



Executive Committee Meeting
Wednesday, May 1, 2019
4:00 P.M.

MCEDD Office
515 East Second Street
The Dalles, Oregon

AGENDA

<u>Topic</u>	<u>Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>March 28, 2019</i>	5 minutes	Approval
Financial Report	5 minutes	Acceptance
GASB75	5 minutes	Decision
Executive Director Evaluation	10 minutes	Evaluation
<i>Executive Session per ORS 192.660(i)</i> (performance evaluations of public officers and employees)		
<i>Regular Session Reconvened</i>		
Personnel Policy Revision	10 minutes	Recommendation
Salary Scale Revision	10 minutes	Recommendation
Deputy Director Report	10 minutes	Information
Executive Director Report	10 minutes	Information
Other New Business/ Updates from Committee Members		

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
THURSDAY, MARCH 28, 2019
HOOD RIVER FIRE STATION

ATTENDANCE

Attending: Eric Proffitt, Dana Peck, Ken Bailey, Rex Johnston, Bob Hamlin, Steve Kramer

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 3:45 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES

Rex Johnston motioned to approve the March 6, 2019 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

CANDIDATES FOR THE BOARD

Amanda Hoey explained Cassie Courtney is resigning from the board due to her increased work load. Cassie represented the interests of food and beverage manufacturers. Two individuals have expressed interest in the open position: Sasha Bentley and Buck Jones. Amanda explained that both candidates are eligible according to MCEDD's bylaws, and both have different ways they could serve to fill gaps on the board. Amanda asked the Executive Committee to select an individual to fill the remainder of the term of the board position currently held by Cassie Courtney.

Discussion: Ken Bailey stated it would be beneficial to have an active tribal representative on the board. Eric Proffitt stated Buck Jones would bring good diversity to the board. Ken noted that Sasha Bentley's resume was impressive. Amanda stated Buck is involved with the Gorge Grown Food Network and will bring connections to the community.

Steve Kramer joined the meeting.

Rex Johnston motioned to appoint Buck Jones to fill the remainder of the term currently held by Cassie Courtney and to recommend ratification of this appointment to the full MCEDD Board. Dana Peck seconded the motion. Motion carried with one abstention (Steve Kramer).

OTHER NEW BUSINESS

Amanda Hoey reported one proposal was received for the RFQ for the Transit Center remodel. The proposal was from Alice Hellyar Architect, PLLC. Amanda explained the Executive Committee could accept the proposal subject to reference checks and price negotiation, or reject it and reissue the RFQ.

Discussion: Rex Johnston asked if there was a price in the proposal. Amanda explained the first review is selection on qualification; price is not listed and will be negotiated. Rex asked what Amanda's recommendation was. Amanda stated she recommends accepting the proposal as a qualified response conditional on the factors of following up on references and being able to work out an adequate price.

Rex Johnston motioned to accept the proposal from Alice Hellyar Architect, PLLC, dependent upon positive reference checks and price negotiation. Eric Proffitt seconded the motion. Motion carried unanimously.

ADJOURN:

Meeting adjourned at 3:15 p.m.

*Respectfully submitted,
Lauren Hernandez, Office Administrator*



FINANCIAL SUMMARY

As of March 2019

Balance Sheet. Total Cash balance as of 03/31/2019 is \$4,154,938. Accounts Receivable (1202) balance of \$60,642 is a result of quarterly reports and monthly contract reimbursements. Accrued Revenue (1205) balance of \$37,866 is comprised of Quarter 3 of STF funding and ODOT funding for purchased services for Transportation Operations. MCEDD Loans Receivable (1330) balance is \$623,388 higher than at this time last year, as it reflects the continued increase in loans. Accrued Loan Interest (1227) also reflects the continued loan activity. Although this balance appears at an expected level, it also included accrued interest that we may not collect due to challenging loan clients and loan modifications. Accounts Payable (2010) balance of \$7,533.71 is due to the timing of receiving invoices. All payments have been made and are on time. Health Insurance Payable, Life & Disability Payable reflect a credit balance, due to the timing of the CIS invoice and the timing of payroll. Current Net Position is 11,312,551.

