



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

MCEDD Office  
515 East Second Street, The Dalles, Oregon

**AGENDA**

<b><u>Topic</u></b>	<b><u>Time</u></b>	<b><u>Item</u></b>
Call to Order, Introductions		
Executive Committee Minutes <i>June 5, 2019 and August 7, 2019</i>	5 minutes	Approval
Financial Report	5 minutes	Acceptance
Private Sector Appointments	5 minutes	Decision
Facilities Status <i>Copy Machine Lease Remodel Agreement</i>	5 minutes	Discussion/Approval
FY19 Annual Report	10 minutes	Information
Deputy Director Report	10 minutes	Information
Executive Director Report	10 minutes	Information
Other New Business/ Updates from Committee Members		

***Note: Meeting to be followed by a Four Rivers Corporation Annual Meeting***

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, 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 1<sup>st</sup> or 30<sup>th</sup> of September as the lease’s end date. Amanda stated her preference is September 1<sup>st</sup>. 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 1<sup>st</sup> 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*

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, AUGUST 8, 2019  
4:00 PM  
MCEDD OFFICE  
515 East Second Street, The Dalles, OR 97058

**ATTENDANCE**

*Attending:* Dana Peck, Bob Hamlin, Ken Bailey, Eric Proffitt

*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 4:11 p.m. A quorum was not present.

**EXECUTIVE COMMITTEE MINUTES**

Approval of the June 5, 2019, Executive Committee meeting minutes will take place at the September Executive Committee meeting.

**FINANCIAL REPORT**

Siri Olson presented the financials ending June 30, 2019. Siri noted the financials are unaudited figures, and as FY19 still has activity occurring due to the timing of grant funding, accounts payable, and the fiscal year end process, the final June figures will change. The Balance Sheet shows a Total Cash balance of \$3,757,832.34. Prepaid Expenses are FY20 expenses that are largely comprised of Bonds & Insurance, Dues and Fees, and Subscriptions expenses that occurred in FY19. These expenses will be rolled over and realized as expenses and shown on Profit and Loss statements in FY20. Accrued Loan Interest and Loans Receivable have increased since this time last year due to loan activities. Siri stated Accrued loan interest does not include loan interest accrued on loans currently in litigation. Fixed Assets reflects the addition of the new vehicle purchased in FY19 and the depreciation of the assets. The Prior Period line under Payroll Liabilities reflects payroll earned in June and paid in July 2019. Siri explained that although payroll was paid on July 10<sup>th</sup>, the hours were earned during the last pay period of June, so they are FY19 liabilities. Current Net Position is \$11,409,321.81.

Siri reported that the Operations Budget vs. Actual numbers will change, as some revenue and expenses are still occurring in FY19. Federal looks less than budgeted for FY19 due to the timing of quarterly reporting for the State and Federal government. Final payments for transportation operations and the Economic Resiliency project will increase these revenue lines. The InterCity ODOT and Cider Grant have been finalized, ending June 30, 2019. This increased In-Kind Revenue and Expenses. Personnel Expenses are under budget by \$160,275.16. Professional Services had additional expenses in June totaling \$33,889.31 largely 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 was over budget by \$979.86, due to increased fuel for the addition of the Deviated Fixed Route. Bonds & Insurance is also over budget by \$1,868.73 due to increased rates for calendar year 2019 and an additional deductible payment made due to an accident. Overall, Materials & Services is under budget by \$115,651.54.

Eric Proffitt joined the meeting.

Siri explained Transfer to/from Source is profit earned from MCEDD's EDA RLF loan fund, which is encumbered to add back into the loan fund for relending. Loan Payment is the total amount paid towards loan liabilities in FY19.

Approval of the June financials will take place at the September Executive Committee meeting.

### **FACILITIES MOVE: COPY MACHINE, REVIEW OF REMODLE BIDS, REVIEW OF FACILITIES TRANSITION STATUS**

Amanda Hoey explained MCEDD currently leases a copy machine through an agreement with CTX/Xerox. The agreement terminates in November 2019. Lauren Hernandez researched options for a new copy machine lease, contacting several entities to gather information about monthly payment, price per copy, and overall cost based on usual MCEDD scenarios; lease term; machine capacity, functions, and speed; and cost for relocating and removing machines. As this decision will create a long-term lease for MCEDD, Amanda asked the Executive Committee to approve of the staff recommendation to enter into a new 60 month lease with CTX/Xerox based on pricing, machine speed, and a fixed contract.

*Discussion: Ken Bailey asked what the speed of the current copy machine is. Lauren replied the current speed is 25ppm. Bob Hamlin stated that if MCEDD is currently happy with Xerox, he agrees with entering into a new agreement with them. Dana Peck noted the pricing on the Xerox machine was good. The committee asked staff to give notice of cancellation for the current Xerox contract when appropriate and to notify those who submitted quotes of the intention to enter into a new contract with CTX/Xerox. The decision will be approved at the September Executive Committee meeting.*

Amanda reported Oregon Finish Carpentry, Inc. submitted a bid for the remodel of the Transit Center. After the bid deadline, Adams Construction submitted a bid that was a little higher in price but in range with Oregon Finish Carpentry. Amanda stated she did basic checks to ensure Oregon Finish Carpentry is not debarred, has an active license, is capable of working on site, and can meet MCEDD's timeline requirements. Amanda noted one concern is that both bids were higher than the budget put forward for the project. She recommended moving forward with negotiations with Oregon Finish Carpentry to attempt to keep the project in the \$80,000 range. There is room in the budget for this increase under overall Materials and Services. Amanda stated the bid can be negotiated on in areas regarding windows, doors, painting, and waste management.

*Discussion: Bob asked how specific bid specifications were. Amanda stated staff is looking for direction on specifications. Alice Hellyar, the architect for the project, will work with MCEDD through the project, but it would be beneficial to have an Executive Committee member assist with negotiations. Eric Proffitt asked if MCEDD used a formal bid process and if it is required that MCEDD has to have more than one bidder on the project. Amanda explained the process was a formal bid process conducted to meet all requirements of Oregon's bidding laws. MCEDD is able to enter into negotiation with the apparent low bidder. Bob asked if bonding or insurance requirements were required in the bid. Amanda replied insurance requirements were included, and she will have to look to see what MCEDD's bonding levels are. There was no prequalification requirement, but the bid did ask bidders to list their experience. Oregon Finish Carpentry listed out subcontractors for electrical and HVAC work to be done, and they appear to be qualified entities. Staff will do due diligence and check references. Bob volunteered to assist staff in negotiations for the project.*

The Executive Committee came to the consensus to authorize staff to move forward in negotiation with Oregon Finish Carpentry pending review of references. This decision will be ratified at the September Executive Committee meeting.

Amanda reported GOBHI signed the lease amendment agreement to move out of the Transit Center on or before August 31, 2019. MCEDD is secure in the ability to move forward with the remodel of the Transit Center. Staff is working on a proposal for the phone system shift. New hardware will need to be purchased and on site in order to make the transfer. The landlord of the MCEDD office building on Second Street will put a *For Rent* sign up at the end of August.

*Discussion: Eric asked if GOBHI will continue to provide services for medical transportation in the area or if those services will be picked up by an outside provider. Amanda replied GOBHI serves a good portion of the state. GOBHI had a contract for Hood River County and Wasco County. The owners of those contracts, the State and PacificSource, have opted to contract with GridWorks out of Portland. GOBHI will retain their other territories, and Hood River County and Wasco County will move to GridWorks. Sherman County will still be served by GOBHI. This shift will happen in January 2020.*

Amanda explained that last year, the Transit Center experienced a back-up of the sewer system. The back-up was cleared out, but the issue reoccurred this year. Roto-Rooter fed a camera down the pipe and found that there is a lip in the fitting of one of the joints in the portion of the pipe under the sidewalk. The main line also has a belly. The building was constructed in 2016. Staff contacted building codes to ask for the inspection records to be pulled. Staff also contacted Griffin Construction, the general contractor for the Transit Center construction, to provide an opportunity for them to correct the problem.

