



**Executive Committee Meeting  
Wednesday, June 5, 2019  
4:00 P.M.**

MCEDD Office

515 East Second Street, The Dalles

**AGENDA**

<b><u>Topic</u></b>	<b><u>Time</u></b>	<b><u>Item</u></b>
Call to Order, Introductions		
Executive Committee Minutes <i>May 1, 2019</i>	5 minutes	Approval
Financial Report	5 minutes	Acceptance
Personnel Policy Revision	5 minutes	Recommendation
Facilities Status	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  
WEDNESDAY, MAY 1, 2019  
4:00 PM  
MCEDD OFFICE  
515 East Second Street, The Dalles, OR 97058

**ATTENDANCE**

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

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

**CALL TO ORDER**

Ken Bailey called the meeting to order at 3:59 p.m. A quorum was present.

**EXECUTIVE COMMITTEE MINUTES**

**Bob Hamlin motioned to approve** the March 28, 2019, Executive Committee meeting minutes as corrected. Bill Schmitt seconded the motion. Motion carried unanimously.

*Discussion: Bob Hamlin noted a minor correction to the ending time of the meeting in the minutes, which should be reflected as 3:55 pm.*

**FINANCIAL REPORT**

Siri Olson reported the Total Cash balance as of March 31, 2019, is \$4,154,938. The Accrued Revenue balance of \$37,866 is comprised of Quarter 3 of STF funding and ODOT funding for purchased services for Transportation Operations. Siri reported that Accrued Loan Interest reflects continued loan activity. Loan interest does not include interest for those loans currently in litigation. Health Insurance Payable and 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.

Siri reported that on the Operations Budget vs. Actual, Federal and State Revenue appear less than expected due to the nature of quarterly payments, with the quarter ending 03/31/2019. The budget for these revenue items reflects STIF Funding. Staff expects the first actual payment to be received in mid-May 2019. Siri noted the payment should be approximately \$209,000 for FY19. Personnel Expenses remain in line with the budget. Vehicle Costs continues to be monitored closely and is still under budget. These costs are anticipated to increase due to the anticipated increase in Transportation Services. Staff expects to see only small expenses from Building Costs due to the delay of the remodel. Materials and Services is reduced as compared to February 2019 financials due to categorization of some expenses, which were primarily moved to Communications to reflect the accurate categorization. Siri explained Capital Purchase includes the construction of the Bus Barn, which should be under budget for this fiscal year, as the majority of the construction is anticipated in FY20.

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

**GASB75**

Amanda Hoey explained GASB 75 (Governmental Accounting Standards Board statement 75) is a new requirement relating to how entities account for post-employment benefits other than pensions. MCEDD's current insurance carrier, CIS, advised that the current plan set up has implicit benefits and impacts for retirees. MCEDD does not provide explicit benefits to retirees, but MCEDD's

auditor believes MCEDD may have an implicit subsidy. The two options as related to the audit include:

1. Adopt GASB75. This will have significant time involved and will cost approximately \$2,500. This cost is based on an actuarial service CIS provides as well as additional cost the auditor would place on top of the services already offered. The cost does not vary between a low level to substantial level of employment, so MCEDD would carry a large cost burden in relation to the number of employees. This option should result in a non-qualified opinion on this matter in the next audit.
2. Do not adopt GASB75. With this option, the audit will express a qualified opinion on the matter. The auditor noted this is an option for MCEDD to consider given MCEDD's size and the complexity of this requirement in relation to the impact on the organization.

Amanda noted that the decision to be made is significant, as it will impact audit results. She reached out to Mid-Columbia Housing Authority, which noted it will be adopting GASB75.

*Discussion: Steve Kramer asked if there is a fiscal impact to not adopting GASB75. Amanda stated there is not an immediate fiscal impact. MCEDD may receive questions from larger funders, but those can be addressed. Amanda stated MCEDD may receive more questions if the audit finding is a repeated one. The auditor noted other entities took this route last year. Amanda noted she has considered both options and the answer does not feel clear given MCEDD's size. She stated that if she thought there was a future liability for MCEDD, she would recommend adopting GASB75. Bob Hamlin asked if MCEDD can adopt in a few years if necessary. Amanda replied yes. Dana Peck agreed, noting MCEDD should revisit the matter in the future. Ken Bailey stated that MCEDD already has the CPA finding in the audit, and this will be one additional item. Both are relatively minor. He noted Mid-Columbia Housing Authority deals with more funders and different funding situations, but for MCEDD, he is unsure adopting GASB75 will make a difference. Siri noted MCEDD can respond to the audit finding to give an explanation as well.*

**Steve Kramer motioned to not adopt GASB75** with the stipulation that MCEDD reviews the matter annually after each audit. Bill Schmitt seconded the motion. Motion carried unanimously.

#### **EXECUTIVE DIRECTOR EVALUATION:**

Amanda Hoey stated the Executive Committee is responsible for conducting the annual Executive Director evaluation. She noted that she is at the top of her scale, so there is no salary revision to consider.

