



**Executive Committee Meeting
Wednesday, August 7, 2019
4:00 P.M.**

MCEDD Office
515 East Second Street, The Dalles, OR

AGENDA

<u>Topic</u>	<u>Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>June 5, 2019</i>	5 minutes	Approval
Financial Report	5 minutes	Acceptance
Facilities Move <i>Copy Machine Lease Review of Remodel Bids Review of Facilities Transition Status</i>	10 minutes	Decision/Discussion
Private Sector Appointments	5 minutes	Decision
Travel Request	10 minutes	Decision
Resilience Project	10 minutes	Discussion
FY20 Proposed Schedule	5 minutes	Recommendation
Deputy Director Report <i>STF/STIF Funding Status</i>	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.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, JUNE 5, 2019
4:00 PM
MCEDD OFFICE
515 East Second Street, The Dalles, OR 97058

ATTENDANCE

Attending: Eric Proffitt, Ken Bailey, Bill Schmitt, Dana Peck, Steve Kramer, Joe Dabulskis, Bob Hamlin

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

CALL TO ORDER

Ken Bailey called the meeting to order at 4:01 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES

Steve Kramer motioned to approve the May 1, 2019, Executive Committee meeting minutes as presented. Dana Peck seconded the motion. Motion carried unanimously.

FINANCIAL REPORT

Siri presented the financials ending April 30, 2019. Total Cash balance as of April 30 is \$3,553,657, which is decreased from the prior year due to increased lending activity. Accrued Loan Interest and Loans Receivable are greatly increased from the prior year, which is also due to increased lending activity. Siri noted Accrued Loan Interest does not include interest from loans currently in litigation but does include interest from delinquent loans. Accounts Payable shows a balance of \$4,211, but this is due to the timing of when bills are received and when they were paid. As of now, these accounts have been paid. In April, Payroll Liabilities – Other showed a \$2809.54 credit balance from payments made to the IRS for Federal taxes 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 and WC SAIF Ins, which zero’s out the Other account.

In the Operations Budget vs. Actual, State Revenue is lagging due to the delay in the receipt of STIF funds. MCEDD anticipates receiving the payment of \$209,267 in June. Contract Reimbursements will continue to increase, as there are two large projects projected to wrap up by the end of the fiscal year. Personnel Expenses are below budget, and staff anticipates this to remain below budget through the fiscal year. Expenses for Professional Services are expected to increase due to the Collective Impact Grant and the Gorge TransLink website. Even with this increase, Professional Services is anticipated to remain under budget. Building Costs will not see a large increase due to the timing of the transition to the Transit Center, which will take place next fiscal year. Staff does not anticipate Capital Purchases to increase this fiscal year due to the delayed status of the bus barn project. Siri explained the Transfer To/From Source reflects the profit from EDA Loan Fund, which is restricted specifically for relending. Total Net Income is \$55,051.66.

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

PERSONNEL POLICY REVISION

Amanda Hoey explained that at the last Executive Committee meeting, the committee asked staff to take a look at the definition of temporary employee. Staff consulted with outside expertise, and while a specific timeframe is not recommended to be added to the definition of temporary employee, an addition to clarify benefits was identified. The addition will clearly state that MCEDD will follow all mandatory state and federal laws regarding providing benefits to temporary employees. Amanda recommended a change to “**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, except for those mandated by law. Temporary employment does not count towards anniversary dates.”

Steve Kramer motion to recommend to the MCEDD Board of Directors a modification of Section 2.1 of MCEDD’s Personnel Policy related to Temporary Employees as recommended by staff. Bill Schmitt seconded the motion. Motion carried unanimously.

FACILITIES STATUS

Amanda Hoey stated MCEDD received drawings from the architect for the remodel of the Transit Center. GOBHI’s attorney contacted MCEDD regarding the lease amendment and asked if MCEDD preferred the 1st or 30th of September as the lease’s end date. Amanda stated her preference is September 1st. Though MCEDD would not receive the revenue from September rent, the extra time offers more flexibility for the transition. Amanda recommended MCEDD reply with the preference of September 1st but noted that MCEDD has the ability to work with GOBHI and to be a good partner.

Discussion: Ken Bailey stated four months will give more leeway for the transition than three months will. Special contractors can vary in how much time is needed, so the flexibility will be important. The Executive Committee agreed.

DEPUTY DIRECTOR REPORT

Jessica Metta reviewed highlights from the past month, including:

- The STIF contract was signed by Wasco County. MCEDD received contracts from ODOT for operating funds for the LINK for the next biennium as well as the contract for the grant to purchase a new bus. The grant application for the Transportation and Growth Management fund has been submitted.
- The LINK’s deviated-fixed route has been successful. Staff is closely watching the schedule and making adjustments to make sure the loop works well for riders and drivers.
- The Gorge TransLink’s redesigned website is up, though there were some issues with the server transition. The new website will be an improvement to the region to help riders use and access regional transportation.
- The Everybody Rides Campaign is moving along with the release of two of the videos in Skamania and Hood River counties. The rest of the regional videos have been finished.
- The Gorge STEM fair will be June 7 in Hood River. Marla Harvey, Energy Coordinator, will be present to represent the Hood River Energy Council.
- Jessica attended the AUVSI event in Chicago in April, which was a success. The event received good feedback and plans are in progress for a similar event next year.

EXECUTIVE DIRECTOR REPORT

Amanda Hoey reviewed highlights from the past month, including:

- Israel Ayala Guevara has accepted the position of Loan Fund Manager. His first day will be June 17.