Staff is anticipating signing a contract for construction of the bus barn with Crestline Construction. This is on hold until the sewer issue is resolved. Crestline conducted pre-construction work to ensure the design from Hood River Engineers was accurate and found that the proposed building does not fit on the site. Staff is working with Alice Hellyar to support the designs moving forward. Crestline indicated the premanufactured metal building could be shortened and the same drawings and footings could be used.

### **PRIVATE SECTOR APPOINTMENTS**

Private sector appointments will take place at the September Executive Committee meeting.

### **TRAVEL REQUEST**

Amanda Hoey explained that any out-of-state travel not in the budget process requires approval from the Executive Committee. Scholarship funded travel is included in the budget. Marla Harvey received confirmation of a scholarship for \$200 registration plus a travel stipend to participate in the Getting to Zero Forum in Oakland, California. Amanda noted this was on the agenda for review given the uncertainty of the scholarship, but with those funds now committed, this item is informational only.

### **RESILIENCE PROJECT**

Amanda Hoey reported MCEDD received funds through the Local Economic Opportunity Fund administered by Business Oregon. The funding MCEDD received included two major deliverables:

1. Conducting an assessment of past efforts to identify strategies that will enhance future responsiveness.

2. Developing new toolkits/resources that MCEDD and other regional partners can deploy to support business in the event of a disaster and to encourage preparedness before a disaster in the future.

Amanda presented a draft of materials created by Blue Marble Creative. The materials can be used in marketing campaigns around business preparedness, in disaster preparedness and response, and can be linked to a regional webpage for economic resilience and response. Staff has worked to ensure that anything designed can be used by Oregon and Washington regions, and all recommendations in the materials encourage working as a collective bi-state region. There are a few formal points the materials have to address, as the funding is Oregon specific. Amanda stated recommendations for how to use the finalized materials are welcome.

### **FY20 PROPOSED SCHEDULE**

Amanda Hoey explained the proposed schedule will be put on the Consent Agenda at the September MCEDD Board meeting. The MCEDD Board meeting schedule is similar to past schedules regarding rotation between locations, but some Thursdays have been rotated due to scheduling conflicts. The Loan Administration Board and Executive Committee schedules have not been changed.

### **DEPUTY DIRECTOR REPORT**

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

- Staff issued an RFQ for a new cutaway bus that was funded by a 5339 grant award late last year that MCEDD received the contract for in June. The purchase is anticipated to take place in August, though it will take several months for the vehicle to arrive.
- MCEDD was awarded funding through the ODOT STIF Discretionary Grant which will help fund Mobility Manager Kathy Fitzpatrick's position over the next biennium. These funds were matched by WSDOT and local match sources. MCEDD has received positive feedback about the value of Kathy's work in the region.
- The GTA summer party will be August 15. The GTA Board chose Locus Interactive to begin work on a new logo and professional messaging for the GTA.
- Some legislative decisions were made in 2019 that will impact STF and STIF funding for MCEDD. The final Legislatively Adopted Oregon Department of Transportation Budget included a budget note directing the integration of the STF and STIF programs into a single program by July 1, 2021. The 2019-2021 budget included \$10.1 million in general funds previously budgeted to the STF program. To provide continuation of STF services, the Oregon Legislature passed HB 2377 B-Engrossed, which authorized the transfer of \$10.1 million from STIF to STF on July 1, 2019. MCEDD saw that entire cut in the 1<sup>st</sup> quarter STIF payment this year as a \$44,000 deduction.

*Discussion: Dana Peck asked which constituency watches over ODOT budgeting decisions. Amanda replied the Oregon Transportation Association monitors them. The OTA played an active role in the passing of new expansion funds, and staff anticipated the OTA would take a position on STF/STIF funding, but the decision appears to have been slipped through in budget notes. An ODOT committee is looking at how to functionally merge the STF and STIF programs, and MCEDD is attempting to get Jessica Metta involved with the committee. Amanda stated she is concerned about rural equity for the LINK's providers. The funding decision should not affect staff, but some previously planned expansion projects may no longer be feasible.*

## **EXECUTIVE DIRECTOR REPORT**

Amanda Hoey reviewed highlights from the past month, including:

- MCEDD received a \$10,000 grant from The Ford Family Foundation Funds to match the community funding requirement to support an AmeriCorps RARE. Tatiana Eckhart will begin her second year of RARE with MCEDD in September.
- The Loan Administration Board approved a \$52,000 loan to Mid-Columbia Backflow. Staff is working to close the loan. Most loan activity has been with the Oregon Investment Board due to the availability of funds. MCEDD closed OIB approved loans including a \$100,000 loan to The Renewal Workshop; a \$41,500 loan to Tectonic Cellars, LLC; and a \$31,500 loan to Thirsty Café.
- Dana Peck and Bob Hamlin attended a meeting for One Gorge steering committee.  
*Discussion: Dana stated the message emphasized to the committee was that there is already a process to handle economic development in the Gorge. Bob reported One Gorge would like to have the CEDS list available to use when proposing packages to legislature. The focus of discussion was mainly how to prepare proposals for when the legislative session begins in January and February. Dana stated that this is where coordination needs to happen in the region.*
- MCEDD set a call with the region's EDA representative, Columbia Gorge Community College, Columbia Gorge regional airport, and a few other stakeholders to discuss how to support the project at the airport.

## **OTHER NEW BUSINESS**

No new business.

## **ADJOURN:**

Meeting adjourned at 5:05 p.m.

*Respectfully submitted,  
Lauren Hernandez, Office Administrator*



## FINANCIAL SUMMARY

As of July 2019

Balance Sheet. Total Cash balance as of 07/31/2019 is \$4,019,742.65. Accounts Receivable (1202) is \$207,328.50, which is largely comprised of FY19 receivables attributed to quarterly payments for Transportation Operations and Contract Reimbursements, and also includes FY20 Local Assessments receivables. Accrued Revenue (1205) represents EDC contract revenue from Wasco and Sherman counties. Accrued Interest (1227) for July is less than anticipated due to not realizing accrued interest for loans currently in litigation. Loans Receivable (1300) is \$507,569.21 higher than at this time last year, due to the increased loan activities throughout FY19. Accrued PTO (2050) has increased due to the increase in personnel and earned PTO balances. Deferred Revenue (2800) of \$13,333.33 represents the balance we have left from the EDA Planning grant. Current Net Position is \$11,523,877.83. This figure may be adjusted as a result of FY19 audit process.

Operations Budget vs. Actual. Actual Carryover Revenue (4000) is pending FY19 close out and audit completion. Federal Funds (4100) of \$6,666.67 represents the EDA Planning grant revenue received for July 2019. Local Match (4300) of \$28,500 is revenue from Local Energy Plan Partners and Gorge TransLink Alliance. Local Assessment (4400) is comprised of MCEDD Local Partner Dues, which is received at the beginning of each fiscal year. The \$60,946 represents the total amount of Local Dues for FY20. Total Revenue appears to be lower than anticipated at this time, as compared to budget, mainly due to the timing of receipts. FY20 Prepaid expenses are included in Bonds and Insurance (6800) and Other Materials & Services (6900) for Dues and Fees. Capital Purchase expenses of \$2,056.74 represent Permit Fees to move forward in building the Bus Barn at the Transit Center. Capital Purchase expenses will increase as we have the Transit Center Remodel, Bus Barn Construction, and the purchase of new vehicles budgeted in FY20.