Per ORS 192.660 (i) (Performance evaluations of public officers and employees), the MCEDD Executive Committee moved into Executive Session at 4:14 p.m.

Regular Session reconvened at 4:27 p.m.

#### **PERSONNEL POLICY REVISION**

Amanda Hoey explained the impacts of Oregon's Equal Pay Act, which was passed to ensure there is equal pay for equal responsibility. It has some unintended consequences for part-time employees. MCEDD's personnel policy offers pro-rated benefits for part-time employees averaging 20 or more hours worked on a weekly basis. MCEDD contracted a Human Resources consultant through the Special Districts Association of Oregon who advised MCEDD that it needs to tie part-time benefits to a federal threshold to not have future issues related to Oregon's Equal Pay Act. The ACA threshold is at 30 hours or more actual worked on a weekly basis. Amanda stated she and Siri Olson

have ensured there are currently no employees between the 20 and 30 hour range that will be affected by this change. Amanda stated she recommends clarifying the designation and type of employees as relates to full and part-time and tying the threshold for benefits to at least 30 hours worked on a weekly basis.

*Discussion: Eric Proffitt asked if there is a time limitation to what MCEDD qualifies as a temporary employee. Amanda replied the personnel policy does not explicitly state a time limit, but it does state the time is limited. No temporary employee has been employed for more than a year, and any temporary employee would be budgeted for each fiscal year. Eric asked if there should be a written policy in place. Amanda stated she would have to ask SDAO for guidance on the pros and cons of including such a policy. Ken Bailey suggested addressing this topic at the next Executive Committee meeting. Eric stated the definitions of exempt and non-exempt employees seem vague. Amanda replied that MCEDD follows federal and state requirements for defining exempt and non-exempt.*

**Bob Hamlin motioned to recommend** to the MCEDD Board of Directors a modification to Section 2.1 of the Personnel Policy and a revision to Section 6.1 of the Personnel Policy as recommended by staff. Bill Schmitt seconded the motion. Motion carried unanimously.

### **SALARY SCALE REVISION**

Amanda Hoey explained MCEDD conducted a salary review in 2018 and modified the wage scale at that time. At the time of the modification, no changes were made to the scales for transportation positions with the understanding that they would be discussed again in preparation for fiscal year 2020 in relation to anticipated Statewide Transportation Infrastructure Fund (STIF) dollars. STIF dollars will provide limited resources to support wage increases in the transportation department, which will allow wages to remain competitive. When MCEDD hired staff who had been employed at MCCOG, they were hired at the salary level they were receiving when MCCOG dissolved. This included a longevity step for one driver, though this does not fit how the rest of MCEDD's departments function and is not something that can be offered to others in the future. The recommendation is to move the driver scale steps up one step. The current Step 2 would become the new Step 1; the current Step 3 would become the new Step 2; and so on. The current Step 6 + Longevity would become the new Step 6. Amanda noted the one driver at Step 6 + Longevity is the only employee who would not see a wage increase other than a COLA. Amanda recommended adopting the revision in the wage scale with allowance for a COLA in the budgeting process.

*Discussion: Eric Proffitt asked if the STIF is a one-time grant. Amanda replied STIF funding is long-term, as it is a state-wide transit tax. If federal funds fluctuate in the future, STIF money may not go as far, but as far as staff can project, STIF resources will be available. Eric asked if there is a sunset clause on the transit tax. Amanda was unsure. Steve Kramer asked if STIF funding covered vehicle purchases and repairs. Amanda replied the STIF plan for FY20 and FY21 includes operations, maintenance and repair, matching funds for the bus barn and gate, and match for new federal vehicles. The STIF plan includes both operations and capital. Siri Olson noted STIF funding includes a reserve fund for vehicles. Steve noted HB2020 regarding emissions has an impact on Wasco County, and he asked what the LINK will need to do with its fleet to be in compliance with the bill. Amanda replied there is a grant source for low-emission vehicles that staff anticipates will remain available in the future. MCEDD did not pursue the grant this year. A reserve for grants for the future purchase of vehicles has been built into the budget. Steve asked what the cost is to MCEDD for employees. Siri replied MCEDD pays the salary and projects OPE in FY20 at an additional 40.7% per employee.*

**Steve Kramer motioned to adjust** the steps for the Driver position as recommended, effective July 1, 2019, and to allow for a COLA per the usual budget process. Bill Schmitt seconded the motion. Motion carried unanimously.

Amanda explained that with the growth of MCEDD, there is now the need for an Administrative Assistant to cover additional responsibilities. This new position will support MCEDD's programs and provide backfill for current positions. MCEDD's Loan Fund Manager will be departing in May, and Amanda stated she would like the ability to take the hiring process as slowly as necessary to ensure the right person is hired to fill the position. In looking at establishing a salary scale for the new position, the target was a salary between the Office Administrator and the Dispatch classifications.