Operations Budget vs. Actual. Federal (4100) and State (4200) Revenue appears less than expected, due to the nature of quarterly payments, with the quarter ending 03/31/2019. In addition, the budget for these revenue items reflect STIF Funding, however, we do not expect the first actual payment until mid-May 2019. Loan Interest (4600) is on target for meeting the budget for this fiscal year. We are not recognizing the interest that accrues for loans which are in litigation. Farebox Revenue (4805) is on target and anticipated to increase due to increased Transportation Services. Personnel Expenses (5000) are still in line with the budget. Vehicle Costs (6500) continues to be monitored closely and is still under budget. However, we anticipate these costs to increase due to the increased Transportation Services, as well. For Building Costs (6700), we expect to see only small expenses due to the delay of the remodel. Materials and Services (6900) is reduced as compared to February 2019 financials, due to categorization of some expenses, which were primarily moved to Communications (6600) to reflect the accurate categorization. Capital Purchase (9100) includes the construction of the Bus Barn, this should be under budget for this fiscal year, as the majority of the construction is anticipated in FY20.

Respectfully Submitted,

Siri Olson
Finance & Operations Manager

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

	<u>Jul '18 - Mar 19</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	316,247.12	623,260.30	-307,013.18	50.74%
4200 · State	77,822.72	209,591.27	-131,768.55	37.13%
4300 · Local Match	29,362.25	18,099.79	11,262.46	162.22%
4400 · Local Assessment	65,040.00	51,901.51	13,138.49	125.31%
4500 · Contract Reimbursement	789,008.95	805,087.54	-16,078.59	98.0%
4600 · Loan Interest	227,795.31	263,900.50	-36,105.19	86.32%
4700 · Loan Processing Fees	12,489.44	16,449.75	-3,960.31	75.93%
4705 · Loan Filing Fees	2,670.48	3,450.04	-779.56	77.4%
4710 · Loan Late Fee	5,779.37	3,074.99	2,704.38	187.95%
4750 · Investment Interest	1,284.54	1,168.99	115.55	109.89%
4800 · Other Revenue	6,912.58	8,652.74	-1,740.16	79.89%
4803 · Sponsor Donations	1,000.00			
4805 · Farebox Revenue	23,294.10	23,136.75	157.35	100.68%
4934 · In-Kind Revenue	26,813.59	34,559.24	-7,745.65	77.59%
Total Income	<u>2,056,861.92</u>	<u>2,517,033.41</u>	<u>-460,171.49</u>	<u>81.72%</u>
Gross Profit	2,056,861.92	2,517,033.41	-460,171.49	81.72%
Expense				
5000 · Personnel Expense	838,357.28	996,190.86	-157,833.58	84.16%
6110 · Travel & Conference	14,615.55	26,030.99	-11,415.44	56.15%
6190 · Event Services	2,057.00	2,700.00	-643.00	76.19%
6200 · Equipment	2,716.58	2,999.98	-283.40	90.55%
6300 · Supplies	12,814.23	30,754.49	-17,940.26	41.67%
6400 · Professional Services	302,773.60	336,505.40	-33,731.80	89.98%
6500 · Vehicle Costs	51,252.18	60,937.53	-9,685.35	84.11%
6600 · Communications	17,438.76	34,901.03	-17,462.27	49.97%
6700 · Building Costs	27,049.97	68,948.18	-41,898.21	39.23%
6800 · Bonds & Insurance	11,422.73	7,165.49	4,257.24	159.41%
6900 · Other Materials & Supplies	8,676.06	8,340.26	335.80	104.03%
9000 · Indirect Spread	-73.78	900.20	-973.98	-8.2%
9100 · Capital Purchase	43,037.90	328,059.00	-285,021.10	13.12%
9600 · Transfer to/from Source	26,361.48	0.00	26,361.48	100.0%
Total Expense	<u>1,358,499.54</u>	<u>1,904,433.41</u>	<u>-545,933.87</u>	<u>71.33%</u>
Net Ordinary Income	698,362.38	612,600.00	85,762.38	114.0%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	91,035.00	91,035.00	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	34,559.24	-7,745.65	77.59%
Total Other Expense	<u>620,432.59</u>	<u>125,594.24</u>	<u>494,838.35</u>	<u>494.0%</u>
Net Other Income	-620,432.59	-125,594.24	-494,838.35	494.0%
Net Income	<u><u>77,929.79</u></u>	<u><u>487,005.76</u></u>	<u><u>-409,075.97</u></u>	<u><u>16.0%</u></u>