- There have been a number of recent loan approvals with more anticipated in the next few weeks. Staff is unsure if the approved loan for \$25,000 to 5 Mile Fitness will move forward. OIB loans to Thirsty Café (\$31,500), Tectonic Cellars, LLC (\$41,500), and the Renewal Workshop (\$100,000) are expected to close within the next week. Mike Kitts and Doug Beveridge made an early payoff of their loan in the amount of almost \$600,000. This increases resources available through the Attainable Housing Revolving Loan fund.
- MCEDD now offers the option for direct ACH payments. This will be a requirement set in place for new clients and will be offered to current loan clients. This should streamline the payment process and reduce staff time processing and seeking payments.
- NADO noted that the \$19.1 billion supplemental appropriations disaster aid package passed in the Senate and House. The package includes \$600 million for Economic Development Administration grants and opens the funding to 2018 disasters. This opens up opportunities for Wasco County and Sherman County. Staff continues to work with the three jurisdictions seeking 2017 disaster funds.
- An Opportunity Zone Convening is scheduled for Friday, June 21 in Stevenson, Washington. Conversation will center around community preparedness, potential projects and Opportunity Zones/Funds from 101 to the technical
- An offer has been made to a candidate to fill the Administrative Assistant position. The candidate will be announced after completing the necessary background check requirements.
- Tom Furey has resigned from the board as he addresses structural changes in his business. Staff will seek to fill this opening when the board terms for all private sector members expire in September.

OTHER NEW BUSINESS

Steve Kramer reported Wasco County committed \$50,000 to the City of Maupin for the library/city hall project as well as \$25,000 to South Wasco County Parks and Recreation for the boat ramp. Steve also noted that contingent upon completion of a plan and signed contract, the County committed \$50,000 to the health clinic in Maupin.

ADJOURN:

Meeting adjourned at 4:29 p.m.

*Respectfully submitted,
Lauren Hernandez, Office Administrator*



FINANCIAL SUMMARY

As of June 2019

These are unaudited figures. FY 19 still has activity occurring, due to the timing of grant funding, accounts payable, and fiscal year end processes, so final June figures will change.

Balance Sheet. Total Cash balance as of 06/30/2019 is \$3,757,832.34. Prepaid Expenses (1217) are FY20 expenses that are largely comprised of Bonds & Insurance, Dues and Fees, and Subscriptions expenses that occurred in FY19. Accrued Loan Interest (1227) and Loans Receivable (1300) have increased since this time last year, due to the loan activities. Fixed Assets (1600) reflects the addition of the new vehicle purchased in FY19 and the depreciation of the assets. Payroll Liabilities – Prior Period (2180) reflects payroll earned in June and paid in July 2019. Long Term Liabilities reflects a decrease of \$102,868.52 in FY 19. Current Net Position is \$11,409,321.81

Operations Budget vs. Actual. We are 100% through our FY 19 budget cycle. However, we are still working through quarterly reporting processes for State and Federal funding as it relates to Transportation Operations and the Economic Resiliency project, which will increase these revenue lines. We finalized the InterCity ODOT and Cider grant, which increased the In-Kind Revenue (4934) and expenses (7600). Personnel Expenses (5000) are under budget by \$160,275.16. Professional Services (6400) had additional expenses in June of \$33,889.31 largely in part due to contractual expenses for Providence Impact Grant, Gorge TransLink Alliance website, and completion of the Everybody Rides campaign, which are all grant funded. Vehicle Costs did go over budget by \$979.86, which is due to increased fuel for the addition of the Deviated Fixed Route. Bonds & Insurance (6800) is also over budget by \$1,868.73, in part due to the increased rates for calendar year 2019 and an additional deductible payment made due to an accident. Overall Materials & Services are under budget by \$115,651.54. Transfer to/from Source (9600) is the profit earned for our EDA RLF Loan Fund, which is encumbered to add back into the loan fund for relending. Additionally, Loan Payment (7400) is the total amount paid towards the loan liabilities in FY19.

Respectfully Submitted,

Siri Olson
Finance & Operations Manager

Mid-Columbia Economic Development District

Balance Sheet

As of June 30, 2019

	Jun 30, 19	Jun 30, 18
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	74,942.40	92,698.33
1015 · MCEDD MM	502,447.50	256,650.88
1020 · IRP		
1021 · IRP - Sherman	74,442.87	117,487.27
1022 · IRP - WA	69,345.46	92,197.73
1020 · IRP - Other	144,183.49	42,164.26
Total 1020 · IRP	287,971.82	251,849.26
1030 · Loan Funds		
1036 · EDA RLFs	90,214.74	162,040.99
1045 · Reg Strat	6,663.66	135,712.71
1050 · RBEG-OR	29,883.18	103,106.30
1055 · RBEG-WA	1,390.99	95,415.87
1057 · RBEG-KL	3,648.14	125,786.46
1067 · CDBG Microenterprises	73,663.43	60,737.21
Total 1030 · Loan Funds	205,464.14	682,799.54
1031 · Housing RLF	1,789,555.63	1,544,339.49
1070 · National Scenic Fund	897,450.85	1,138,023.35
Total 1000 · Bank Demand Deposits	3,757,832.34	3,966,360.85
1100 · CDS		
1121 · IRP Reserve	96,070.80	96,062.91
Total 1100 · CDS	96,070.80	96,062.91
1122 · IRP - DDM Product	117,046.66	422,924.81
1125 · LINK Petty Cash	50.00	50.00
1196 · OR Telecom Conference	0.00	14,859.59
Total Checking/Savings	3,970,999.80	4,500,258.16
Accounts Receivable		
1202 · Accounts Receivable	85,468.04	177,664.20
Total Accounts Receivable	85,468.04	177,664.20
Other Current Assets		
1200 · Receivables & Accruals		
1217 · Prepaid Expenses	9,724.59	9,398.49
1227 · Accrued Loan Interest	29,236.06	24,116.29
Total 1200 · Receivables & Accruals	38,960.65	33,514.78
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	2,208,218.50	1,983,624.59
1321 · IRP - Sherman	173,126.89	135,263.34
1322 · IRP - WA	251,125.86	230,004.95
1336 · EDA RLFs	678,366.80	567,060.97