*Discussion: Eric Proffitt noted the salary figures look accurate and asked when the Administrative Assistant will be hired. Amanda replied the position will be advertised as soon as possible.*

**Bill Schmitt motioned to approve** the salary schedule for the Administrative Assistant and to allow for a COLA per the usual budget process. Bob Hamlin seconded the motion. Motion carried unanimously.

### **DEPUTY DIRECTOR REPORT**

Amanda Hoey reviewed Jessica Metta's highlights from the past month, including:

- Jessica is currently attending the AUVSI event in Chicago. The Gorge event at the conference went well, and the GTA has signed up for next year to host a Gorge collective event.

Rex Johnston left the meeting.

- The Washington State Department of Transportation consolidated grant was approved for the Mobility Management position. This is good news for the continuation of that work and reflective of how much Kathy Fitzpatrick has stepped up that role.
- Staff provided last-minute support to Sherman County to help the County submit its STIF Plan.
- The deviated-fixed route launched on April 29. Most rides have been scheduled deviations, but the first two weeks of the route are free to promote more usage.
- The Everybody Rides! Campaign continues to move along with the latest filming in Sherman County and White Salmon. The 'Who's Your Driver?' campaign on Facebook has been successful.
- The next big GTA event is May 8 at 6:30pm with TEDx speaker Charles Jennings on Artificial Intelligence at The Ruins in Hood River.

*Discussion: Eric Proffitt noted the bus barn is mentioned in Jessica's report and asked how far over the bid was. Amanda replied the bid was approximately \$100,000 over. The project has now been split into three parts consisting of the gate, the foundation, and the bus barn. There are currently resources to expend on this project, so it may be partially completed this fiscal year and then completed with future STIF dollars. Amanda explained there were some issues with how widely the bid request was advertised, but the engineers have corrected this for this round of advertisement. The gate is estimated to cost between \$50,000 and \$80,000, and the bus barn is estimated to cost \$150,000. Eric asked why the gate will be so expensive. Amanda explained the gate is the original one from construction and has never really functioned. The*

*gate should open and close with each vehicle, but the motors keep burning out. A new gate design will allow it to open and close on a schedule. Though the gate is expensive, it is in line with anticipated costs, and it protects the LINK's assets and employees, so it is a necessary expense.*

### **EXECUTIVE DIRECTOR REPORT**

Amanda Hoey reviewed highlights from the past month, including:

- The Loan Administration Board approved a \$14,500 loan to Ziegenhagen Enterprises from the new micro loan fund.
- Staff is working with a small group of partners towards putting together technical and training materials for an Opportunity Zones event to be hosted on June 21, 2019. New funds and community connections are being targeted for this. The event will cover the materials and how they can be used in regional communities. The State of Oregon has an individual who has been working on project awareness and community connections. The State is looking for an entity to house the position to continue that effort moving forward and approached MCEDD about the possibility. There may be opportunity to pursue this through Four Rivers Community Corporation, which will be discussed at the next Four Rivers meeting.
- Staff met with IT support to assure the transition to the Transit Center will go smoothly. The architectural agreement has been signed with Alice Hellyar. Staff continues to work with GOBHI for updates to the lease agreement. The intent remains a December move of the MCEDD office to the Transit Center.
- The Loan Fund Manager position has been posted. A send-off for Eric Nerdin will be held on May 21, 2019, from 4pm-6pm at the Transit Center.

Per ORS 192.660 (f) (Exempt documents), the MCEDD Executive Committee moved into Executive Session at 4:59 p.m.

Regular Session reconvened at 5:03 p.m.

### **OTHER NEW BUSINESS**

No new business.

### **ADJOURN:**

Meeting adjourned at 5:03 p.m.

*Respectfully submitted,  
Lauren Hernandez, Office Administrator*



## FINANCIAL SUMMARY

As of April 2019

Balance Sheet. Total Cash balance as of 04/30/2019 is \$3,553,657.04. Accounts Receivable (1202) balance of \$111,130.30 largely reflects the quarterly payments for Transportation Operations and monthly payments for Contract Reimbursements. Accrued Revenue (1205) balance is a result of EDC Contracts. Accrued Loan Interest (1227) of \$33,281.00 does not include accrued loan interest for loans that are currently in litigation; however, it does include loan interest for loans that are delinquent. Loans Receivable balance (1300) is \$1,673,664.16 higher than at this time last year. There was \$586,843.55 in loans disbursements in April. In prior months, Payroll Liabilities – Other (2100) reflected a \$2809.54 credit balance from payments made to the IRS for Federal taxes (Federal Withholding, Social Security, and Medicare) in July 2018 of \$2,736.00 and a payment made to SAIF for Worker’s Compensation Insurance for \$73.54. These payments are now posted to Federal Payroll Liability (2110) and WC SAIF Ins (2090), which zero’s out the Other account (2100). This adjustment did not impact net position nor cash, but was to clean up the “Other account.” Current Net Position is \$11,321,347.15.