Respectfully Submitted,

Siri Olson  
Finance & Operations Manager

**Mid-Columbia Economic Development District  
Operations Budget vs. Actual -FY20  
July 2019**

	<u>Jul 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	0.00	572,645.00	-572,645.00	0.0%
4010 · Trans From/To Fund (MATCH)	2,000.00	2,000.00	0.00	100.0%
4012 · Trans From/To Fund (SUPPORT)	0.00	821.42	-821.42	0.0%
4100 · Federal	6,666.67	62,907.92	-56,241.25	10.6%
4200 · State	0.00	61,889.00	-61,889.00	0.0%
4300 · Local Match	28,500.00	2,750.00	25,750.00	1,036.36%
4400 · Local Assessment	60,946.00	6,745.50	54,200.50	903.51%
4500 · Contract Reimbursement	66,259.54	76,000.92	-9,741.38	87.18%
4600 · Loan Interest	25,731.21	30,851.08	-5,119.87	83.41%
4700 · Loan Processing Fees	0.00	1,979.17	-1,979.17	0.0%
4705 · Loan Filing Fees	0.00	383.33	-383.33	0.0%
4710 · Loan Late Fee	260.52	341.67	-81.15	76.25%
4750 · Investment Interest	162.39	88.67	73.72	183.15%
4800 · Other Revenue	34.64	166.67	-132.03	20.78%
Tot: 4805 · Farebox Revenue	1,741.90	3,711.42	-1,969.52	46.93%
<b>Gross P 4934 · In-Kind Revenue</b>	<u>0.00</u>	<u>2,702.92</u>	<u>-2,702.92</u>	<u>0.0%</u>
<b>Expense</b>	<u>192,302.87</u>	<u>825,984.68</u>	<u>-633,681.81</u>	<u>23.28%</u>
	192,302.87	825,984.68	-633,681.81	23.28%
5000 · Personnel Expense	55,801.20	126,474.33	-70,673.13	44.12%
6110 · Travel & Conference	2,013.29	2,937.50	-924.21	68.54%
6190 · Event Services	0.00	325.00	-325.00	0.0%
6200 · Equipment	420.86	1,025.83	-604.97	41.03%
6300 · Supplies	82.90	3,673.33	-3,590.43	2.26%
6400 · Professional Services	1,198.00	40,063.33	-38,865.33	2.99%
6500 · Vehicle Costs	3,270.31	9,818.08	-6,547.77	33.31%
6600 · Communications	1,869.95	3,501.83	-1,631.88	53.4%
6700 · Building Costs	1,967.21	8,833.92	-6,866.71	22.27%
6800 · Bonds & Insurance	6,810.50	917.33	5,893.17	742.42%
6900 · Other Materials & Supplies	2,128.66	1,090.00	1,038.66	195.29%
9000 · Indirect Spread	0.00	0.00	0.00	0.0%
Tot: 9100 · Capital Purchase	2,056.74	26,153.67	-24,096.93	7.86%
<b>Net Ordinary 9600 · Transfer to/from Source</b>	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Other Income/Expense</b>	<u>79,619.62</u>	<u>226,814.17</u>	<u>-147,194.55</u>	<u>35.1%</u>
	112,683.25	599,170.51	-486,487.26	18.81%
<b>Other Expense</b>				
7400 · Loan Payment	10,115.00	10,269.25	-154.25	98.5%
7500 · Carryover to Next Year	0.00	52,213.50	-52,213.50	0.0%
7600 · In-Kind Contractual	0.00	2,702.92	-2,702.92	0.0%
<b>Total Other Expense</b>	<u>10,115.00</u>	<u>65,185.67</u>	<u>-55,070.67</u>	<u>15.52%</u>
<b>Net Other Income</b>	<u>-10,115.00</u>	<u>-65,185.67</u>	<u>55,070.67</u>	<u>15.52%</u>
<b>Net Income</b>	<u><u>102,568.25</u></u>	<u><u>533,984.84</u></u>	<u><u>-431,416.59</u></u>	<u><u>19.21%</u></u>

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

	Jul 31, 19	Jul 31, 18
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>1000 · Bank Demand Deposits</b>		
1010 · MCEDD Checking	113,072.10	153,760.58
1015 · MCEDD MM	416,712.46	256,661.78
<b>1020 · IRP</b>		
1021 · IRP - Sherman	77,091.10	120,212.48
1022 · IRP - WA	73,035.60	95,354.03
1020 · IRP - Other	105,700.01	-27,352.61
<b>Total 1020 · IRP</b>	255,826.71	188,213.90
<b>1030 · Loan Funds</b>		
1036 · EDA RLFs	99,111.06	20,072.63
1045 · Reg Strat	7,859.90	135,600.13
1050 · RBEG-OR	35,015.13	105,944.23
1055 · RBEG-WA	2,258.24	95,416.46
1057 · RBEG-KL	4,352.15	126,621.45
1067 · CDBG Microenterprises	76,311.52	61,295.78
<b>Total 1030 · Loan Funds</b>	224,908.00	544,950.68
1031 · Housing RLF	1,791,056.64	1,406,355.11
1070 · National Scenic Fund	931,995.90	1,135,909.68
<b>Total 1000 · Bank Demand Deposits</b>	3,733,571.81	3,685,851.73
<b>1100 · CDS</b>		
1121 · IRP Reserve	96,072.12	96,062.64
<b>Total 1100 · CDS</b>	96,072.12	96,062.64
1122 · IRP - DDM Product	190,048.72	458,712.22
1125 · LINK Petty Cash	50.00	50.00
1196 · OR Telecom Conference	0.00	26,140.32
<b>Total Checking/Savings</b>	4,019,742.65	4,266,816.91
<b>Accounts Receivable</b>		
1202 · Accounts Receivable	207,328.50	188,997.58
<b>Total Accounts Receivable</b>	207,328.50	188,997.58
<b>Other Current Assets</b>		
<b>1200 · Receivables &amp; Accruals</b>		
1205 · Accrued Revenue	10,000.00	7,083.33
1227 · Accrued Loan Interest	20,482.35	22,518.56
<b>Total 1200 · Receivables &amp; Accruals</b>	30,482.35	29,601.89
<b>1300 · Loans Receivable</b>		
<b>1330 · MCEDD Loans Receivable</b>		
1320 · IRP	2,188,479.89	2,030,063.71
1321 · IRP - Sherman	172,036.92	133,617.60
1322 · IRP - WA	250,702.09	228,847.95
1336 · EDA RLFs	674,034.63	711,188.84

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

	Jul 31, 19	Jul 31, 18
1345 · Reg Strat	167,095.74	35,571.49
1350 · RBEG-OR	291,203.16	206,244.12
1355 · RBEG-WA	94,825.10	0.00
1357 · RBEG-KL/SK	126,000.00	0.00
1367 · CDBG Microenterprises	31,545.63	44,771.56
1371 · Housing RLF	245,326.48	603,248.59
<b>Total 1330 · MCEDD Loans Receivable</b>	<b>4,241,249.64</b>	<b>3,993,553.86</b>
1370 · OIB Loans Receivable	2,034,775.27	1,774,901.84
<b>Total 1300 · Loans Receivable</b>	<b>6,276,024.91</b>	<b>5,768,455.70</b>
1400 · Loan Payments Holding		
1475 · OIB	0.00	-1,510.04
<b>Total 1400 · Loan Payments Holding</b>	<b>0.00</b>	<b>-1,510.04</b>
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
<b>Total 1500 · Allowance for Doubtful Loans</b>	<b>-318,860.58</b>	<b>-267,581.96</b>
<b>Total Other Current Assets</b>	<b>5,987,646.68</b>	<b>5,528,965.59</b>
<b>Total Current Assets</b>	<b>10,214,717.83</b>	<b>9,984,780.08</b>
<b>Fixed Assets</b>		
<b>1600 · Fixed Assets</b>		
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
<b>Total 1600 · Fixed Assets</b>	<b>1,309,160.00</b>	<b>1,321,919.00</b>
<b>Total Fixed Assets</b>	<b>1,309,160.00</b>	<b>1,321,919.00</b>
<b>TOTAL ASSETS</b>	<b>11,523,877.83</b>	<b>11,306,699.08</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2010 · A/P General	6,581.69	453.70
<b>Total Accounts Payable</b>	<b>6,581.69</b>	<b>453.70</b>
<b>Other Current Liabilities</b>		
2030 · Accrued Loan Payment	10,115.00	10,115.00
2035 · Accrued Interest Payable	0.00	6,148.22
2050 · PTO - Accrued	50,619.87	40,398.10