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

	<u>Mar 31, 19</u>	<u>Mar 31, 18</u>
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	60,336.14	34,925.48
1015 · MCEDD MM	408,311.66	256,618.88
1020 · IRP		
1021 · IRP - Sherman	193,311.88	110,094.97
1022 · IRP - WA	101,226.69	88,943.81
1020 · IRP - Other	<u>-42,727.82</u>	<u>51,642.54</u>
Total 1020 · IRP	251,810.75	250,681.32
1030 · Loan Funds		
1036 · EDA RLFs	168,666.05	190,484.32
1045 · Reg Strat	135,947.44	134,935.96
1050 · RBEG-OR	114,926.67	93,946.59
1055 · RBEG-WA	94,322.75	95,415.68
1057 · RBEG-KL	126,619.57	123,093.84
1067 · CDBG Microenterprises	<u>70,160.56</u>	<u>83,242.90</u>
Total 1030 · Loan Funds	710,643.04	721,119.29
1031 · Housing RLF	1,191,658.49	1,753,029.80
1070 · National Scenic Fund	<u>1,014,829.26</u>	<u>1,373,734.66</u>
Total 1000 · Bank Demand Deposits	3,637,589.34	4,390,109.43
1100 · CDS		
1121 · IRP Reserve	96,072.12	96,062.91
Total 1100 · CDS	96,072.12	96,062.91
1122 · IRP - DDM Product	421,226.63	390,130.61
1125 · LINK Petty Cash	50.00	50.00
1196 · OR Telecom Conference	<u>0.02</u>	<u>13,334.92</u>
Total Checking/Savings	4,154,938.11	4,889,687.87
Accounts Receivable		
1202 · Accounts Receivable	60,642.26	86,481.27
Total Accounts Receivable	60,642.26	86,481.27
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	37,866.00	0.00
1217 · Prepaid Expenses	8,312.44	0.00
1227 · Accrued Loan Interest	30,713.20	24,826.40
1229 · Structured Accts Accr'd Int	0.00	4,300.65
Total 1200 · Receivables & Accruals	76,891.64	29,127.05
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	2,122,095.78	2,048,420.44
1321 · IRP - Sherman	51,700.10	141,381.45
1322 · IRP - WA	216,516.20	231,167.51

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

	Mar 31, 19	Mar 31, 18
1336 · EDA RLFs	593,501.85	527,541.81
1345 · Reg Strat	34,617.56	35,970.00
1350 · RBEG-OR	203,641.01	213,122.69
1355 · RBEG-WA	1,772.29	0.00
1357 · RBEG-KL/SK	0.00	3,534.71
1367 · CDBG Microenterprises	37,113.15	23,158.03
1371 · Housing RLF	836,727.14	250,000.00
Total 1330 · MCEDD Loans Receivable	4,097,685.08	3,474,296.64
1370 · OIB Loans Receivable	1,919,335.38	1,516,301.61
Total 1300 · Loans Receivable	6,017,020.46	4,990,598.25
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	5,775,051.52	4,797,168.17
Total Current Assets	9,990,631.89	9,773,337.31
Fixed Assets		
1600 · Fixed Assets		
1610 · Building/Land	1,216,060.00	1,216,060.00
1605 · Vehicles	127,534.00	127,534.00
1650 · Accumulated Depreciation	-21,675.00	0.00
Total 1600 · Fixed Assets	1,321,919.00	1,343,594.00
Total Fixed Assets	1,321,919.00	1,343,594.00
TOTAL ASSETS	11,312,550.89	11,116,931.31
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	7,533.71	5,126.83
Total Accounts Payable	7,533.71	5,126.83
Other Current Liabilities		
2030 · Accrued Loan Payment	86,651.42	86,472.21
2035 · Accrued Interest Payable	166.17	178.43
2050 · PTO - Accrued	40,398.10	23,825.45
2070 · Health Insurance Payable	-23,554.84	-10,372.16
2080 · Life & Disability Payable	-739.58	-529.51
2090 · WC SAIF Ins	-2,876.10	-1,469.75