Operations Budget vs. Actual. We are 83% through our FY19 budget cycle. State Revenue (4200) will pick up with the estimated payment for STIF activities of \$209,267, which should be received in June, as this will be coming as flow-through from Wasco County. Contract Reimbursements (4500) will continue to increase, as there are two large projects (MCCFL and TD Wastewater) that are projected to wrap up by the end of the fiscal year. Personnel Expenses (5000) continue to be below budget. We anticipate personnel expenses will continue to be under budget through the FY, even with staffing transitions and additions. There are sizeable expenses to come in for Professional Services for contracts (Collective Impact Grant, Mobility Management website), however, this line is anticipated to remain under budget. Transfer To/From Source (9600) reflects the profit from EDA Loan Fund (336), which is restricted specifically for relending.

Respectfully Submitted,

Siri Olson  
Finance & Operations Manager

# Mid-Columbia Economic Development District

## Balance Sheet

As of April 30, 2019

	Apr 30, 19	Apr 30, 18
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>1000 · Bank Demand Deposits</b>		
1010 · MCEDD Checking		
<b>Total 1010 · MCEDD Checking</b>	70,722.18	41,983.58
1015 · MCEDD MM		
<b>Total 1015 · MCEDD MM</b>	348,327.37	256,629.43
<b>1020 · IRP</b>		
1021 · IRP - Sherman	70,664.66	112,462.15
1022 · IRP - WA	55,600.24	90,331.75
1020 · IRP - Other	133,567.93	55,414.17
<b>Total 1020 · IRP</b>	259,832.83	258,208.07
<b>1030 · Loan Funds</b>		
1036 · EDA RLFs	74,495.86	201,311.58
1045 · Reg Strat	136,092.36	135,152.73
1050 · RBEG-OR	61,260.69	99,293.79
1055 · RBEG-WA	94,080.89	95,415.48
1057 · RBEG-KL	16,611.85	124,018.63
1067 · CDBG Microenterprises	71,636.29	84,057.97
<b>Total 1030 · Loan Funds</b>	454,177.94	739,250.18
1031 · Housing RLF	1,193,132.49	1,752,971.04
1070 · National Scenic Fund	1,028,639.81	1,401,065.12
<b>Total 1000 · Bank Demand Deposits</b>	3,354,832.62	4,450,107.42
<b>1100 · CDS</b>		
1121 · IRP Reserve	96,070.80	96,062.91
<b>Total 1100 · CDS</b>	96,070.80	96,062.91
1122 · IRP - DDM Product	102,703.62	427,025.81
1125 · LINK Petty Cash	50.00	50.00
1196 · OR Telecom Conference	0.00	14,183.87
<b>Total Checking/Savings</b>	3,553,657.04	4,987,430.01
<b>Accounts Receivable</b>		
1202 · Accounts Receivable	111,130.30	94,174.62
<b>Total Accounts Receivable</b>	111,130.30	94,174.62
<b>Other Current Assets</b>		
<b>1200 · Receivables &amp; Accruals</b>		
1205 · Accrued Revenue	7,083.33	7,500.01
1217 · Prepaid Expenses	9,273.05	0.00
1227 · Accrued Loan Interest	33,281.00	19,595.80
<b>Total 1200 · Receivables &amp; Accruals</b>	49,637.38	27,095.81
<b>1300 · Loans Receivable</b>		
1330 · MCEDD Loans Receivable		
1320 · IRP	2,279,944.01	2,020,706.39
1321 · IRP - Sherman	176,137.00	139,481.44

# Mid-Columbia Economic Development District

## Balance Sheet

As of April 30, 2019

	Apr 30, 19	Apr 30, 18
1322 · IRP - WA	264,988.01	230,886.77
1336 · EDA RLFs	689,715.35	521,323.61
1345 · Reg Strat	37,772.78	35,901.70
1350 · RBEG-OR	259,588.16	209,160.25
1355 · RBEG-WA	1,772.29	0.00
1357 · RBEG-KL/SK	113,095.02	2,674.94
1367 · CDBG Microenterprises	35,924.56	22,334.72
1371 · Housing RLF	836,394.56	250,000.00
<b>Total 1330 · MCEDD Loans Receivable</b>	<b>4,695,331.74</b>	<b>3,432,469.82</b>
1370 · OIB Loans Receivable	1,908,532.27	1,497,730.03
<b>Total 1300 · Loans Receivable</b>	<b>6,603,864.01</b>	<b>4,930,199.85</b>
<b>1500 · Allowance for Doubtful Loans</b>		
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	-47,404.77
<b>Total 1500 · Allowance for Doubtful Loans</b>	<b>-318,860.58</b>	<b>-224,961.90</b>
<b>Total Other Current Assets</b>	<b>6,334,640.81</b>	<b>4,732,333.76</b>
<b>Total Current Assets</b>	<b>9,999,428.15</b>	<b>9,813,938.39</b>
<b>Fixed Assets</b>		
<b>1600 · Fixed Assets</b>		
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
<b>Total 1600 · Fixed Assets</b>	<b>1,321,919.00</b>	<b>1,343,594.00</b>
<b>Total Fixed Assets</b>	<b>1,321,919.00</b>	<b>1,343,594.00</b>
<b>TOTAL ASSETS</b>	<b>11,321,347.15</b>	<b>11,157,532.39</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2010 · A/P General	4,211.67	0.00
<b>Total Accounts Payable</b>	<b>4,211.67</b>	<b>0.00</b>
<b>Other Current Liabilities</b>		
2030 · Accrued Loan Payment	96,766.12	96,587.21
2035 · Accrued Interest Payable	166.47	178.43
2050 · PTO - Accrued	40,398.10	23,825.45
2070 · Health Insurance Payable	-23,931.22	-10,372.16
2080 · Life & Disability Payable	-756.73	-533.09