Mid-Columbia Economic Development District

Balance Sheet

As of June 30, 2019

	Jun 30, 19	Jun 30, 18
1345 · Reg Strat	167,268.46	35,634.05
1350 · RBEG-OR	292,897.61	206,244.12
1355 · RBEG-WA	95,000.00	0.00
1357 · RBEG-KL/SK	126,000.00	858.98
1367 · CDBG Microenterprises	33,696.08	45,614.73
1371 · Housing RLF	245,632.53	465,314.04
Total 1330 · MCEDD Loans Receivable	4,271,332.73	3,669,619.77
1370 · OIB Loans Receivable	2,052,261.17	1,770,055.36
Total 1300 · Loans Receivable	6,323,593.90	5,439,675.13
1400 · Loan Payments Holding		
1475 · OIB	0.00	-1,510.04
Total 1400 · Loan Payments Holding	0.00	-1,510.04
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-158,999.33	-119,017.48
1521 · IRP - SH Co	-8,115.80	-8,115.80
1522 · IRP - WA	-25,097.07	-13,800.30
1536 · EDA RLFs Allowance	-34,023.66	-34,023.66
1545 · Reg Strat Allowance	-2,138.04	-2,138.04
1555 · RBEG Allowance	-12,426.19	-12,426.19
1567 · CDBG Microenterprises	-2,736.88	-2,736.88
1571 · Housing RLF Allowance	-27,918.84	-27,918.84
1575 · OIB Allowance	-47,404.77	-47,404.77
Total 1500 · Allowance for Doubtful Loans	-318,860.58	-267,581.96
Total Other Current Assets	6,043,693.97	5,204,097.91
Total Current Assets	10,100,161.81	9,882,020.27
Fixed Assets		
1600 · Fixed Assets		
1610 · Building/Land	1,216,060.00	1,216,060.00
1605 · Vehicles	168,512.00	127,534.00
1650 · Accumulated Depreciation	-75,412.00	-21,675.00
Total 1600 · Fixed Assets	1,309,160.00	1,321,919.00
Total Fixed Assets	1,309,160.00	1,321,919.00
TOTAL ASSETS	11,409,321.81	11,203,939.27
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	22,261.66	11,679.88
Total Accounts Payable	22,261.66	11,679.88
Other Current Liabilities		
2020 · Accrued Payables - Year End	0.00	143.20
2035 · Accrued Interest Payable	0.00	6,148.22
2050 · PTO - Accrued	48,326.10	40,398.10

Mid-Columbia Economic Development District

Balance Sheet

As of June 30, 2019

	Jun 30, 19	Jun 30, 18
2070 · Health Insurance Payable	-6,366.56	-7,344.27
2080 · Life & Disability Payable	-245.52	-257.13
2090 · WC SAIF Ins	-1,668.78	-3,336.91
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-187.38	43.25
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	98.36	262.56
2115 · OR- SUTA Payroll Liabilities - Other	9.11	155.61
Total 2115 · OR- SUTA Payroll Liabilities	107.47	418.17
2120 · State Payroll Liabilities - Other	0.03	0.00
Total 2120 · State Payroll Liabilities	107.50	418.17
2180 · Payroll Liabilities - Prior Per	50,747.72	41,676.50
2100 · Payroll Liabilities - Other	0.00	-73.54
Total 2100 · Payroll Liabilities	50,667.84	42,064.38
2800 · Deferred Revenue	0.00	16,783.77
Total Other Current Liabilities	90,713.08	94,599.36
Total Current Liabilities	112,974.74	106,279.24
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	401,776.57	439,828.29
2821 · IRP Loan Payable \$600,000	352,994.87	374,717.70
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	1,750,839.19	1,853,707.71
Total Liabilities	1,863,813.93	1,959,986.95
Equity		
3100 · Fund Balances	7,572,025.03	7,572,025.03
3110 · Carryforward Balance	46,386.47	0.00
3900 · Retained Earnings	1,671,927.29	116,073.61
Net Income	255,169.09	1,555,853.68
Total Equity	9,545,507.88	9,243,952.32
TOTAL LIABILITIES & EQUITY	11,409,321.81	11,203,939.27

