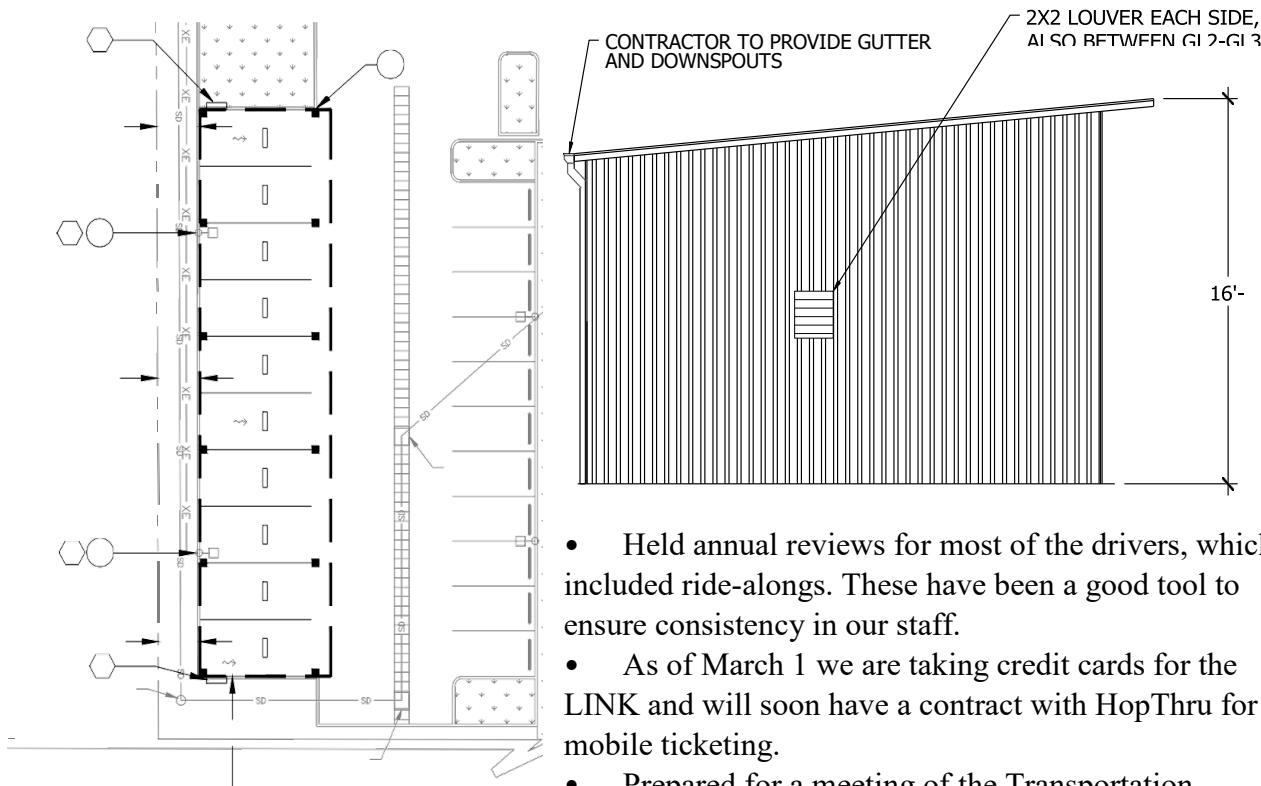
The Executive Committee is asked to provide feedback on MCEDD taking a leadership role in convening this initiative.



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

LINK Transportation

- Had a successful GOBHI provider assessment in early February. We will be updating our Driver Manual to address their requests.
- Submitted one and will submit two additional key biennial grants that support the LINK operations: FTA 5311 (MCEDD as applicant), FTA 5310 and Special Transportation Fund (Wasco County as applicant). The latter two are due March 15.
- We wrapped our new wheelchair-accessible minivan and the bus that Tygh School had leased with the LINK logo and are excited to put them to use!
- We received final design drawings for the bus barn (see below) and will go out for bid for construction very soon. The RFP will also include the repairs to the vehicle gate.



- Held annual reviews for most of the drivers, which included ride-alongs. These have been a good tool to ensure consistency in our staff.
- As of March 1 we are taking credit cards for the LINK and will soon have a contract with HopThru for mobile ticketing.
- Prepared for a meeting of the Transportation Administration Board on March 5, which will review a the FTA Procurement Policy and fuel card options. The policy will be on the March Full Board agenda.

Gorge Translink Alliance and Mobility Management

- Signed a contract with Dee Holzman of Gorge Web Design for the Gorge Translink Alliance website redevelopment.
- The Transportation Innovations Collective Impact project has been stalled due to the winter weather postponing the launch meeting. The first large group meeting will now be on March 11. This project will be important to identify ways the region can work together to efficiently and effectively address health-related transportation needs.
- Began working with the City of Hood River on a small contract to support them in implementing some near-term demonstration projects in the Heights as an outcome of the Streets Alive event. Kathy is working with ODOT to develop permits for demonstration projects that would last one day/ one week/ one year.
- Planned for a Gorge Translink Alliance quarterly meeting, which had to be postponed due to weather. This meeting will discuss future sustainable funding options for this project.
- Submitted revised DCE (documented categorical exclusion) documents to move the passenger bus shelter grant project forward. We will need to receive NEPA sign off before proceeding.
- Continued filming for the Everybody Rides! campaign, including a footage with the LINK and the Gorge Roller Girls.

Gorge Technology Alliance

- Continued to support the GTA Board in moving forward on special projects identified for the organization in 2019. Top priorities included branding/ messaging/ website, career/ college fair attendance, and a regional AUVSI presence.
- Worked to support the GTA Board in filling two vacancies. These will likely be filled by reps from Providence and Sagetech.
- I will be attending the AUVSI 2019 conference in Chicago (approved by the Executive Committee in February) to coordinate a joint networking event with Gorge UAS companies and support planning for a combined presence at the 2020 conference in Boston. I have also been asked to speak on a panel at the Cascades chapter of AUVSI in Kent, WA on April 3 and 4.
- Continued planning for the March 16 Wind Challenge event, sponsored by Google and supported by CGCC. We have the most teams ever signed up (49!) and are still in need of volunteers. Board members are encouraged to attend this fun event and/or volunteer! It is at the Fort Dalles Readiness Center. More at windchallenge.org.
- Continued to process sponsorship renewals, with a handful coming due in January and February. Almost all are renewing at the same level, including the largest supporters such as Insitu and Google, which is good news for the organization.