



**Executive Committee Meeting**  
**Wednesday, March 28, 2019**  
**3:45 P.M.**

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

**AGENDA**

| <b><u>Topic</u></b>                              | <b><u>Time</u></b> | <b><u>Item</u></b> |
|--|--------------------|--------------------|
| Call to Order, Introductions                     |                    |                    |
| Executive Committee Minutes<br><i>March 2019</i> | 5 minutes          | Approval           |
| Candidates for the Board                         | 15 minutes         | Decision           |
| Other New Business                               |                    |                    |
| Adjourn  |                    |                    |

**Reminder:** The MCEDD Full Board meeting will follow at 4:00 pm in the same location.

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.

MCEDD is an equal opportunity lender, employer and provider.

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 97058

**ATTENDANCE**

*Attending:* Bill Schmitt, Dana Peck, Eric Proffitt, Steve Kramer, Bob Hamlin (*teleconference*), Joe Dabulskis (*teleconference*)

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

**CALL TO ORDER**

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

**EXECUTIVE COMMITTEE MINUTES**

**Eric Proffitt motioned to approve** the February 6, 2019 Executive Committee meeting minutes as presented. Joe Dabulskis seconded the motion. Motion carried with one abstention (Dana Peck).

**FINANCIAL REPORT**

Siri Olson reported Total Cash balance as of January 31, 2019, is \$3,964,017.58. Accrued Loan Interest for January is \$7,004.38 more than December 2018. Siri explained this is partly due to increased lending activities but 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. Accrued Loan Payment 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 MCEDD's loan payment and the payment will be allocated appropriately when the information is received. Current Net Position is at \$11,335,546.84. Federal and State revenue appear to be behind as compared to the budget, but Siri explained these resources include STIF funding over the course of the fiscal year, and these funds will not be received until May. Contract Reimbursement appears higher than anticipated, but revenue is on track for the fiscal year. Siri explained Personnel Expenses are lower than expected, though there will be a slight increase in April, as another full-time bus driver will be hired. Professional Services now includes the \$13,650 expense from the audit, the \$10,922.73 expense for insurance, and the \$40,977.87 expense for the purchase of the 2018 Braun Van. As of January 31, 2019, Net Income is \$92,807.70. Siri noted the Oregon Connections account is almost ready to be closed.

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

**BUDGET COMMITTEE**

Amanda Hoey explained the Executive Committee appoints members to the Budget Committee on a yearly basis. There are currently two at-large positions and one board position open. The Budget Committee is comprised equally of three at-large and three MCEDD Board members. For the FY20 Budget Committee, Sam Bauer and Sue Knapp's terms are expiring. Sam is interested in reappointment, but Sue is not. Leanna Kinley's term expires in February 2021, but as she has joined the MCEDD Board, she cannot serve as an at-large member. Jan Brending expressed interest in filling the board position. At this time, no applications have been submitted to fill the second at-large position opening. Amanda stated she reached out to a candidate who previously applied when Leanna Kinley applied, but she has not yet heard back.

**Eric Proffitt motioned to recommend** Sam Bauer as a candidate for the at-large position and Jan Brending as a candidate for the board position on the MCEDD Budget Committee. Dana Peck seconded the motion. Motion carried unanimously.

### **EXECUTIVE DIRECTOR JOB DESCRIPTION**

Eric Proffitt explained he and Amanda met to review the Executive Director job description and to make recommendations for revisions to address discrepancies between expected and listed job duties. Changes made under the Essential Job Functions include:

- Work collaboratively with community organizations and maintain liaison with all relevant entities to further the mission of the organization.
- Direct and coordinate MCEDD’s financial and budget activities in order to fund operations, maximize investments, and increase efficiencies.
- Serve as MCEDD’s primary spokesperson to the organization’s constituents, the media, and the general public.