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

	<u>Mar 31, 19</u>	<u>Mar 31, 18</u>
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	2,548.62	0.00
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	98.27	-66.54
2115 · OR- SUTA Payroll Liabilities - Other	9.11	9.11
Total 2115 · OR- SUTA Payroll Liabilities	<u>107.38</u>	<u>-57.43</u>
Total 2120 · State Payroll Liabilities	107.38	-57.43
2180 · Payroll Liabilities - Prior Per	2,778.92	0.00
2100 · Payroll Liabilities - Other	-2,809.54	-73.54
Total 2100 · Payroll Liabilities	<u>2,625.38</u>	<u>-130.97</u>
2800 · Deferred Revenue	0.00	-9,716.00
Total Other Current Liabilities	<u>102,670.55</u>	<u>88,257.70</u>
Total Current Liabilities	<u>110,204.26</u>	<u>93,384.53</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	548,296.90	574,390.98
2823 · IRP Loan Payable - WA \$310,000	274,411.33	284,721.70
2824 · IRP Loan Payable - SH \$200,000	173,359.52	180,049.04
Total Long Term Liabilities	<u>1,810,613.74</u>	<u>1,912,890.41</u>
Total Liabilities	<u>1,920,818.00</u>	<u>2,006,274.94</u>
Equity		
3100 · Fund Balances	7,572,025.03	7,573,994.03
3110 · Carryforward Balance	41,288.51	11,347.09
3900 · Retained Earnings	1,671,927.29	116,073.61
Net Income	<u>106,492.06</u>	<u>1,409,241.64</u>
Total Equity	<u>9,391,732.89</u>	<u>9,110,656.37</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,312,550.89</u></u>	<u><u>11,116,931.31</u></u>

Memorandum

Date: April 24, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: GASB75

Overview

GASB 75: Governmental Accounting Standards Board statement 75 covers requirements related to accounting for "postemployment benefits other than pensions." City/County Insurance Services (CIS), MCEDD's current insurance carrier, notes that "GASB 75 calls on public employers to account for the costs they will incur to provide benefits to their current and future retirees. Those costs come in two ways: (1) the direct cost of premiums that an employer pays on the retiree's behalf, and (2) the impact that claims from retirees on the employer's medical plan have on the active employees' premiums." MCEDD has no explicit employer benefits under GASB 75. It is our auditor's belief, though, that we may have an implicit subsidy. CIS guidance states: "The new GASB 75 accounting requirement means that all public entities that offer benefits must now have an actuarial valuation to determine their liability." CIS has an actuarial service, Milliman, they contract with and can offer to support calculations for members.

Impact:

If *adopting*, the impact will be significant time and some financial (approximately \$2,500 or more). We will come out with a non-qualified opinion (at least on that matter) in our audit

If *not adopting*, our audit will expressed a qualified opinion on the matter. However, given the size of our organization and the complexity, our auditor notes that this is a good option for us to consider. If electing this options, the language in the audit will likely read as follows:

Basis for Qualified Opinion on Governmental Activities

Management has not adopted GASB 75, *Accounting and Financial Reporting for Postemployment Benefits other than pensions*, and accordingly, has not booked an asset/(liability) for OPEB on their Government-Wide statements. Accounting principles generally accepted in the United States of America require that the related asset/(liability) be recorded on the Statement of Net Position and the expenses reported in the Statement of Activities. The amount by which this departure would affect the assets/(liabilities), net position, and expenses of the governmental activities has not been determined.

Qualified Opinion

In our opinion, except for the matter described in the "Basis for Qualified Opinion on Governmental Activities" paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities of GOVERNMENT, as of June 30, 2018, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Memorandum

Date: April 24, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Personnel Policy

Overview

Oregon's Equal Pay Act created an interesting scenario in relation to part-time employees. Currently, MCEDD's personnel policy offers pro-rated benefits for part-time employees averaging 20 or more hours worked on a weekly basis. For the threshold level of providing benefits, we have to be able to attach to federal mandates, such as the Affordable Care Act (ACA). The ACA threshold is at 30 hours or more actual worked on a weekly basis. We talked with our Human Resource consultant under contract with the Special Districts Association of Oregon regarding options to retain our current threshold as it is more beneficial to employees. However, they have indicated with the manner in which the law is written, the legally defensible threshold would need to be tied to ACA to carry through to benefits. For other aspects of Equal Pay Act, I have gone through a comprehensive analysis of our positions, job classifications and individual employees pay.