# Mid-Columbia Economic Development District

## Balance Sheet

As of April 30, 2019

	<b>Apr 30, 19</b>	<b>Apr 30, 18</b>
2090 · WC SAIF Ins	-2,401.94	-2,025.23
<b>2100 · Payroll Liabilities</b>		
2110 · Federal Payroll Liability	-187.38	0.00
<b>2120 · State Payroll Liabilities</b>		
<b>2115 · OR- SUTA Payroll Liabilities</b>		
2105 · WBF Payroll Assessment	157.15	-1.74
2115 · OR- SUTA Payroll Liabilities - Other	80.71	68.52
<b>Total 2115 · OR- SUTA Payroll Liabilities</b>	237.86	66.78
2120 · State Payroll Liabilities - Other	68.94	0.00
<b>Total 2120 · State Payroll Liabilities</b>	306.80	66.78
2100 · Payroll Liabilities - Other	0.00	-73.54
<b>Total 2100 · Payroll Liabilities</b>	119.42	-6.76
2800 · Deferred Revenue	13,333.33	13,333.33
<b>Total Other Current Liabilities</b>	123,693.55	120,987.18
<b>Total Current Liabilities</b>	127,905.22	120,987.18
<b>Long Term Liabilities</b>		
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
<b>Total Long Term Liabilities</b>	1,810,613.74	1,912,890.41
<b>Total Liabilities</b>	1,938,518.96	2,033,877.59
<b>Equity</b>		
3100 · Fund Balances	7,572,025.03	7,573,994.03
3110 · Carryforward Balance	43,837.49	11,347.09
3900 · Retained Earnings	1,671,927.29	116,073.61
Net Income	95,038.38	1,422,240.07
<b>Total Equity</b>	9,382,828.19	9,123,654.80
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,321,347.15</b>	<b>11,157,532.39</b>

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

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	471,341.47	454,700.00	16,641.47	103.66%
4100 · Federal	345,983.79	677,710.20	-331,726.41	51.05%
4200 · State	83,015.53	232,879.18	-149,863.65	35.65%
4300 · Local Match	29,022.25	20,991.86	8,030.39	138.26%
4400 · Local Assessment	65,040.00	57,668.34	7,371.66	112.78%
4500 · Contract Reimbursement	833,799.14	874,439.70	-40,640.56	95.35%
4600 · Loan Interest	254,519.42	293,338.00	-38,818.58	86.77%
4700 · Loan Processing Fees	22,983.23	18,277.50	4,705.73	125.75%
4705 · Loan Filing Fees	8,493.56	3,833.36	4,660.20	221.57%
4710 · Loan Late Fee	6,432.79	3,416.66	3,016.13	188.28%
4750 · Investment Interest	1,424.18	1,298.66	125.52	109.67%
4800 · Other Revenue	6,967.47	9,614.16	-2,646.69	72.47%
4803 · Sponsor Donations	2,500.00			
4805 · Farebox Revenue	25,531.74	25,707.50	-175.76	99.32%
4934 · In-Kind Revenue	27,554.29	38,399.16	-10,844.87	71.76%
<b>Total Income</b>	<u>2,184,608.86</u>	<u>2,712,274.28</u>	<u>-527,665.42</u>	<u>80.55%</u>
<b>Gross Profit</b>	2,184,608.86	2,712,274.28	-527,665.42	80.55%
<b>Expense</b>				
5000 · Personnel Expense	936,378.46	1,103,560.24	-167,181.78	84.85%
6110 · Travel & Conference	15,714.16	28,900.66	-13,186.50	54.37%
6190 · Event Services	2,057.00	3,000.00	-943.00	68.57%
6200 · Equipment	3,051.22	3,333.32	-282.10	91.54%
6300 · Supplies	14,401.45	34,178.66	-19,777.21	42.14%
6400 · Professional Services	313,167.14	348,985.60	-35,818.46	89.74%
6500 · Vehicle Costs	60,967.45	67,587.02	-6,619.57	90.21%
6600 · Communications	20,206.50	38,782.02	-18,575.52	52.1%
6700 · Building Costs	30,414.73	76,609.12	-46,194.39	39.7%
6800 · Bonds & Insurance	11,422.73	7,961.66	3,461.07	143.47%
6900 · Other Materials & Supplies	8,672.76	9,246.84	-574.08	93.79%
9000 · Indirect Spread	-179.03	691.80	-870.83	-25.88%
9100 · Capital Purchase	43,037.90	351,510.00	-308,472.10	12.24%
9600 · Transfer to/from Source	26,361.48	0.00	26,361.48	100.0%
<b>Total Expense</b>	<u>1,485,673.95</u>	<u>2,074,346.94</u>	<u>-588,672.99</u>	<u>71.62%</u>
<b>Net Ordinary Income</b>	698,934.91	637,927.34	61,007.57	109.56%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	101,150.00	101,150.00	0.00	100.0%
7500 · Carryover to Next Year	515,178.96	452,538.68	62,640.28	113.84%
7600 · In-Kind Contractual	27,554.29	38,399.16	-10,844.87	71.76%
<b>Total Other Expense</b>	<u>643,883.25</u>	<u>592,087.84</u>	<u>51,795.41</u>	<u>108.75%</u>
<b>Net Other Income</b>	<u>-643,883.25</u>	<u>-592,087.84</u>	<u>-51,795.41</u>	<u>108.75%</u>
<b>Net Income</b>	<u><u>55,051.66</u></u>	<u><u>45,839.50</u></u>	<u><u>9,212.16</u></u>	<u><u>120.1%</u></u>