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

	<u>Jul 31, 19</u>	<u>Jul 31, 18</u>
2070 · Health Insurance Payable	-22,846.76	-7,344.15
2080 · Life & Disability Payable	-628.08	-290.14
2090 · WC SAIF Ins	-8,755.43	-4,061.38
2100 · Payroll Liabilities	256.19	1,942.00
2800 · Deferred Revenue	13,333.33	13,333.33
<b>Total Other Current Liabilities</b>	<u>42,094.12</u>	<u>60,240.98</u>
<b>Total Current Liabilities</b>	48,675.81	60,694.68
<b>Long Term Liabilities</b>		
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
<b>Total Long Term Liabilities</b>	<u>1,750,839.19</u>	<u>1,853,707.71</u>
<b>Total Liabilities</b>	1,799,515.00	1,914,402.39
<b>Equity</b>		
3100 · Fund Balances	7,572,025.03	7,572,025.03
3110 · Carryforward Balance	15,143.94	31,242.53
3900 · Retained Earnings	2,034,170.58	1,671,927.29
<b>Net Income</b>	103,023.28	117,101.84
<b>Total Equity</b>	<u>9,724,362.83</u>	<u>9,392,296.69</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>11,523,877.83</u></u>	<u><u>11,306,699.08</u></u>

## Memorandum

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

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### 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:** August 28, 2019  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, Executive Director  
**Re:** Facilities Status

---

### Overview

At the last Executive Committee meeting, the Committee recommended proceeding in negotiations with Oregon Finish Carpentry for the remodel project. Bob Hamlin and I met with the owners to discuss areas of potential concern and areas where cost savings might be realized. An update on revised project costs is expected to be available for review for the Executive Committee meeting. I submitted the permit for the project to Wasco County Building codes and it is in queue for review.

## Memorandum

**Date:** August 28, 2019  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, Executive Director and Lauren Hernandez, Office Administrator  
**Re:** Copy Machine Lease (Confirmation)

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### **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). *At the August Executive Committee meeting we lacked a quorum to take this action, but those present agreed with proceeding, pending confirmation at the September Executive Committee meeting.*

Discuss action to take with the existing Ricoh machine.



*Mid-Columbia Economic Development District*

# MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

## FISCAL YEAR 2019 ANNUAL REPORT

**Mid-Columbia Economic  
Development District**  
515 East Second Street  
The Dalles, OR 97058  
[www.mcedd.org](http://www.mcedd.org)



## From the Board Chair and Executive Director

**I**t is our pleasure to present the **Mid-Columbia Economic Development District annual report**. This year marks 50 years of MCEDD serving the the five county bi-state region, building economic vitality and focusing on opportunities to support business and entrepreneurs. This year, we continued to deliver high quality technical assistance, business assistance and industry support through our core programs, while also expanding our service offerings. Significant milestones and accomplishments in fiscal year 2019 include:

- Reaching **more than \$9.5 million** in funds granted and loaned through the Columbia River Gorge Oregon Investment Board.
- Supporting economic resiliency with responses to a myriad of economic shocks in 2018. Providing technical assistance for our members accessing **federal economic disaster funding** for public works projects.
- Implementing the regional Comprehensive Economic Development Strategy, in coordination with our members, and hosting a sold-out economic Symposium to build connections across the region.
- Launching **the Everybody Rides/Todos Arribes** campaign to support the regional Gorge TransLink public transportation system.
- Expanding the LINK transportation system, providing **over 22,000 passenger trips**.
- Providing direct business assistance through our loan programs, providing **more than \$2 million in funding this fiscal year to businesses**.

We invite you to explore this annual report, which provides a snapshot of the resources MCEDD delivered to our service area in fiscal year 2019. And, as we embark on a new year, we extend our appreciation to our members and partners.

Sincerely,

*Ken Bailey*

Ken Bailey,  
MCEDD Board Chair

*Amanda Hoey*

Amanda Hoey  
MCEDD Executive Director

# Overview

Mid-Columbia Economic Development District (MCEDD) was established in 1969 by five counties bordering the Columbia River: Hood River, Wasco and Sherman counties in Oregon and Skamania and Klickitat counties in Washington. MCEDD is governed by a Board of Directors representing public and private interests throughout the region.

## 2019 Board of Directors

**Ken Bailey, Chair**  
*Agriculture*

**Bill Schmitt, Vice Chair**  
*Washington Ports*

**Bob Hamlin, Sec/Treas**  
*Skamania County*

**Rex Johnston**  
*Klickitat County*

**Bob Benton**  
*Hood River County*

**Steve Kramer**  
*Wasco County*

**Joe Dabulskis**  
*Sherman County*

**Eric Proffitt**  
*Workforce*

**Scott Clements**  
*Tribal Businesses*

**Tonya Brumley**  
*Oregon  
Chambers*

**David Griffith**  
*Oregon Ports*

**Robert Kimmes**  
*Healthcare*

**Stephanie Hoppe**  
*Higher Education*

**Mark Zanmiller**  
*Cities of Hood  
River*

**Dana Peck**  
*Washington Chambers*

**Sue Knapp**  
*Cities of Wasco*

**Leana Kinley**  
*Cities of Skamania*



**Tom Furey**  
*High Tech*

**Perry Thurston**  
*Cities of Sherman*

**Buck Jones**  
*Food and Beverage*

---

A professional staff provides business assistance, technical assistance and regional coordination for the five-county bi-state area of the Columbia River Gorge.

## MCEDD Staff

**Amanda Hoey**, *Executive Director*  
**Jessica Metta**, *Deputy Director*  
**Siri Olson**, *Finance and Operations*  
**Israel Ayala Guevara**, *Loan Fund Manager*  
**Marla Harvey**, *Energy Coordinator*  
**Lauren Hernandez**, *Office Administrator*  
**Carrie Pipinich**, *Project Manager*  
**Jacque Schei**, *Project Manager*  
**Tatiana Eckhart**, *RARE Project Coordinator*

**Ami Trosley**, *Administrative Assistant*  
**Kathy Fitzpatrick**, *Mobility Manager*  
**Charlotte Sallee**, *Transportation  
Operations Director*  
**Deann DePaepe**, *Dispatcher/Scheduler*  
**Gerald Benedict, Fred Bergren, Scott  
Isaak, Robbyn Deswert, Nancy Reed  
Gary Methvin, Casey Ruiz, Antonio  
Silva, and Steve Wilson**, *Drivers*

## Business Assistance Division

\$40M Wage Growth  
**\$40M Wage Growth**

Since inception of our business loan program, MCEEDD has made 304 loans to businesses totaling over \$17.4 million. This year the loan program supported:

- **Funding loans to support new and growing businesses** including:
  - Introduction of new product lines for a manufacturing business.
  - Working capital for a construction business.
  - Expansion of a cidery in the upper Hood River valley to include a tasting room.
  - Expansion and remodel of a resort.
  - Start-up of a resale/wholesale supply business.
  - Working capital for a grain finished beef business.
  - Working capital to bring a disposable paint palette to market.
  - Renovation of retail space into a commercial office building.
- **Funded more than \$2 million in loans.**
- **Addition of a new microloan fund** to expand the emergency pilot loan program and increase access to capital across the region.
- **A recent independent study** through the Oregon Consulting group showed MCEEDD financing has supported the local economy and business clients:
  - had a \$450,000 median increase in sales
  - 88% of businesses were stable or growing.