Impact to current employees of increasing the threshold: None. We have ensured that there are no employees working between the 20 and 30 hour threshold, recognizing the likely need to make a modification to policy and to ensure we would have no retroactive issues to address.

Recommendation

Recommend to the MCEDD Board of Directors a modification to Section 2.1 of our Personnel Policy and a revision to Section 6.1 of our Personnel Policy to read:

2.1 Types of Employees: Each employee's type and status is listed in their job description and based on the definitions provided in this section. Employees may generally be categorized as follows:

- **Full Time:** An employee who works a minimum of 37.5 hours per week. A full-time employee may be exempt or non-exempt.
- **Part Time:** An employee who works less than 37.5 hours per week. A part-time employee may be exempt or non-exempt.
- **Temporary:** An employee who is hired either part time or full time for a limited period of time. A temporary employee may be exempt or non-exempt. [Temporary employees are ineligible for employer-paid benefits.] Temporary employment does not count towards anniversary dates.
- **Non-Exempt:** An employee subject to the minimum wage and overtime provisions of federal and/or state law. A non-exempt employee may be paid either on an hourly or a salary basis.
- **Exempt:** An employee exempt from the provisions of federal and state law. Exempt employees are paid on a salary basis and include administrative, executive, professional and certain computer-skilled employees.

6.1 Eligibility: Employees shall be eligible for fringe benefits as described in this policy. Eligibility for benefits is defined as outlined in the chart below:

Full Time	Part Time	Temporary
Eligible for benefits on the 1 st day of the month following hire.	Employees working 30 or more hours on a weekly basis shall be eligible for a pro-rated portion of benefits. Benefits eligibility begins the 1 st day of the month following reaching the threshold of hours actually worked.	Ineligible for employer-paid benefits.

Memorandum

Date: April 4, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Salary Scales- Transportation Personnel

Overview

In 2018 MCEDD conducted a salary review, modifying wage scales. With a fixed funding level and having just taken on the Link public transportation, the Executive Committee recommended no changes to the scales for those positions, but recognized a need to discuss it again in preparation for fiscal year 2020. The Executive Committee recommendation to the Board stated at the time: “Make no changes in Dispatch, Driver or Transportation Operations Director as the primary funding sources were fixed on a biennium. Provide a close review of these positions in the next fiscal year with authority to present a proposal for salary increase, if appropriate, in relation to the STIF funding anticipated.”

Factors to consider:

- New Statewide Transportation Infrastructure Fund (STIF) dollars provide a limited level of resources to allow us to analyze wage increases in the transportation department to remain competitive in attracting and retaining qualified staff.
- MCEDD hired some staff who had been employed with the Link at MCCOG. We decided to hire them at the salary level they were receiving when MCCOG ceased operating the Link. One new hire had longevity pay at MCCOG, a structure not offered within MCEDD’s policies. At the time, that rate was adopted into our scale to accommodate the driver’s wage. In analyzing an updated salary scale, however, we need to incorporate that rate into traditional MCEDD wage scales.

Current FY19 Salary Scales

For Link transportation focused staff, current salary scales are as follows:

Transportation Operations Director

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$52,850	\$55,493	\$58,267	\$61,180	\$64,240	\$67,451

Dispatch/Scheduler

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	\$29,736	\$31,088	\$32,480	\$33,932	\$35,464	\$37,075
Hourly	\$ 15.25	\$ 15.94	\$ 16.66	\$ 17.40	\$ 18.19	\$ 19.01

Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Longevity
Annual	\$27,886	\$29,159	\$30,471	\$31,824	\$33,256	\$34,768	\$36,498
Hourly	\$ 14.30	\$ 14.95	\$ 15.63	\$ 16.32	\$ 17.05	\$ 17.83	\$ 18.72

Recommendation

Move the steps for driver one position over (step 2 becomes the new step 1, step 3 becomes the new 2, etc and step 6+longevity becomes the new step 6). Staff would stay at their current step level (creating an increase in wage) and staff at step 6 with longevity would become a regular step 6. Institute the proposed revisions effective July 1, 2019.