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

	<u>Jul '18 - Jun 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	414,893.55	786,610.00	-371,716.45	52.75%
4200 - State	302,282.53	292,594.00	9,688.53	103.31%
4300 - Local Match	28,932.25	26,776.00	2,156.25	108.05%
4400 - Local Assessment	65,040.00	69,202.00	-4,162.00	93.99%
4500 - Contract Reimbursement	923,977.09	1,013,144.00	-89,166.91	91.2%
4600 - Loan Interest	310,192.78	352,213.00	-42,020.22	88.07%
4700 - Loan Processing Fees	23,450.73	21,933.00	1,517.73	106.92%
4705 - Loan Filing Fees	8,523.60	4,600.00	3,923.60	185.3%
4710 - Loan Late Fee	9,185.58	4,100.00	5,085.58	224.04%
4750 - Investment Interest	1,716.61	1,558.00	158.61	110.18%
4800 - Other Revenue	9,343.32	11,537.00	-2,193.68	80.99%
4803 - Sponsor Donations	3,750.00			
4805 - Farebox Revenue	31,374.77	30,849.00	525.77	101.7%
4934 - In-Kind Revenue	36,710.59	46,079.00	-9,368.41	79.67%
Total Income	<u>2,640,714.87</u>	<u>3,115,895.00</u>	<u>-475,180.13</u>	<u>84.75%</u>
Gross Profit	2,640,714.87	3,115,895.00	-475,180.13	84.75%
Expense				
5000 - Personnel Expense	1,158,192.84	1,318,468.00	-160,275.16	87.84%
6110 - Travel & Conference	19,093.29	34,640.00	-15,546.71	55.12%
6190 - Event Services	2,183.50	3,600.00	-1,416.50	60.65%
6200 - Equipment	3,571.22	4,000.00	-428.78	89.28%
6300 - Supplies	22,645.88	41,027.00	-18,381.12	55.2%
6400 - Professional Services	361,273.34	373,946.00	-12,672.66	96.61%
6500 - Vehicle Costs	81,865.86	80,886.00	979.86	101.21%
6600 - Communications	32,100.39	46,544.00	-14,443.61	68.97%
6700 - Building Costs	38,268.91	91,931.00	-53,662.09	41.63%
6800 - Bonds & Insurance	11,422.73	9,554.00	1,868.73	119.56%
6900 - Other Materials & Supplies	8,864.14	10,789.00	-1,924.86	82.16%
9000 - Indirect Spread	0.00	0.00	0.00	0.0%
9100 - Capital Purchase	41,008.77	398,412.00	-357,403.23	10.29%
9600 - Transfer to/from Source	39,553.90	0.00	39,553.90	100.0%
Total Expense	<u>1,820,044.77</u>	<u>2,413,797.00</u>	<u>-593,752.23</u>	<u>75.4%</u>
Net Ordinary Income	820,670.10	702,098.00	118,572.10	116.89%
Other Income/Expense				
Other Expense				
7400 - Loan Payment	121,379.60	121,380.00	-0.40	100.0%
7500 - Carryover to Next Year	517,727.94	534,639.00	-16,911.06	96.84%
7600 - In-Kind Contractual	36,710.59	46,079.00	-9,368.41	79.67%
Total Other Expense	<u>675,818.13</u>	<u>702,098.00</u>	<u>-26,279.87</u>	<u>96.26%</u>
Net Other Income	<u>-675,818.13</u>	<u>-702,098.00</u>	<u>26,279.87</u>	<u>96.26%</u>
Net Income	<u><u>144,851.97</u></u>	<u><u>0.00</u></u>	<u><u>144,851.97</u></u>	<u><u>100.0%</u></u>

Memorandum

Date: August 1, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director and Lauren Hernandez, Office Administrator
Re: Copy Machine Lease

Overview

MCEDD has a leased copy machine through an agreement with CTX/Xerox. We entered into the five-year lease nearly five years ago. It can terminate in November 2019 (with 60-90 days notice), which aligns well to our proposed move.

Lauren Hernandez researched options for a new copy machine lease, contacting CTX-Xerox, Pacific Office Automation for a Ricoh machine, Pacific Office Automation for a Sharp machine, Bohns, and Canon. See the attached spreadsheet. She reviewed:

- Monthly payment, price per copy and overall cost based on usual MCEDD scenarios
- Lease term (all at 60 months)
- Machine capacity, functions and speed
- Cost for relocating machines; removing old machines

At the Transit Center, MCEDD owns a Ricoh copy machine. However, it has limited functionality and does not have the necessary capacity to fulfill the needs of the MCEDD office.

Given that a new lease will obligate MCEDD beyond the current fiscal year, staff requests Executive Committee review and approval of a new lease.

Recommendation:

Approve entering into a new 60 month lease with CTX-Xerox. It provides the necessary speed (45 ppm preference) and a fixed contract (vs the Ricoh machine which can increase by 6% annually).

Discuss action to take with the existing Ricoh machine.

Memorandum

Date: July 30, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Facilities- Remodel Bids

Overview

MCEDD released an invitation to bid for our small remodel project at the Transit Center to accommodate the move of the main office. The bid included a base bid and two alternates. First alternate was to add an outlet in a room that has no outlets. Second alternate was a new half wall for one of the offices to provide better division between two work spaces.

I anticipated we would receive a bid from two entities who were actively bringing subs on site to prepare bids. However, only one responded by the deadline. The other missed the bid window. Bids received by the close of the invitation are as follows:

<u>Company</u>	<u>Overview</u>	<u>Notes</u>	<u>Base Bid</u>	<u>Alternate 1</u>	<u>Alternate 2</u>
Oregon Finish Carpentry, Inc	Residential general contractor in Oregon since 2007. Primarily custom residential remodeling and some commercial projects.	Ability to Meet Timeline/ Requirements: <u>Yes</u> Debarred? <u>No</u> Active License: <u>Yes</u>	\$80,822.00	\$3,900.00	\$2,500.00

Recommendation

1. Conduct reference checks and pursue an agreement with Oregon Finish Carpentry. Their bid is higher than expected for the project, but there may be some areas for slight reduction in cost without compromising the integrity of the project.
2. Discuss our flexibility for total expense in relation to budget. Meet with Oregon Finish Carpentry to negotiate a contract that is closer to our anticipated budget.

Alternate: Reopen the bid with modifications to plans and hardware.