## Memorandum

**Date:** May 29, 2019  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, Executive Director  
**Re:** Personnel Policy, Definition for Temporary Employee

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### Overview

At the last Executive Committee meeting, staff recommended revisions to the personnel policy which were accepted by the Executive Committee to be considered by the full Board of Directors. The committee also asked staff to explore the temporary employee definition, particularly in relation to if a specific time period needed to be stated. Staff consulted with outside expertise and while a specified timeframe is not recommended, an addition was identified to clarify benefits.

### Recommendation

Recommend to the MCEDD Board of Directors a modification to Section 2.1 of our Personnel Policy related to "Temporary Employees" to read

**Temporary:** An employee who is hired ~~either part time or full time~~ for a limited period of time [may insert "no more than 6 months" here]. ~~A temporary employee may be exempt or non-exempt.~~ Temporary employees are ineligible for employer-paid benefits, **except for those mandated by law.** Temporary employment does not count towards anniversary dates.

**Executive Director’s Report  
Prepared for the June 2019 Executive Committee Meeting**

*Confidential Information Removed*

**Business Assistance**

- MCEDD and the Columbia River Gorge Oregon Investment Board approved financing for the following since our last meeting:

<b>Business</b>	<b>Amount</b>	<b>Purpose</b>
5 Mile Fitness, LLC	\$25,000	Working capital and additional equipment for a CrossFit facility in The Dalles, OR
Thirsty Café (OIB Loan)	\$31,500	Start-up of a coffee shop in Cascade Locks, OR
Columbia Gorge Community College (OIB grant)	\$10,000	Kitchen Incubator upgrades grant
Tectonic Cellars, LLC (OIB loan)	\$41,500	Financing to support a Bottle Shoppe in Hood River, OR
Renewal Workshop (OIB loan)	\$100,000	Expansion funds for a renewed clothing manufacturer in Cascade Locks, OR

- The MCEDD Loan Administration Board approved collateral releases for business assets of Montira’s Thai Imports and for Van Kessel, Inc. Discussion on a loan restructure for Veronica’s Salsa, Inc is scheduled for review at the next meeting.
- MCEDD closed/funded loans to Ziegenhagen Enterprises, LLC.
- Congratulations to Mike Kitts/Doug Beveridge for a roughly \$600,000 early payoff of their Attainable Housing loan! Their project is featured in our May newsletter.
- ACH payments: The LAB approved a new payment option for clients with the approval of the loan to Ziegenhagen Enterprises. We have set up options for direct ACH payments, which should streamline the payment process and reduce staff time on chasing client payments. With the June payments, we are offering this option to all loan clients.



**Regional and Project Management**

- Columbia Gorge Economic Symposium: We have a location! The November 2st Symposium will take place at The Dalles Readiness Center. Tatiana Eckhart is working with the Columbia Gorge Community College to explore options for a partnership that would allow us to reduce the cost of facility use. Tickets are now [available here](#).
- Opportunity Zone Convening: Scheduled for Friday, June 21 in Stevenson, WA. With the primary presentation from the National Development Council, we should have a vibrant