In addition, allow for a Cost Of Living Adjustment (COLA) per the usual budget process. A sample scale, if using a 2% COLA, would appear as follows:

Transportation Operations Director

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$53,907	\$56,603	\$59,432	\$62,404	\$65,525	\$68,800

Dispatch/Scheduler

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	\$30,330	\$31,710	\$33,130	\$34,611	\$36,173	\$37,816
Hourly	\$15.55	\$16.26	\$16.99	\$17.75	\$18.55	\$19.39

Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	\$29,742	\$31,081	\$32,460	\$33,921	\$35,463	\$37,228
Hourly	\$15.25	\$15.94	\$16.65	\$17.40	\$18.19	\$19.09

Budget implications: Resources would be available through the STIF funds. The proposed final salary revisions would be used to inform the budget development. The MCEDD Budget Committee will review the budget in May and that budget is anticipated to be adopted by the MCEDD Board in June.

Memorandum

Date: April 22, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Salary Scales- New Classifications

Overview

With the growth of MCEDD, we have a need for an Administrative Assistant position that will support our programs. Job description attached. The Executive Committee is asked to confirm the salary schedule for the position.

Salary Comparisons

For comparison, Secretaries and Administrative Assistants in Oregon (based on Occupational Profiles provided through the State of Oregon Employment Department) average \$19.03 per hour. In the Columbia Gorge, they average \$17.61 per hour. Loan Clerks average \$21.64 per hour in Oregon and \$19.17 per hour in the Columbia Gorge.

Recommendation

Target at a range between the Office Administrator and Dispatch classifications and in line with the averages. Recommended salary schedule is below (follows our general structure in relation to changes between steps).

Administrative Assistant

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	\$33,000	\$34,650	\$36,383	\$38,202	\$40,112	\$42,117
Hourly	\$ 16.92	\$ 17.77	\$ 18.66	\$ 19.59	\$ 20.57	\$ 21.60

In addition, allow for a Cost Of Living Adjustment (COLA) per the usual budget process.

TITLE	Administrative Assistant
DATE REVISED	April 2019
OVERTIME	Non-Exempt

PURPOSE OF POSITION:

Under the general direction of the Executive Director, provide assistance to MCEDD staff who provide professional services in the areas of economic development, grants and loans management, and project management to members and regional organizations.

ESSENTIAL JOB FUNCTIONS:

LOAN SERVICING ASSISTANCE

- Provide intake support for loan applications.
- Assist in loan portfolio maintenance and client loan file maintenance. Set up and maintain files and record keeping systems. File and retrieve documents as necessary. Research and provide information in response to requests.
- Assist in preparing and issuing loan payment invoices and posting payments.
- Maintain loan information in portfolio management software.
- Follow rules, regulations and program guidelines for all loan programs.

CLIENT SERVICES

- Provide staff support for fee-for-service contracts including meeting preparation and attendance, marketing assistance, and other client contract services.
- Provide assistance in preparing reports for grants according to requirements.

OPERATIONS AND SUPPORT

- Provide marketing assistance, including preparing and disseminating monthly newsletters and client profiles.
- Order materials and supplies as requested.
- Provide non-technical information to the public regarding a variety of MCEDD services and procedures or refer to appropriate staff.
- Provide telephone support and office support duties.

AUXILIARY JOB FUNCTIONS:

- Follow MCEDD policies and procedures. Follow all safety rules and procedures for work areas. Maintain work areas in a clean and orderly manner.
- Maintain cooperative working relationships with other District staff, member organizations, and the general public.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Excellent verbal and written communication skills; proficiency in handling a multitude of varied projects; demonstrated ability to establish and maintain effective professional working relationships; proficient in commonly used office software programs; strong organizational skills; ability to work both independently and in a

team environment; consistent reliability; and positive “can do” attitude, especially to provide superb customer service.

Equivalent to high school diploma plus at least two years administrative assistant (or related) experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

DESIRABLE REQUIREMENTS: Previous experience, training and/or education related to loan servicing. College degree preferred. Bi-lingual and bi-literate (English/Spanish) preferred.

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 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 at least 50% of the work period while operating equipment such as computer keyboard, calculator, 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. Occasional evening meetings and moderate travel within the region may be required.