Memorandum

Date: July 31, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: MCEDD Private Sector Board Positions

Overview

The MCEDD Executive Committee makes appointments for private sector members to the Board. These appointments are ratified by the full Board of Directors at their annual meeting in September. There are currently seven private sector positions as follows:

- Ken Bailey
- Scott Clements
- Stephanie Hoppe
- Robb Kimmes
- Buck Jones
- Eric Proffitt
- (vacant—previously held by Tom Furey)

Private Sector Board Candidates

MCEDD staff sent a general solicitation for private sector board candidates to submit letters of interest. All current members serving on the board are interested to seek reappointment.

In addition, Mark Zanmiller is interested in an appointment to the vacant position which is intended to represent high tech. Mark has been a member of the MCEDD board in the Cities of Hood River County position. Every four years, that position rotates between Hood River and Cascade Locks. It is set to rotate this year so he will not longer be eligible to serve in that role.

Request

The MCEDD Executive Committee is asked to make an appointment of *seven individuals to fill the private sector positions on the MCEDD Board*. These appointments must then be ratified by the full board at the annual meeting.

Memorandum

Date: July 31, 2019

To: MCEDD Executive Committee

From: Amanda Hoey, Executive Director and Marla Harvey, Energy Coordinator

Re: Travel Request – Getting to Zero Attendance

Overview

We are requesting MCEDD Executive Committee approval to allow Marla Harvey to travel to Oakland, CA to participate in the Getting to Zero Forum to learn about best practices for organizing, financing, and achieving net zero energy buildings: a goal outlined in the Hood River County Energy Plan.

The Getting to Zero Forum is a solutions-focused event dedicated to zero energy and zero carbon buildings. The 2019 Forum will bring together 550+ leading policymakers, design professionals, building owners, systems manufacturers, commercial real estate representatives and others working to define a new energy future for the built environment. Conference registration is expected to be waived for Marla, based on conversations with the organizers. In addition, Marla has found free housing for the duration of the trip and will cover the cost of the return flight as she will be staying for a vacation after the event.

The cost of the flight from Portland to Oakland, meals and miscellaneous travel expenses is estimated at \$225. This is the only cost MCEDD may need to cover. Marla does have indication that the scholarship for registration may also support some travel costs, as well.

Staff proposes using funds from the Energy Plan budget to cover travel expenses. This budget was planned with the potential for one trip to California for the 2018-2020 fiscal year. The trip and its purpose will supply valuable information for continued implementation of the Hood River County Energy Plan, a key task of the Energy Coordinator position. Approval is conditional upon registration waiver from Zero Forum.

Total anticipated MCEDD cost (from dedicated grant funds): Approximately \$0 (if scholarship funds cover costs) to \$225.

Request

All out-of-state (OR/WA) travel not already approved through the budget process must be approved by the MCEDD Board or Executive Committee.

We are requesting approval for the following travel for the staff supporting Hood River County Energy Plan implementation to attend the Getting to Zero Forum.

Attending: Marla Harvey

Location: Oakland, CA

Dates: October 9 – 11, 2019.

Memorandum

Date: August 1, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Resilience Project Update

Overview

MCEDD received funding through the Local Economic Opportunity Fund administered by Business Oregon. The State created this fund to support community economic resilience planning. The grant source had a very short timeframe for application and implementation. As it focused on planning activities, MCEDD built from the work in our Comprehensive Economic Development Strategy, our work with the Gorge Broadband Consortium and our experience in responses to a variety of economic shocks in 2017 and 2018.

The funding MCEDD received included two major activities that are currently underway:

1. Conduct an assessment of past efforts to identify strategies that will enhance future responsiveness.
2. Develop new toolkits/resources that MCEDD and other regional partners can deploy to support businesses in the event of a disaster and to encourage preparedness before a disaster.

Staff conducted interviews, analyzed past activities and reviewed best practices in economic resilience. The information informed preparation of the assessment report, which is in final editing. Strategies are divided into six major categories: Planning/Preparation, Effective Communication Networks, Streamlined Regulatory Processes, Access to Capital, Workforce Support, and Infrastructure. Included in the primary recommendations for immediate actions are the following:

Recommendations for immediate actions:

- Develop a central, online location with catalogued resources to connect consumers and businesses to various local, state, and federal programs and resources after a disaster occurs. *Ensure the resource covers the bi-state region.*
 - *Develop visually stimulating one page guide documents to support preparedness and to distribute in the event of a disaster.* Enhance education and outreach efforts to ensure that businesses are aware of the resources that are available to them.
 - Promote training for businesses to develop continuity and emergency response plans.
 - Develop a business and economic recovery plan focused on business retention and collaboration.
 - Convene a regional team that will meet regularly to address resiliency issues.
 - Advocate increasing access to capital during a disaster.
 - Support entities in establishing and maintaining back-up power systems, particularly critical institutions such as hospitals and emergency shelters.
-

In support of the deliverables to the grant funding, and to address some of the immediate actions recommended in the assessment, MCEDD contracted with Blue Marble Creative for assistance in developing:

- a regional webpage linked off of mcedd.org for economic resilience and response
- one page templates for use in disaster preparedness and response
- design elements that can be used in a marketing campaign around business preparedness.

Although the funds originate in Oregon and focus on issues in our Oregon counties in particular, we have developed materials and focused design in a fashion that we can easily use them across the entire region.

Discussion

Item 1: Informational only. We are excited to be at the point to be able to share the first materials for the resource toolkits. Blue Marble Creative presented a few concepts to staff and should have revisions that we can provide for your review at the meeting.