### Toss Products LLC



Felicia and Scott Gray and Nicole and Rick Lundin partnered to develop and manufacture recycled paper palettes designed to help artists, teachers, and paint party organizers everywhere save time on clean up and contribute to a cleaner planet. With MCEEDD financing, they were able to bring their product to market.

### Diamond Lazy K Inc.



Keith Nance, owner of Deschutes River Beef, used MCEEDD financing to continue growing sales and further the processing portion of his high quality grain finished beef business.

## Loan Administration Board Members

Private Sector: Scott Clements, Chair \* Dillon Borton, Key Bank \* AJ Tarnasky, Columbia Bank  
Public Sector: Bob Hamlin, Vice Chair \* Bob Benton \* Steve Kramer \* Joe Dabulskis \* Rex Johnston

# Columbia River Gorge Scenic Area Oregon Investment Board

## Fiscal Year 2019 Summary

Project funding awarded through the Columbia River Gorge National Scenic Area Oregon Investment Board helps to strengthen and diversify the economy of the region. Staffing is provided by MCEEDD. Key activities in FY 2019 included:

- **Expanding the pilot loan program** which allowed the board to be responsive in providing flexible financing to:
  - Mt Hood Podiatry for working capital to grow their business.
  - Dr. Lauren Justice for startup of a mental health practice.
  - Dog River Pet Supplies for startup of a holistic pet supply store.
- **Funded completion of a feasibility study:** Columbia Gorge Community College completed a food and beverage industry study that focuses on opportunities for workforce training.
- **Approving loans to support new and growing businesses** including:
  - Farmers Conservation Alliance for building expansion.
  - Thirsty Café LLC for startup of a coffee and pastry business in Cascade Locks.

### Loan Client Profile: Farmers Conservation Alliance



Farmers Conservation Alliance (FCA) is a nonprofit focused on water management solutions that benefit both agriculture and the environment. FCA obtained a loan for leasehold improvements on the Sheppard Building in Hood River to accommodate their growing team with a larger office space but also to allow the rich agricultural history of the building to continue under their tenancy.



### **Sustained Impact:**

From a \$4 million allocation, the Board has approved grants and loans (utilizing revolved funds) totaling more than \$9.5 million.

### **Leveraging:**

Leveraged over \$15.2 million in private funds and more than \$13.3 million in public funds.

### **Employment:**

Funds are provided through grants and loans to support infrastructure, business assistance, and workforce development. The Board has provided funding to projects to directly create or retain nearly 700 jobs.

## Oregon Investment Board Members

Jack Miller, Chair \* John Kasberger, Vice Chair \* Jill Amery, Secretary/Treasurer \* John Southgate \* Tammy Miller \*  
Craig Bowder \* Jorge Barragan

# Transportation

## Gorge TransLink Alliance



### Everybody Rides Campaign

- 5 videos highlight community members using local transit
- Local transit stories on social media go viral with 86,000 shares
- Spanish radio programs
- Rack cards showcase regional route map and new website



## A Regional Public Transportation Network

MCEDD's role in transportation expanded this year to support a more vibrant regional network.

- **Gorge TransLink Alliance** management:
  - Significant expansion of regional transit services
  - The Gorge Commuter Pass allows employees to use regional transit services at a reduced rate
  - Adoption of a mobile fare app (Hopthru)
  - "Transportation Innovations" brought transportation and healthcare providers together to prioritize new projects
  - GorgeTransLink.com website redeveloped using the latest tech tools
- **LINK Transportation in Wasco County:** MCEDD continued to learn and develop its role as public transportation provider through this first full year of operations. Highlights include:
  - Submission of the successful Wasco County STIF Plan to direct over \$1M in new resources to expanded services.
  - Launch of a Deviated Fixed Route in The Dalles.
  - Purchase of a new ADA-accessible minivan.
  - Expanded staff and hours for more service.

## LINK Public Transportation



### Ridership for FY2019:

- Total Passenger One-Way Trips: **22,150**
- Elderly/Disabled One-Way Trips: **10,201**
- Revenue Service Hours: **7,231**
- Revenue Service Miles: **102,367**

## Transportation Administration Board Members

Steve Lawrence, Chair \* Tyler Stone \* Dana Peck \* Rod Runyon \* Perry Thurston

# Regional Economic Development Strategy

## Updating the regional strategy

The comprehensive economic development strategy is a guide to understanding the regional economy and crafting goals, strategies and actions to create jobs, raise income levels, diversify the economy, and improve the quality of life.

*“The strategy develops regional consensus on our highest priorities so we can move forward together as a single region.”*

## Columbia Gorge Economic Symposium.

MCEDD hosted the annual Columbia Gorge Economic Symposium in November 2018, featuring Esina Alic, the CEO of Insitu, as keynote speaker, followed by regional economists presenting data on employment, wages and growing and declining industries.

### High Tech Focus

Keynote presenter Esina Alic, CEO of Insitu, opened the Columbia Gorge Economic Symposium, sharing Insitu’s commitment to supporting the regional economy of the Gorge and its communities.



The symposium filled to capacity in 2018, with approximately 125 attendees.

The Gorge Tech Alliance helped coordinate a panel session of representatives of the region’s high tech industries including Google, Overwatch Imaging, Sagetech, Seeq and Zepher. The companies discussed opportunities and challenges for this key regional sector, such as land and building availability, broadband infrastructure and available housing for employees.

## VISION

The region envisions a thriving economy supporting diverse business opportunities that act in harmony with the area’s rural qualities, values and natural resources.

## PRIORITY AREAS

- Housing
- Financial Capital, Entrepreneurial Environment
- Workforce
- Infrastructure
- Regulatory Environment

Access the report:  
[Summary document](#)  
[Full document](#)

Join us for the next  
**Columbia Gorge Economic Symposium**,  
scheduled for:  
November 1, 2019  
The Dalles Readiness  
Center

# Industry Sector Support

## Renewables and Tech: The Next Generation



Over 190 middle and high school students from 16 local high schools and middle schools competed to build the competition's top turbines at the Gorge Wind Challenge. Student teams worked together with volunteer mentors to design, build and test their turbines. The event is sponsored by Google and held in partnership with Columbia Gorge Community College.

## Expanding Industries

MCEDD has targeted opportunities in strong regional industry sectors.

### Renewable Energy

Coordinated the Columbia Gorge Bi-State Renewable Energy Zone and policy advisor visits to discuss key issues, such as the proposed Goldendale Pumped Storage project.

Supported implementation of the Hood River County Energy Plan, assisting in prioritization, organization, and implementation of over 15 beneficial energy initiatives, from solar and storage at critical facilities to identifying energy burden through energy labeling.

### High Tech Industry Sector

The Gorge Technology Alliance contracts with MCEDD to provide project management assistance. In addition to regular monthly membership meetings, highlights include:

- The second-annual Gorge Tech Showcase highlighting nine businesses to an audience of around 75 people from around the Gorge and the Portland Metro area.
- Coordination of a successful event in Chicago as part of the Assoc. of Unmanned Vehicle Systems International conference to emphasize the strength of the regional cluster.

## STEM Education

### STEM Career Day

Hosting the sixth annual STEM Career Day to share job opportunities with over 700 Gorge 7<sup>th</sup> graders.



### FLL Robotics

Coordinating FIRST® LEGO® League (FLL) robotics tournaments in The Dalles and Hood River. Thirty-nine teams of students ages 9 to 14 competed and thirteen teams were selected to move to the state competition

### Educator Award

The GTA's annual award program included a STEM Educator of the Year award for the first time. Lu Seapy of Wasco County 4-H received the award along with a \$1000 contribution to her program.