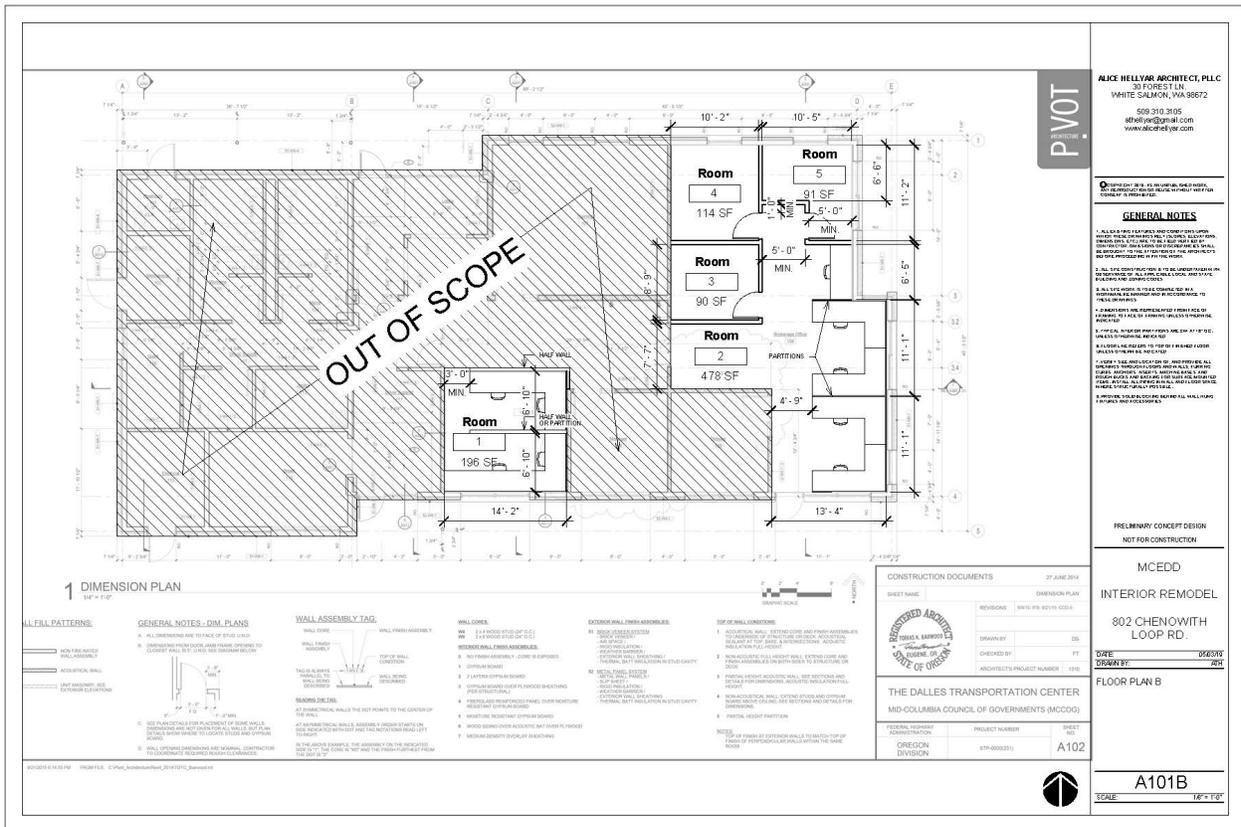
conversation regarding community preparedness, potential projects and Opportunity Zones/Funds from 101 to the technical.

- Local Economic Opportunity Fund: Tatiana Eckhart, MCEDD RARE and Jacque Schei, Project Manager are now lead on this project to assess economic resilience. Starting with assessments of past efforts, we will build on the tools already prepared to develop new resources to support businesses. We are still seeking a graphic designer to support this work (RFP closes June 3). I have been invited to participate on the Subcommittee on Economic Recovery for Governor Brown's Wildfire Response Council.
- Our National Association of Development Organizations notes that the \$19.1 billion supplemental appropriations disaster aid package (HR 2157) is approaching agreement, with the House of Representatives expected to vote on the spending package during the week of June 3, 2019. With the inclusion of the \$600 million for Economic Development Administration grants and opening it to 2018 disasters, we have an opportunity to explore opportunities in a wider expanse of our region.
- Hood River Energy Plan: Marla Harvey is working with a variety of subcommittees of the Energy Council to establish a workplan for the next 2-3 years. She met with the Port of Hood River to discuss a proposed Community Solar project and received good feedback on the project.
- Infrastructure
  - Jacque Schei, MCEDD Project Manager, and Nate Stice, North Central Oregon Regional Solutions hosted a regional wastewater meeting in May, synthesizing a great deal of research from Jacque.
  - Mid-Columbia Center for Living's mental health facility is nearing completion
  - The Dalles Wastewater project is in closeout
  - Antelope's CDBG funded project is delayed, pending a conditional use permit.
  - The Cascade Locks Corrosion control project is underway with Jacque Schei providing support.
  - MCEDD is talking with Dallesport Water District regarding a potential USDA-funded project and support MCEDD can offer.
  - Carrie Pipinich continues to support the Biggs project, including a visit with USDA. We anticipate funding award in summer.
  - South Wasco Parks and Recreation is moving forward with their project, with Jacque Schei providing grant administration support.
- Cider- Jacque Schei is working with the Cider Society on transition.
- Oregon HB3110A would provide support direct through Economic Development Districts, including MCEDD, if approved. The Oregon Economic Development District Association has submitted a letter of support.