Item 2: Discussion on the next steps for sharing the information and pursuing the strategies. Staff proposes:

- Time set-aside at the September full board meeting to review the strategy recommendations and discuss areas MCEDD can move forward.
- Host meeting(s) of stakeholders to share the information broadly, distribute materials and gather support in advancing strategies. With the grant funding originating through Oregon, we need to host the meeting(s) on the Oregon side of the river, but will seek to make it convenient for Washington partners to attend as well since the information and strategies cross the bi-state region. We are proposing two meetings:
 - Coordination with the Bi-State Advisory Council meeting of the Oregon/Washington Investment Boards. It will meet in Cascade Locks on September 18, 2019.
 - A meeting in The Dalles in September. We have not yet identified a meeting that would allow for natural convening and coordination of stakeholders. Input welcomed!



2020 MCEDD Board Meeting Schedule

* all meetings are held from 4:00 to 6:00 p.m. unless otherwise noted

Date	Location
Thursday, March 12, 2020 <i>Note: Budget Process Approval, CEDS Adoption</i>	Hood River County
Thursday, June 18, 2020 <i>Note: FY 2021 Budget Adoption</i>	Klickitat County
Thursday, September 24, 2020 <i>Note: Annual Meeting, Elections</i>	Hood River County
Thursday, December 10, 2020 <i>Note: Audit Report</i>	Klickitat County



2020 MCEDD Executive Committee Schedule

Meets the first Wednesday of each month at 4:00 p.m. unless otherwise noted
MCEDD office or Teleconference number: 1-866-755-7677. Passcode: 799986.

(no January meeting)	Wednesday, July 1, 2020
Wednesday, February 5, 2020	Wednesday, August 5, 2020
Wednesday, March 4, 2020	Wednesday September 2, 2020
Wednesday, April 1, 2020	Wednesday, October 7, 2020
Wednesday, May 6, 2020	Wednesday, November 4, 2020
Wednesday, June 3, 2020	Wednesday, December 2, 2020



MCEDD Loan Administration Board Schedule

Meets the first and third Tuesday of each month at 8:00 a.m.
MCEDD office or Teleconference number: 1-866-755-7677. Passcode: 799986.



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

LINK Transportation

- We have a proposed final agreement with Crestline Construction for construction of the bus barn and repair of the vehicle gate at The Dalles Transit Center. Signature on the agreement has been delayed as we are having plumbing issues at the facility and are evaluating how best to resolve them.
- Held a quarterly meeting of the Wasco County Special Transportation Fund (STF) and Statewide Transportation Improvement Fund (STIF) Advisory Committees. See the attached memo for discussion on the changes in the funding for these programs.
- We are currently interviewing for a full-time dispatcher/ scheduler and a part-time driver.
- We continue to work to implement the STIF projects with the latest to be a Celilo-Lone Pine-The Dalles shuttle in the planning phase.
- We were not successful in the two small grant applications we submitted to support a free shuttle to The Dalles Farmers' Market for the 2019 season. Also due to staffing levels at the LINK, we have not yet been able to provide this service but could cover the last five weeks. We will be confirming these plans with those who have contributed: MCMC Foundation, Providence and The Arc of the Mid-Columbia.
- Issued an RFQ for a new cutaway bus that was funded by a 5339 grant award late last year that we received the contract for in June. We hope to place the purchase in August and it will take several months to arrive.
- Charlotte Sallee and I participated in a Transit Manager II training over two full days in The Dalles and covered by ODOT scholarships. I also participated in an all-day training in Bend with ODOT covering STIF Reporting and other important updates.
- We are planning a joint LINK- CAT- MATS public information session in The Dalles in late August.
- The non-emergency medical transportation broker for Wasco County will be transitioning on January 1 from GOBHI to Grid Works out of the Portland area. We are in touch to ensure a smooth transition of this important service to our community and important funding source for the LINK.

Gorge Translink Alliance and Mobility Management

- We were awarded the ODOT STIF Discretionary Grant which will fund the Mobility Management position over the next biennium and spur the development of a regional transit strategy. Discussions with the five transportation providers as well as some key healthcare and social service representatives started in July at the Gorge Translink Alliance meeting. This work will build of the Transportation Innovations Through Collective Impact project.
- Completed work with the City of Hood River on a small contract to support them in implementing some near-term demonstration projects for biking and walking in the Hood River Heights. Kathy worked 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 was held June 4.

After receiving a lot of feedback about the bike lane options, the city might move forward with just the pedestrian improvements.

- Completed the Everybody Rides! Todos Arriba! Campaign with great social media visibility for transit in the region. We have rack cards that can be used for a long time to come and point people to the new Gorgetranslink.com website with great current information. Kathy has been asked to present this innovative project with partners at various conferences in Oregon and Washington.
- As part of the Wasco County STIF Plan, Kathy will be helping the county complete its three-year update of the Coordinated Human Services Transportation Plan and is beginning the work now.
- Kathy has been assisting partners in the switch from software platforms for carpool and transportation demand management which ODOT just completed, moving from Drive Less Connect to Get There. Kathy uses this tool for regional outreach to large and small employers and is the basis for the Commute Options employee benefit program.