# Broadband Access and Affordability

## Gorge Broadband Consortium

### Broadband and Resilience

Regional economic prosperity is linked to resiliency. MCEDD undertakes a number of activities to bolster resiliency. Planning is a large component, but increasing broadband networks is another key element.

### Oregon Connections



MCEDD has acted as the local host for the Oregon Connections Conference for the past nine years. This year focused on the Digital Divide, with several sessions discussing rural connectivity challenges and strategies.

Effective networks are critical to resiliency and a key component to our comprehensive regional economic development strategy. MCEDD places a core focus on increasing broadband accessibility throughout the region. Staff engaged in the following activities:

- The Maupin Fiber Project was completed, bringing fiber based broadband access to the homes and businesses within the City of Maupin that equals that available in major cities at an affordable rate.
- Convened two Gorge Broadband Consortium meetings with over 30 participants at each. Topics included broadband mapping, FirstNet, funding, and legislative updates.
- Hosted one WebWorks Business Training to highlight ways to leverage connectivity for businesses in Sherman County and began planning for three additional trainings.
- Sherman Cities Fiber Project in partnership with GorgeNet connected residents and businesses in Moro, Grass Valley and Wasco to fiber networks and Rufus is underway. This project provides high speed, wired connections in each community which will reduce traffic on the broader countywide wireless network that serves farms and ranches around the County.
- Provided assistance for broadband planning processes in Stevenson and Goldendale.

### Bridging the Digital Divide



MCEDD was recognized in October 2018 for almost a decade of work in broadband with the Excellence in Telecommunications Projects, Regional Strategies and Advocacy Award.

# Infrastructure Development

## Increasing Resources for Priority Infrastructure

MCEDD places a priority on ensuring adequate infrastructure for business and community success. Our staff provided support for:

- **Technical assistance** to secure funding and move projects toward construction, including support for EDA Disaster Fund applications (Skamania PUD, City of Cascade Locks, City of Stevenson)
- **Focus on resiliency** by assessing past responses, identifying gaps, and developing a set of recommendations for next steps in planning.
- **Supporting grant administration for water/wastewater systems** including:
  - **City of Antelope water system:** labor standards and grant administration support; support in receiving additional Safe Drinking Water (SDW) RLF loan.
  - **City of The Dalles wastewater:** administration for a Clean Water State RLF project.
  - **Crystal Springs Water District water project:** labor standards and grant administration support for two SDWRLF projects and support in receiving a third loan from the program.
  - **Cascade Locks Corrosion Control Treatment Facility project:** labor standards and grant administration support for SDWRLF
  - **Regional wastewater treatment coordination:** coordinated with North Central Oregon Regional Solutions to conduct interviews with stakeholders in Oregon and Washington to identify status of wastewater treatment, constraints, planned upgrades to facilities, needs for improvements, and opportunities for collaborative projects.

## Project Highlight



The City of Antelope has received an additional \$500,000 from SDWRLF to support its water system upgrades.

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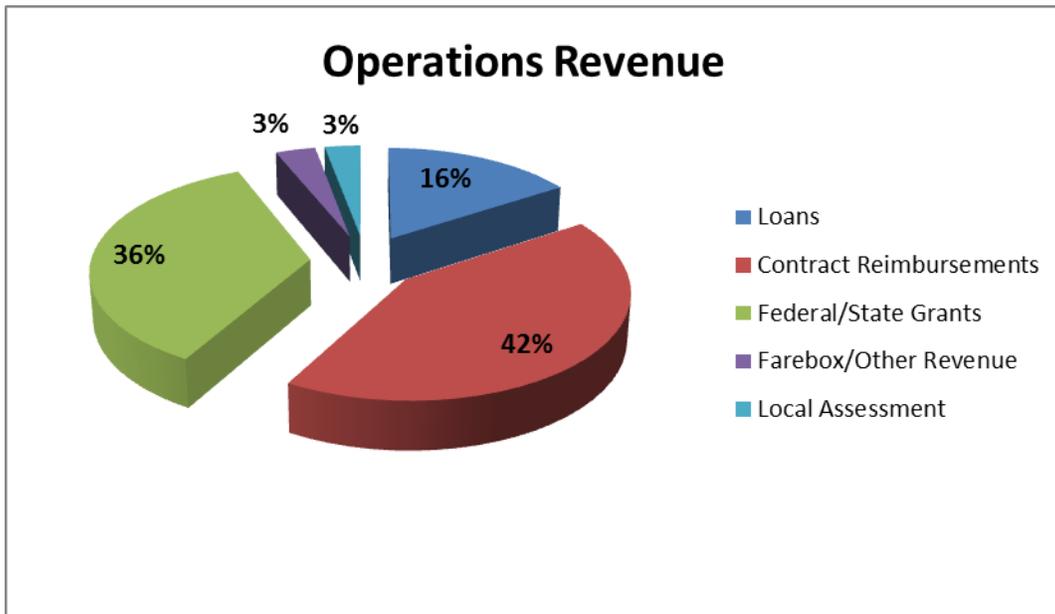
## Regional Wastewater



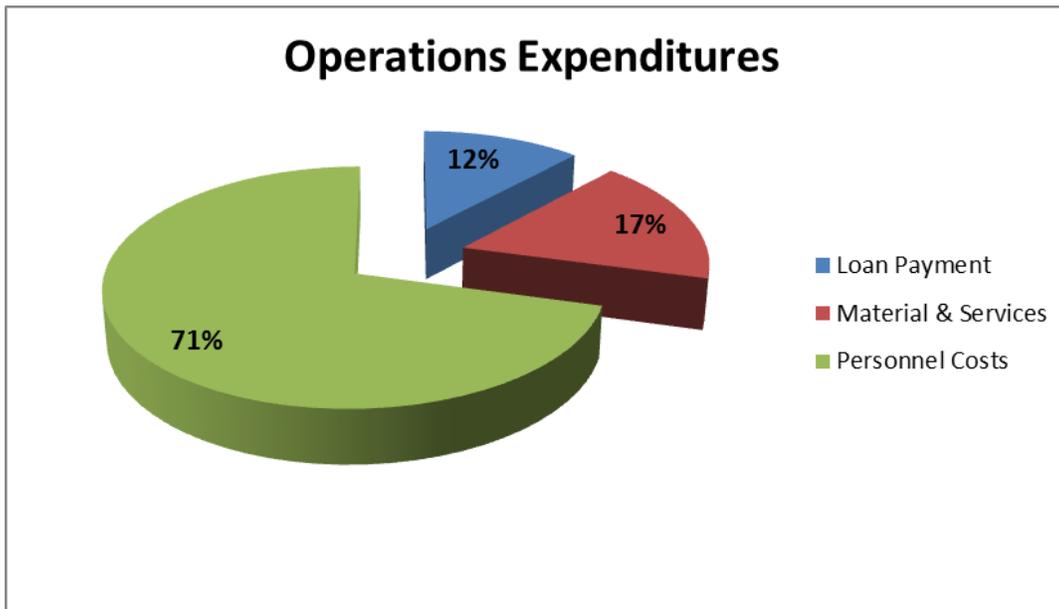
The Dalles Wastewater Treatment Plant was completed in June 2019.

# Statement of Financial Activities

MCEDD's Operations Revenue is derived from Loans (16%), Contract Reimbursements (42%), Federal and State Grants (36%), Local Dues (3%), Farebox and Other Revenue (3%). Operations Revenue totaled \$2,201,646 in FY19.



MCEDD's Operations Expenditures are categorized into four categories, Loan Payments (6%), Materials and Services (31%), Capital Outlay (2%), and Personnel Costs (61%). Total Operations Expenditures were \$1,897,274 in FY19.