SUPERVISORY RESPONSIBILITIES:

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel.

SUPERVISION RECEIVED:

Works under the general supervision of the Executive Director.



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

LINK Transportation

- Reissued the bid for construction of the bus shelter and repair of the vehicle gate at The Dalles Transit Center with a May 13 bid opening set. The first round resulted in just one bid that was over our budget. We are advertising this round more widely in hopes of a better response.
- In April we started using Hopthru as a mobile ticketing app for riders. Adoption has been slow but this is another way to make riding the LINK even easier.
- On April 29, we are launching the deviated fixed route and offering free rides for the first two weeks. We have been promoting this widely and are excited for the service. We have ordered bus stop signs for the five stops. We have details about the service on the MCEDD website here: <https://www.mcedd.org/the-dalles-deviated-fixed-route/>
- Held a quarterly meeting of the Wasco County Special Transportation Fund Advisory Committee and the Wasco County Statewide Transportation Improvement Fund Advisory Committee to review and prioritize discretionary STIF applications for the region and provide operational updates.
- Hired two new full-time drivers. One is fully trained and the other is in training. They will be supporting the deviated fixed route primarily with some dial-a-ride service as well.
- Prepared for The LINK to be in the Cherry Fest Parade as a way to promote the new route. Come watch for us on April 27, 10am.
- Worked to identify funds to allow us to again provide free service to The Dalles Farmers' Market for the season. Providence and MCMC have contributed. An AARP grant has been submitted and the Joan Burchell grant is in process if 4 Rivers approves.
- We have been asking the City of The Dalles to increase their annual contribution to The LINK.

Gorge Translink Alliance and Mobility Management

- Dee Holzman of Gorge Web Design is making progress on the Gorge Translink Alliance website redevelopment, which should be complete around May 15.
- The Transportation Innovations Collective Impact project has completed three of the four meetings planned, with good consensus around transportation issues in the region. The last meeting is a longer session to identify solutions.
- Continued 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. A public meeting about progress of the project should be scheduled in May.

- The Everybody Rides! Todos Arriba! Campaign is moving along with the latest filming in Sherman County and White Salmon. The new Facebook page has been a big hit with the “Who’s Your Driver?” campaign and soon will include a Community Challenge with prizes for riders posting pictures of themselves riding transit.
- We are discussing next steps on the NADO transportation study for Klickitat County. Initial conversations with Mount Adams Transportation have happened and plans are being made for how to present to the Klickitat County Commissioners.

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. An RFP has been released for the branding and website with a May 20 deadline. Much time and activity has been centered around the AUVSI conference in Chicago with Jessica attending April 29-May 1. The Gorge event at that conference is April 30.
- Worked to support the GTA Board in filling two vacancies: Rob Ladkani of Sagetech and Lori Nelson of Providence. Insitu and Cardinal Glass will be continuing on the Board through the recent election.
- I spoke on a panel at the Cascades chapter of AUVSI in Kent, WA on April 4 about the GTA and the work of industry associations. I also participated in a national webinar hosted by NADO sharing the work of MCEDD and the GTA to grow the UAS industry in the Gorge.
- Our 6th annual STEM Career Day went well with almost 700 7th graders from around the Gorge!
- Received 19 applications for the college scholarship and recommended a selection to the Gorge Community Foundation Board for approval.
- Planned for next big GTA event: May 8, 6:30pm event with TEDx speaker Charles Jennings on Artificial Intelligence at The Ruins in Hood River. The MCEDD Board is invited!



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

Confidential Material Removed

Business Assistance

- MCEDD approved one loan since our last meeting:

Business	Amount	Purpose
Ziegenhagen Enterprises	\$14,500	Working capital and additional equipment for a construction business in The Dalles, Oregon.

- MCEDD closed/funded loans to Argonaut (\$300K), Toss Products (\$100K) and Lost Lake Resort (\$300K).
- Eric Nerdin participated in a pre-construction conference for a business in the Cascade Locks-Hood River Enterprise Zone.
- ACH payments: The Loan Administration Board approved a new payment option for clients with the approval of the loan to Ziegenhagen Enterprises. We are setting up options for direct ACH payments, which should streamline the payment process and reduce staff time on chasing client payments.
- Columbia River Oregon Investment Board: We have an opening on the Columbia River Gorge Oregon Investment Board for new board members. Must reside in Wasco, Multnomah or Hood River County. Let us know of good people to encourage to apply!
- **Where we could use help:** Help circulate notice on our open Loan Fund Manager position. Details at: <https://www.mcedd.org/about/jobs-and-volunteer/>.