Gorge Technology Alliance

- Through a recent Board vacancy, Kari Fagerness of Skamania EDC was elected to the GTA Board of Directors.
- I have been assisting the GTA in work towards the Board-prioritized special projects in 2019, including regional visibility at the AUVSI conference (2019 successful and plans begun for 2020), participation in three key college career fairs (registered for UW, OSU and OIT events in October), consideration of funding STEM education more broadly, and most recently branding/messaging work. We sought proposals, reviewed and refined them, and the Board selected Locus Interactive to soon begin work on a new logo and professional messaging. I will be working closely with Locus to connect their work to the Board.
- We are planning for several bigger events for the GTA: August 15 Summer Party at Orbital UAV in Hood River, Sept 19 (tentative) Sponsor CEO Appreciation Party and Gorge Tech Showcase, October 17 Film Screening of Chasing Grace Episode 2 focused on women in tech. MCEDD Board members are always welcome to attend any events to connect with those in the Gorge's tech industry.
- The GTA Board approved giving away some of the older robotics equipment that is no longer being used. We will be working through an equitable and easy way to do that. Planning has started for the 2019 FIRST LEGO League tournaments in the Gorge but the work begins in earnest once school gets back in session.
- The GTA received the large sponsorship contribution from Insitu which had taken longer than usual to process due to new Boeing requirements, but which was received at the full amount. The Board is considering revised, more conservative projections for 2019/2020 annual sponsorship renewals.

Memorandum

Date: July 31, 2019

To: MCEDD Executive Committee

From: Amanda Hoey, Executive Director and Jessica Metta, Deputy Director

Re: STF and STIF Fund Impacts

Overview

The Special Transportation Fund (STF) provides key backbone funding to the LINK Public Transportation for dial-a-ride service that supports seniors, disabled and limited English proficiency populations in Wasco County.

The Statewide Transportation Improvement Fund (STIF) was created in 2017 through a new payroll tax to fund expanded public transportation. Plans to spend these funds were very clear that any services funded should be an expansion and could not supplant any existing funds supporting public transportation.

In 2019, the final Legislatively Adopted Oregon Department of Transportation Budget included a budget note directing integration of the Special Transportation Fund (STF) and Statewide Transportation Improvement Fund (STIF) programs into a single program by July 1, 2021. Additionally, the 2019-21 budget includes a reduction of \$10.1 million in general funds previously budgeted to the STF program. To provide continuity of STF services as well as consistent payments to STF Agencies while program integration is under way, the Oregon Legislature also passed HB 2377 B-Engrossed which directs the transfer of \$10.1 million from STIF to STF on July 1, 2019. This ensures that STF Formula funds for the 2019-21 biennium will be distributed consistent with October 2018 published estimates. The Oregon Transportation Commission determined that the \$10.1 million would be covered by:

- 1) \$2.3 million of STIF Discretionary and STIF Intercommunity Discretionary funds that were not already committed for projects.
- 2) \$7.8 million from the STIF Formula funds.

Impact

As a result of reducing the STIF funds to cover the STF funds, Wasco County (and by extension MCEDD and the Link) saw a reduction of \$44,000 in the July 2019 payment for the STIF quarterly distribution of funds. There are no further deductions anticipated to be taken this biennium.

This reduction in anticipated funds in the current biennium will slow implementation of expansion projects and we will not move forward with some projects in our plan. MCEDD budgeted in a manner that did not cause reliance on the dollars that were eliminated. As we have not implemented those expansion services yet, we anticipate no reduction in existing service or staffing. Long term, if STIF funds continue to be used to supplant core funding, however, we will be concerned with the ability to continue to keep pace with transportation service needs.

Discussion

This item is informational only. We will have discussion with the Transportation Administration Board regarding outreach and steps necessary including:

- Seeking to get MCEDD staff (Jessica) on a committee discussing the mechanics of consolidation of funds.
- Seeking clarification on specific elements of the consolidation and assurance of future payments at the levels anticipated and at levels equitable to both rural and urban transportation service providers.
- Potential request for language that will allow STIF funds to support maintenance of service.
- Outreach and discussion with partners to ensure transportation service expansion can be supported long-term. This discussion will also be integrated within the coordinated service plan Kathy will be working on.



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

Business Assistance

- Welcome to Israel Ayala Guevara and Ami Trosley! Israel joins our team as the new MCEDD Loan Fund Manager. Ami joins us as an Administrative Assistant- a new position for MCEDD.
MCEDD closed the following loans since our last meeting:

Table with 3 columns: Business, Amount, Purpose. Rows include Thirsty Café (OIB loan) for \$31,500, Tectonic Cellars, LLC (OIB loan) for \$41,500, and Renewal Workshop (OIB loan) for \$100,000.

- MCEDD approved a \$52,000 loan to Mid-Columbia Backflow, LLC in Parkdale, OR.
The Loan Board approved a restructure for Veronica’s Salsa. At their next meeting, they will be considering a restructure for 15Mile Ventures (Freebridge Brewing) and discussing the defaulted loan with Ft Dalles Electric.
Cascade Locks-Hood River Enterprise Zone. Israel has set a pre-authorization conference for Thunder Island Brewing in Cascade Locks. We are pending lease documentation from Pfriem Brewing to process their application for their Cascade Locks location.
Attainable Housing Revolving Loan Fund: North Central Regional Solutions has been focusing on outreach related to the program, growing the pool of inquiries. In the past month we have met with multiple developers in Hood River and Wasco counties
ACH payments: We have had great response to the offering of ACH payments! We have 17 clients (representing 25 loans) currently participating.
Where we could use help: Introductions for Israel as our new Loan Fund Manager and invitations to events, when applicable.

Regional and Project Management

- Annual Economic Symposium: We have secured The Dalles Readiness Center for the November 1, 2019 symposium. Plan to join us for the event, which will also celebrate 50 years of MCEDD!
Dana Peck and Bob Hamlin attended a meeting for One Gorge steering committee. They can highlight the status for the Executive Committee.
Oregon HB3110A (the Rural Capacity Center proposal that would have provided support direct through Economic Development Districts) did not pass in the legislative session.
Housing: North Central Oregon Regional Solutions coordinated a housing discussion roundtable for Oregon communities and planners, with updates from the legislative session. MCEDD staff participated and provided updates on the housing loan fund.