515 East Second Street  
The Dalles, Oregon 97058  
[www.mcedd.org](http://www.mcedd.org)

MCEDD is an equal opportunity Employer, Lender and Provider.



**Deputy Director's Report**

**Prepared for the September 2019 Executive Committee Meeting**

**LINK Transportation**

- We signed the contract with Crestline Construction to begin construction of the bus barn and repair of the vehicle gate at The Dalles Transit Center. Crestline immediately identified issues with the design we received from Hood River Engineers, but is working through getting a slightly smaller structure from the metal building manufacturer. We are awaiting building permits. Additionally, Griffin Construction is correcting the plumbing issue at the facility at their cost in recognition of the problem stemming from the building's original construction.
- We completed our first reporting for the STIF funds! This was a big lift from Amanda, Jessica, Siri and Charlotte as it was for July 1, 2018 to June 30, 2019. Reporting will be happening quarterly moving forward and should be somewhat easier. As a new program, ODOT has had many elements to work through and is being as helpful as they can.
- We hired Alli Morris as our new full-time dispatcher/ scheduler and are working on hiring a part-time driver.
- We continue to work to implement the STIF projects with the latest to be the free Farmers' Market service (Saturdays, 9am to 1pm, Sept 7 through Oct 12) and Celilo-Lone Pine- The Dalles shuttle being planned for Fridays, tentatively planned to start Sept. 6. The Farmers' Market service was supported by sponsorship from MCMC, Providence and The Arc of the Mid-Columbia.
- Placed the order for a new cutaway bus that was funded by a 5339 grant award late last year. It looks like the total cost might be less than anticipated. It will take several months to arrive.
- Learned of our successful application for an ODOT Transportation and Growth Management grant to develop a 20-year masterplan for transit in Wasco County! This will be completed through contracting with a consultant. We will be working through the grant process with Wasco County (as the actual applicant) and ODOT.
- We are holding a joint LINK- CAT- MATS public information session in The Dalles on August 29, 5-6:30pm at the CGCC Lecture Hall, Building 2. I will be able to report on how it goes at the Executive Committee meeting.
- The non-emergency medical transportation broker for Wasco County will be transitioning on January 1 from GOBHI to Gridworks out of the Portland area. We have submitted an application as the first step to consider contracting with them, but there are still many questions to answer before we would decide if it is the best decision.

**Gorge Translink Alliance and Mobility Management**

- Kathy is assisting Wasco County in starting the update of its Coordinated Transportation Plan which guides planning for service for seniors, disabled and limited-English proficiency populations. She is developing the scope and starting to survey for information. This work is funded through the Wasco County STIF Plan.
- Kathy has been receiving a lot of recognition for the Everybody Rides! Todos Arriba! Campaign including a NADO Impact Award as well as invitations to present at state and national level conferences.

- We have received the contract from WSDOT for support of the Mobility Manager work.
- Kathy is ramping up for the Drive Less Challenge – now called the Get There Challenge- for October 7-21. She promotes this in Hood River and Wasco County and is supported by a number of local businesses that donate prizes. More info: <https://getthereoregon.org/join-the-challenge/>
- Kathy is supporting Insitu, Columbia Area Transit, and Mt. Adams Transportation Service in renewing the employee benefits pass that provides free public transportation access for Insitu and supports the two transportation providers in a positive relationship.
- Kathy has been working on implementing a grant to order passenger shelters for the LINK, CAT and the two CGCC campuses with the order being placed shortly.

### **Gorge Technology Alliance**

- The GTA Board selected Locus Interactive to develop on a new logo and professional messaging. We will have a kickoff “Discovery” meeting soon with the Board and some key stakeholders.
- In October, I will be attending career fairs at the University of Washington, Oregon Tech and Oregon State University to promote our tech companies to their graduating students. This is a new activity for the GTA. I am offering the one additional spot per fair to our largest employers.
- We are continuing movement towards a shared booth and a joint networking event at the international conference for unmanned vehicles (AUVSI) in Boston in May 2020, building off the success of the 2019 event in Chicago. Sponsorship levels for the booth and event have been developed and we will be seeking interest from our tech companies.
- We have held and are planning for several bigger events for the GTA: August 15 Summer Party at Orbital UAV in Hood River was a great success with about 70 attendees. , Sept 19 (tentative), October 17 film and panel focused on supporting women in tech, Nov 5 (likely) Sponsor CEO Appreciation Party and Gorge Tech Showcase, Dec 10 Winter Party and Awards Ceremony. MCEDD Board members are always welcome to attend any events to connect with those in the Gorge’s tech industry.
- The GTA received classroom sets of brand new robotics equipment to build out our loaner program in support of early-elementary students. ORTOP purchased the equipment for us with a Google grant. Planning has started for the 2019 FIRST LEGO League tournaments in the Gorge and the work begins in earnest once school gets back in session.
- The Board approved membership and sponsorship dues that increased membership for the first time in three years and a small increase to just the lowest level of sponsorship. We were pleased to welcome MCMC as a new partner of the GTA.
- I met with the real estate agent and court-appointed owner of Sagetech to discuss potential interested companies for the Dallesport facility. They are planning on listing the facility in September.



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

Business Assistance

- MCEDD anticipates closing the following loan before the end of August:

Table with 3 columns: Business, Amount, Purpose. Row 1: Mid-Columbia Backflow, LLC, \$52,000, Start-up of a backflow testing company in Parkdale, OR

- Business Technical Assistance: Part of a healthy business ecosystem, and functioning loan program, is a vibrant business assistance network. Our new Loan Fund Manager, Israel Ayala Guevara, has a professional background in small business support and is starting outreach with our technical assistance providers. Notable items include:
- Next Door, Inc (NDI) convenes a business assistance training program called Empresas which focuses on Latino business owners. Israel met with NDI staff who have extended an invitation for him to present information about MCEDD’s loan programs at their Empresas classes.
- CGCC Small Business Development Center (SBDC): MCEDD staff is working on scheduling a meeting with the CGCC SBDC Center to discuss the recently released US Small Business Administration (SBA) priorities for SBDC renewals. Priorities include focus on disaster resilience and support for businesses located in Opportunity Zones. It may present future opportunities for partnership on our business preparedness efforts. We have also requested Israel to have a space on the SBDC Advisory Committee.
- The region’s comprehensive economic development strategy has long included an action item to increase SBDC presence in our Washington counties (served from Yakima and Vancouver). The SBA priorities may offer a new opportunity to leverage increased SBDC presence in our Washington counties, which have opportunity zone designated census tracts.
- MCEDD staff will explore options for an application to Business Oregon’s Rural Opportunity Initiative once the new funding opportunity is released. It may present options to advance a regional business assistance support network. https://www.oregon4biz.com/Innovate-&-Create/ROI/

New SBA priorities may offer an opportunity to leverage increased SBDC presence in our Washington counties.

- The MCEDD Loan Board and Oregon Investment Board approved a short-term restructure for 15Mile Ventures (Freebridge Brewing).
Columbia River Gorge Oregon Investment Board: In September, the board will meet as the Bi-State Advisory Council in its annual convening. The meeting will be preceded by a tour of the Renewal Workshop (a joint MCEDD and OIB client).
Cascade Locks-Hood River Enterprise Zone: MCEDD provides management for the zone, under contract to Hood River County. Two applications are in process:
- Thunder Island: MCEDD staff conducted a pre-authorization conference with staff for the Hood River County assessor’s office for Thunder Island Brewing in

Cascade Locks. We are waiting on a lease agreement in order to proceed in processing the application approval.