Other updates include:

- Eight years of experience was dropped to five years of experience.
- The “Ability to communicate and work effectively with the MCEDD Board of Directors, regional, state, federal, and local officials” requirement was more clearly defined.
- Special Requirements was updated to state the possession of a valid driver license or the ability to travel to remote areas of the region in performance of the job would both be acceptable. This follows ADA requirements.

Eric stated having a master’s degree is preferred, as MCEDD has grown so much that a master’s degree would give a broader knowledge base in the management required. Bi-lingual and bi-literate is also preferred with an increase in Spanish speaking populations.

*Discussion: Amanda Hoey stated the second job function bullet stating “Develop, maintain, and support a strong Board of Directors. Actively participate in committees and build board involvement with strategic direction for ongoing operations,” was added to ensure there was not the assumption but rather the requirement that the Executive Director be present and engaged. She noted that all of the job description changes more closely aligns with how the Executive Director is evaluated annually as well.*

**Joe Dabulskis motioned to approve** the updated Executive Director Job Description. Dana Peck seconded the motion. Motion carried unanimously.

### **STATUS OF FACILITIES**

Amanda Hoey reported there is uncertainty in the timeframe GOBHI will vacate their portion of the Transit Center. The RFQ for an architect was released. The project has been split into an architect portion and a construction portion to allow MCEDD to move forward with the process of transitioning to the Transit Center. Amanda stated she has been unable to reach GOBHI’s director, Kevin Campbell, and after reaching out, communicated with another employee who gave a different time frame than what was originally communicated. Kevin will be back in the office soon, and Amanda will discuss with him to get a better understanding of a realistic timeline. Amanda stated that GOBHI’s downtown remodel of the bank building could be further out than originally anticipated.

*Discussion: Eric Proffitt asked if the December timeline will still be sufficient given the timeline from GOBHI is significantly different than original discussion indicated. Amanda stated she wanted to speak with Kevin before determining the full impact.*

### **WORKFORCE INITIATIVE**

Jessica Metta explained Ted Feller with the Southwest Washington STEM Network approached MCEDD about pursuing a workforce initiative he is helping to implement in other counties in Washington. The project will map degree requirements of local employers with the educational opportunities available in the area. Ted has already completed some review, with a heavy emphasis of the work done in the MCEDD CEDS. The goal is to align K-14 educators and key industry sectors with similar skills, certificates, and degrees local employers need now and in the future. Jessica stated Ted is willing to put in the time for the region to create the background research. The next step would be to find a local organization to lead the initiative, which Ted thought MCEDD would be the best option for. The model would have an executive leadership committee comprised of educational, business, economic development, and workforce leaders that meet quarterly. Jessica stated projects similar to this nature have been tried before with no movement, though this particular project has a more narrow focus than previous projects did, which could make it more successful than past initiatives.

*Discussion: Dana Peck stated the project could be well received in Klickitat County. He stated the main item of importance is the commitment of those involved to make the project successful. Eric Proffitt stated the biggest challenge in the economy is the skill gap between what employers need versus what the workforce can provide. Dana suggested the project not focus on the degrees needed in the workforce but rather use the wording 'skills.'*

### **DEPUTY DIRECTOR REPORT:**

Jessica Metta reviewed highlights from the past month, including:

- The bid for construction on the bus barn will go out soon. There is a small buffer built into the budget in case bids come back higher than anticipated.
- The Transportation Administration Board met this week and came to the consensus to move forward with the use of fuel cards. The cards will be through a private company and will give LINK drivers the ability to fuel up at gas stations at various locations around The Dalles. The MCEDD FTA Procurement Policy was recommended to be approved by the MCEDD Board. Kathy Schwartz and Darcy Long-Curtiss are proposed to serve on the TAB.
- The GTA Board approved of Jessica attending the AUVSI 2019 conference in Chicago. The GTA will cover the cost of Jessica's travel. Jessica will coordinate a joint networking event with Gorge UAS companies.
- The Wind Challenge will be on May 16. Forty six middle school and high school teams are signed up. The event is supported by Google as well as the college and many volunteers.