- Opportunity Zone: Following our convening meeting, we have been looking at regional samples, including [the Emerald Coast Opportunity Zone](#).
- US Economic Development Administration
 - Disaster Supplemental funds 2017: We still have no word on the final decisions for the three applications from our region: Cascade Locks electrical, Skamania PUD electrical in North Bonneville and Stevenson Wastewater. The City of Cascade Locks was able to secure funds through the legislature as match for EDA funds, if the EDA disaster grant is awarded.
 - The new Assistant Secretary of Commerce for Economic Development, Dr. Fleming, is visiting the Seattle EDA regional office this week.
 - MCEDD set a call with our EDA Economic Development Representative, Columbia Gorge Community College, Columbia Gorge regional airport, and a few other stakeholders to discuss options for supporting a project at the airport.
- Broadband: Carrie Pipinich continues to provide support to Sherman fiber activities, Qlife expansion and regional broadband conversations. She has also been involved in conversations regarding the ReConnect program and the challenges for accessing those resources in our area due to the significant investment an application requires and challenges with clear, accurate mapping data to determine eligibility. Carrie is scheduling Webworks forums in Maupin (November) and Condon (October).
- Wasco County Economic Development Commission: The County renewed its contract with MCEDD to provide support, with expanded funds for hosting an AmeriCorps RARE and engaging in projects. Carrie Pipinich is lead staff and she has been working on setting up a small cities training with the Rural Communities Assistance Corporation. She just wrapped up the updated business siting guides updates and she and Tatiana Eckhart recently completed the Fairgrounds strategic plan. Much of Carrie's energy has been dedicated to community infrastructure preparedness, with a focus on Dufur's water issues, in particular.
- Sherman County economic development support is provided under contract with the County, with Carrie Pipinich as lead staff. Primary activities have included:
 - Biggs water project: Carrie is working closely with the Service District Administrator and County to move this project to funding with USDA. The rate study was returned, with a meeting held with owners. RCAC rate study back. meeting with owners re rates. She continues to engage with USDA Rural Development staff and the District's engineer to access additional technical assistance and engage with the District' Bond Counsel.
 - Participating in the Economic Opportunities Analysis. She also participated in a DLCD meeting and tour.
 - Staffing the County's housing program, with recommendations on revisions to program requirements, support for marketing, and processing of applications.
 - Assisting with implementation of the Sherman Cities Broadband project and the necessary legal agreements. Additionally, Carrie has been engaging further with Frontier TeleNet (FTN) in order to identify any opportunities to support the County and FTN as they work to address its current challenges.
- Energy activities are supported through Marla Harvey, who is primarily dedicated to contractual support for Hood River Energy Plan implementation but has some time set aside for regional activities as well. Primary activities have included:
 - Development of the workplan for implementation of the Energy plan.

- Exploration of opportunities for a community solar site in Hood River County. The primary site initially pursued at the Hood River airport encountered challenges so the committee is looking at an alternate option.
 - Working with the County in response to the PacificPower Public Safety power Shut off plans in Hood River/Wasco counties.
 - Furthering battery storage/solar feasibility study opportunities.
 - The next CGBREZ meeting will include an updated on regional energy projects and a review Solsmart designation opportunities.
 - Staff has attended a number of meetings related to the Goldendale Pumped storage project and coordinated connections with the project proponents and Oregon and Washington entities.
- Infrastructure: Jacque Schei is our lead on all grant administration for infrastructure projects. The Mid-Columbia Center for Living mental health facility will have occupancy August 6th and is working with the contractor on the final punchlist. For Crystal Springs Water District, Jacque has two active projects- one in design and one with an easement delay. The third project with the District has not yet received a decision from the state. For the Antelope water project, we executed a contract amendment to incorporate the additional Safe Drinking Water funds and are pending the bid release to proceed.

Operational

- Facilities: We have remodel bids for consideration at this meeting. We have had some recent IT issues at the site, as well as significant sewer/pipe issues.
- RARE: MCEDD was successful in receiving a \$10,000 grant from The Ford Family Foundation Funds to match the community funding requirement to support an AmeriCorps RARE. Tatiana Eckhart will start her second year of RARE with us in September.
- Training: Ami Trosley and Marla Harvey received scholarships to attend the Northwest Economic Development Training Course in August. Israel Ayala Guevara will be attending CDFA and Portfol trainings in the fall. He has applied for a Ford Family Foundation Technical Assistance grant to help offset the training cost.
- Copy Machine: Lauren Hernandez researched options for a new copy machine lease as our current Xerox contract will complete in November. Given that a new lease will create a long term obligation for MCEDD, it is on the agenda for the meeting.
- Board: Reappointments are complete for Bill Schmitt (Washington Ports) and Dana Peck (Washington Chambers) to serve an additional two years. Reappointment is pending for for Sue Knapp (Cities of Wasco County). Her reappointment request is on the August Wasco County BOCC agenda. Newly appointed board members include Gordon Zimmerman, (Cities of Hood River County) and Erik Glover (Cities of Sherman County).
- The MCEDD nominating committee, consisting of Jan Brending, Mark Zanmiller and Sue Knapp met to develop a slate of officers and recommendations for the private sector members on the MCEDD Executive Committee. Their recommendations will be presented at the full board meeting.

Next Executive Committee Meeting: Wednesday, September 4, 2019

Next Full Board Meeting: Thursday, September 26, 2019