### **Operational**

- Facilities:
  - Our architect completed the Concept Design and Schematic Design for the remodel of the interior of the Transit Center and prepared a drawing set for bidding/permitting. We should have RFP released shortly.



- We are 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.

- Xerox: Lauren Hernandez is exploring options for our copy machine. Our Xerox/CTX contract ends in November.
- Training: Marla Harvey is seeking a scholarship to attend the Northwest Economic Development Games, Tatiana Eckhart participated in spring RARE training.
- AmeriCorps RARE: We are pending confirmation for year two of the RARE program.
- Hiring: We had an impressive response to our open positions (Administrative Assistant and Loan Fund Manager).

**Next Full Board Meeting: Thursday, June 13, 2019**



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

**LINK Transportation**

- We issued two requests for bids for construction of the bus barn and repair of the vehicle gate at The Dalles Transit Center. The first round resulted in one bid that was over our budget and the second round resulted in no bids. We reached out to ODOT as the grantor on this project and received approval to extend the grant deadline through December 2020 and to directly negotiate with a contractor on this project to see if we can get it within budget. If we cannot build the bus barn within budget, we will at least move forward with the vehicle gate repair.
- Launched the deviated fixed route in The Dalles on April 29! Rides were free for the first two weeks. We have been marketing this service in the community and distributing brochures now that the schedule is set. You can see the schedule and map on our website at <https://www.mcedd.org/the-dalles-deviated-fixed-route/> We had a great time in the Cherry Fest Parade on April 27 in The Dalles as a way to promote the new route! (See picture at right.)
- Held a quarterly meeting of the Transportation Administration Board.
- We are currently interviewing for a full-time and a part-time driver.
- STIF funds are starting to flow to Wasco County and we are in process of finalizing the contract for those funds. Meanwhile we are allocating our extended hours to these funds and have engaged The Dalles High School, Wahtonka Community School and Dufur School to distribute free tickets to their high school students as one of the STIF projects.
- Sought funds from many sources to support free service to The Dalles Farmers' Market for the 2019 season. MCMC Foundation, Providence and The Arc of the Mid-Columbia have contributed. Two grant applications are pending for AARP and the Joan Burchell Memorial Fund with decisions expected in July. We have let the current funders know we will need to postpone launching this service until July primarily due to being short on drivers for The LINK.
- Prepared a new 5339 grant application to replace two of our oldest cutaway buses. This was submitted May 30.



- We are pulling together a grant application for ODOT's Transportation and Growth Management fund which would support development of a 20-year masterplan for transit in Wasco County. We applied in 2018 in partnership with Wasco County and were encouraged to resubmit in 2019 when our application was not successful. This grant is due June 6.

### **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 soft launch around May 30.
- The Transportation Innovations Collective Impact project has finished with a long final session on May 29 to identify appropriate innovative transportation solutions for Columbia Gorge communities. Solutions and next steps will be reported out shortly.
- 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 will be June 4.
- The Everybody Rides! Todos Arriba! Campaign is moving along with release of two of the videos in Skamania and Hood River Counties. This project is designed to provide enhanced awareness of available public transportation resources throughout the five county region, engaging the Gorge communities by using creative and innovative public outreach techniques. Social media outreach and rack cards are also in progress.
- NADO transportation study for Klickitat County: The study has been completed and can be accessed here: <https://www.nado.org/rural-transportation-ta/>. The completed study identifies options and recommendations for implementing solutions that Kathy can use to plan for next steps. The study has been presented to the Klickitat County Commissioners and the Regional Transportation Council will review the study at the June quarterly meeting.

### **Gorge Technology Alliance**

- The GTA Board elected new officers in May: Erica Bogard of SIGMADESIGN is the new President.
- The AUVSI event in Chicago on April 30 was a big success. The Gorge UAS companies that participated provided a lot of positive feedback and desire to repeat the event in 2020. Jessica also continues to work on a shared booth presence at the AUVSI 2020 conference, which will be in Boston.
- We received seven responses to an RFP for branding/ messaging/ website for the GTA, which will be presented to the GTA Board in June for feedback and possible selection.
- The GTA will participate with a booth at the Gorge STEM Fair on June 7, 5-7pm in downtown Hood River to promote youth robotics. This is a popular community event with many booths from local STEM educators and STEM-related businesses. The Hood River Energy Council will also have a booth.

- Invited and planned for a visit to host Robin Toth, Washington Dept. of Commerce Aerospace Sector Lead, in the Gorge on June 6 with visits to several of our UAS companies.
- Presented our 2019 STEM college scholarship to Andrea Morales of Hood River Valley High School.
- Hosted a well-attended event on May 8 in Hood River with TEDx speaker Charles Jennings on Artificial Intelligence.
- Co-hosted a Supply Chain Opportunities Conference on May 24 in Hood River alongside the Pacific Northwest Defense Coalition. This was a well-attended event with a number of our tech companies present.