### **EXECUTIVE DIRECTOR REPORT:**

Amanda Hoey reviewed highlights from the past month including:

- The Loan Administration Board approved a loan of \$100,000 to Toss Products, which is based in Goldendale. The client is actively working to meet loan conditions. Two approved loans have not yet been funded, including Lost Lake for \$300,000 and Argonaut Investments for \$300,000. Both clients are working actively to meet loan conditions. There has been a consistent increase of loan inquiries from across the region.
- The Oregon Investment Board toured the new Farmer's Conservation Alliance building in Hood River. OIB helped fund the remodel portion of the project. The Columbia Gorge Community College received a \$5,000 grant from OIB to help fund a regional food and

beverage study and submitted the study summary to OIB. MCEDD will begin discussing the next biennium contract negotiation with OIB.

- Staff received notification that the Local Economic Opportunity Fund application for \$50,000 will be approved. With a condensed timeframe, there may be some leeway given on the delivery of the projects. These funds will support the work project managers are doing and will advance MCEDD's application for a RARE.
- The application for the three-year EDA planning grant was submitted and is in processing. The cycle for this grant begins April 1.
- The 2019 Economic Symposium will be November 1, 2019. Tatiana Eckhart, Project Coordinator, is working on location and speakers. Board input is welcome. Currently, the CEO for NW Natural is scheduled to speak.

*Discussion: Eric Proffitt asked how many have attended the symposium in past years. Amanda replied the number is typically around 100 people, though last year there were space and parking issues. The Executive Committee brainstormed potential locations, including locations in Underwood and the Sagetech building.*

- Updates to the CEDS are in progress and will be presented at the MCEDD Board meeting in March. The Dalles Dog River Pipeline received funding from Oregon Water Resources Department and is a top priority in the regional strategy. Jacque Schei, Project Manager, is working with Hood River on solutions to wastewater issues and is looking at the potential of expanding the conversation regionally. Some EDA disaster applications are still pending. The City of Stevenson made a submission for wastewater related items.
- Northern Wasco County PUD determined it will not pursue an application to the USDA Rural Economic Development Loan and Grant program. Staff is working with Hood River Electric Coop to determine how to potentially use the resource to advance their strategic priorities on expanding fiber to the home.
- State legislatures are in session. House Bill 3110 references Economic Districts, though the amendment has not yet been posted. The bill initially came up as an Oregon Rural Capacity component that was to be based in Salem. Feedback on the bill was that rural capacity is best when it is done in communities and where delivery mechanisms already exist, such as MCEDD. A proposal is being worked through that would allow for the employment of rural capacity builders. A hearing on this topic showed a positive response to those modifications. This bill has the potential to have a large impact on MCEDD, as it would allow for the increase of staff or the support of existing staff for this particular effort.
- The MCEDD Board welcomed Joe Dabulskis as the new Sherman County representative. One private sector position is still open.

### **EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Executive Committee moved into Executive Session at 4:49 p.m. to discuss items from the Loan Board.

Regular session was reconvened at 5:00 p.m.

### **Action**

No action is needed at this time.

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

No new business was presented

### **ADJOURN:**

Meeting adjourned at 5:00 p.m.

The next Executive Committee meeting is scheduled for April 3, 2019 at 4:00 p.m.

*Respectfully submitted,  
Lauren Hernandez, Office Administrator*

## Memorandum

**Date:** March 20, 2019  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, MCEDD Executive Director  
**Re:** Board Candidates

---

**Request:** Select an individual to fill the remainder of the term on the board position currently held by Cassie Courtney. The selection will need to be ratified by the full Board of Directors.

### **Overview**

Cassie Courtney is resigning from the board due to her increased workload: she is working with Maryhill Winery on multiple location expansions and is unable to dedicate sufficient time to the MCEDD Board activities at the current time. On the MCEDD Board Cassie represented the interests of food and beverage manufacturers.

Two individuals have expressed interest in the open position

- Sasha Bentley
- Buck Jones

Please see the attached interest forms and resumes/bios.