Regional and Project Management

- CEDS Regional strategy: Priority projects are updated on our website from the board decision at the March meeting. MCEDD mailed letters notifying project owners of status to key partners. Jacque Schei worked with our regional economists on data updates for the strategy. In addition, she compiled MCEDD’s annual housing permits regional data. The report is used by at least one major employer.
- Local Economic Opportunity Fund: Tatiana Eckhart, MCEDD RARE, prepared the RFP for marketing/design work on economic resiliency. We are soliciting responses through May 21, 2019. Tatiana is also going to lead our initial assessment report.
- Opportunity Zone: We are working towards putting together technical and training materials for an event to be hosted in June 2019. The National Development Council and a consultant in Oregon are committed to participate. The small group working with MCEDD on this event has pulled together a draft agenda. *Additional information will be provided at the Executive Committee meeting.*
- The US Economic Development Administration Disaster Supplemental funds: MCEDD staff continues to support three infrastructure applications from our region. We heard that Congress is likely to expand eligibility to FY18 federal disaster declaration areas.

- **Broadband:** Carrie Pipinich continues to offer technical assistance across the region, pursuing funding applications and working on new service. Highlights include:
 - Legal agreements were drafted for a fiber-to-the-home network serving each of the cities in Sherman County and Biggs Junction. During the fall of 2018, the City of Moro was connected and this spring the Cities of Grass Valley, Wasco and Rufus will be connected. Carrie coordinated the planning process, supported the communities in efforts to identify a partner to improve service and worked with the partners to successfully apply for \$200,000 of funding from the Regional Infrastructure Fund through Regional Solutions. Additional funding was provided by each City, Sherman County, and GorgeNet
 - Carrie is scheduling the Gorge Broadband Consortium (regional Broadband meeting planning) for June. We will align with the Opportunity Zone summit date, if possible.
 - Webworks forums: Carrie is updating curriculum and scheduling forums in communities.
 - MCEDD submitted a letter of support for Columbia Gorge Community College's application for a Distance Learning grant through USDA.
- **Hood River Energy Plan:** Marla Harvey has been primarily focused on a community solar assessment, in coordination with the Energy Council and Sustainable Northwest.
- **Infrastructure**
 - MCEDD signed a letter of support for an Oregon Water Resource Department application for the Mosier Deep Water Supply Well project.
 - Jacque Schei is working with Regional Solutions on a regional wastewater meeting for the end of May.
 - Mid-Columbia Center for Living's mental health facility construction is in high gear! Jacque Schei is on-site regularly to conduct interviews.
 - The Dalles Wastewater project is pending final electrical items before the final close-out.
 - Jacque Schei participated in the Cascade Locks Corrosion control project preconstruction conference in April.
 - Carrie Pipinich continues to support the Biggs project, including a recent visit with USDA. We anticipate funding award in summer.
- Ciderfest was well attended this year. Jacque continues to work with industry partners.
- Oregon HB3110A would provide support direct through Economic Development Districts, including MCEDD, if approved. Championed by Representative Bonham, the bill is in Full Ways and Means.

Operational

- **Facilities:** I signed the architect agreement with Alice Hellyar. She is preparing for the necessary steps to support design, permitting and bidding processes. We are still working with our tenant, GOBHI, for updates to their lease agreement. Intent remains a December move of the MCEDD office to consolidate at the Transit Center.
- **Training:** Carrie Pipinich is serving on the Oregon Infrastructure Summit planning committee. Jacque Schei is attend the Washington Infrastructure Assistance Coordinating Council conference. Marla Harvey will participate in the local grant writing training workshops. She is applying for a scholarship to attend the Roadmap conference.
- **Board:** I conducted the orientation with Buck Jones. Welcome Buck!

Next Executive Committee Meeting: Wednesday, June 5, 2019.
Next Full Board Meeting: Thursday, June 13, 2019