- Pfriem Cascade Locks expansion: We are pending lease documentation from Pfriem Brewing to process their application for their Cascade Locks location.
- Attainable Housing Revolving Loan Fund: There are four active potential proposals in the queue. Two would be located in The Dalles and two in Hood River. MCEDD staff is working with North Central Oregon Regional Solutions to encourage these entities to formalize their applications.
- Available to loan as of June 30, 2019 was approximately \$540,000 in MCEDD (non-housing) loan funds. This continues to represent a low fund available balance. We have a lower level of lending in the first quarter of this new fiscal year as we closed the bulk of loan approvals in Quarter 4 of FY19.
- **Where we could use help:** Introductions for Israel Ayala Guevara as our new Loan Fund Manager and invitations to events, when applicable. Referrals for businesses, particularly those seeking microloans (\$35,000 total financing or less).

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*Available to loan  
(6/30/19):  
Approximately  
\$540,000.*

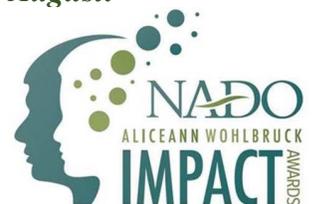
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### **Regional and Project Management**

- National Impact Awards: MCEDD received two impact awards in August. The *Everybody Rides/Todos Arriba* project and the *Gorge Broadband* work were both recognized. The projects will be recognized at a special reception at the NADO annual conference and will be featured in an interactive online Story Map released in October.
- Annual Economic Symposium: November 1, 2019 at the Readiness Center in The Dalles. Outreach will ramp up in mid-September with the return of Tatiana Eckhart to the office. Keynote speaker is the CEO of NW Natural. Input on panelists is welcomed!
- 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.
  - MCEDD convened 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 will attend the ReConnect USDA program workshop in Madras at the end of August, discussing the challenges for our communities in accessing those funds for needed broadband expansion and opportunities for applications. She continues to work with Sherman County/cities of the fiber project. We are seeking to set a meeting with the City of Goldendale on their broadband market study. Finally, Carrie has scheduled the next Webworks forums, with Condon's event taking place in October and Maupin's event taking place in November.
- Infrastructure:

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*Congratulations to  
MCEDD staff: TWO  
National Impact  
Awards received in  
August!*



- Mid-Columbia Center for Living is working on small punchlist items for completion of the project. We expect completion by the end of September. Jacque Schei provided grant administration and labor standards support for the project.
  - The City of Antelope’s water project is out to bid, with bids due back on September 12, 2019. MCEDD signed a contract amendment to provide additional support to the project as they have both CDBG and Safe Drinking Water funds involved with the growing project costs.
  - The Dalles Wastewater Treatment Plant project is in final wrap-up as Jacque received payroll reports for the final subcontractor for review.
  - Klickitat PUD’s Renewable Natural Gas (RNG) Project ribbon cutting and dedication will take place on September 20, 2019. It will be followed by a public open house and facility tour the next day. The invitation reads: “Klickitat PUD and Republic Services would like to invite the community to tour the utility’s most comprehensive energy project to date. This facility can annually produce renewable fuel equivalent to 15 million gallons of gasoline and is one of the largest renewable natural gas (RNG) projects in the United States.”
  - South Wasco County Parks/Rec (Pine Hollow Boat ramp): Jacque Schei will attend the groundbreaking and preconstruction conference on August 28, 2019. She is providing labor standards support for the project.
  - Crystal Springs Water District: Phase 1 is complete and phase 2 is still in design. Phase 3 (purchase of Odell Water) is not yet proceeding at the District works on an agreement. The state will not make a decision on funding until that agreement is in place. Jacque Schei provides contracted grant administration and labor standards services for the projects.
  - City of Stevenson received approval of \$54,680 in funding from the Public Works Board for emergency construction items related to their Wastewater Treatment Plant.
  - City of White Salmon was awarded \$750,000 from the Public Works Board for pre-construction activities related to a new water transmission main.
  - The Seattle Times carried an opinion piece in the Sunday edition regarding a priority project in our CEDS: the pumped storage project. [Read it here.](#)
- Wasco County Economic Development Commission: Carrie Pipinich convened a visit with Rural Community Assistance Corporation (RCAC) new staff to Wamic to discuss wastewater technical assistance. Carrie has been working with Matthew Klebes at the City of The Dalles as they pursue an EPA brownfields application. The next Commission meeting will include a tour of the Columbia Gorge regional airport to discuss opportunities for advancing projects collectively.
  - Sherman County economic development:
    - Carrie Pipinich and Marla Harvey are processing an application for the Sherman housing grant program for six new rental units in Rufus.
    - Grass Valley is considering a wastewater feasibility study.
    - Carrie has been working with the County and Biggs water district to advance their priority project. It is pending on an addendum to the engineering report before it goes to USDA for the final underwriting.

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***RNG Project ribbon cutting is set for September 20, 2019***

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***MCCFL Completed Building***

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- John Day River Territory (JDRT): MCEDD has acted as fiscal agent for the JDRT regional marketing organization. Composed of Gilliam, Grant, Sherman and Wheeler counties, MCEDD offers support through our Sherman county contract. We are actively seeking a new home for the organization.
- Skamania County Economic Development Council (EDC): The Skamania EDC Executive Director, Kari Fagerness has accepted a new position and is leaving the EDC in September. I am meeting with her at the end of August to discuss opportunities for MCEDD support in the interim and to ensure collective initiatives are able to proceed. The Saving Skamania County group is discussing reconvening.
- Klickitat County economic development: I attended the August Klickitat EDA meeting, which focused on the scope of work proposed by the FCS group for the Buildable Lands Inventory. MCEDD staff is considering how to integrate eventual “catalyst” sites to our CEDS. Klickitat EDA recommended Klickitat Valley Health for funding to work with Center for Sustainable Infrastructure. They will also be in discussion with Representative Mosbrucker on the potential for a central district wide heating project conversations. Klickitat staff noted an increase in state funding for the Washington county economic development organizations which is encouraging to see! There was vibrant discussion on the assessment of wind projects and the implications of repowering activities.
- Hood River County economic development: Marla Harvey is focusing on development of the Hood River energy plan workplan to provide focus areas for implementation. Among other items, she is working on critical facilities/solar feasibility sites, supporting the community solar subcommittee and discussing opportunities with Sustainable Northwest. Marla was a key connector for Forth to involve Hood River in their application for the Clean Rural Shared Electric Mobility (CRuSE) Project from the U.S. Department of Energy for Advanced Vehicle Technologies Research. Forth was awarded \$500,000 and Hood River will be the initial test site.
- Individuals engaging in One Gorge conversations will meet in late August with discussion on modifying their manner of operation. An update will be provided at the Executive Committee meeting.
- Columbia River Gorge Commission Management Plan: I attended the last Gorge Commission meeting, which included discussion of the economic development chapter of the management plan. The working group will reconvene in September. I also attended the Urban Area policy meeting in which two proposals were floated by Commission staff: a land swap and regional planning. An additional option that addresses an individual jurisdiction’s urban area needs was requested to allow for a viable pathway forward.
- Business and Economic Resilience: We are pending the final updates on the Business Preparedness toolkit from our graphic designer before working on the distribution plan. We have an outreach meeting scheduled in conjunction with the Bi-State meeting in Cascade Locks to present the resilience assessment, will have materials at the Get Ready event in The Dalles (thanks Tonya Brumley!) and anticipate an additional stakeholder meeting in The Dalles to talk about implementing strategies from the resilience assessment. Marla has been engaged in the Public Safety Power shutoff discussions in Hood River County. I have been participating on a wildfire

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*Skamania EDC staff transition is upcoming: How can MCEDD best support the transition?*

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*Forth received \$500K for advanced vehicle technologies research. Hood River will be the initial test site.*

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council subcommittee to discuss recommendations for policy and funding to minimize impacts from future events.

- **Where we could use help:** Input on the panel for the Annual Economic Symposium and outreach to potential attendees.

### Operational

- Facilities:
  - We anticipate having updated remodel costs for consideration at this meeting.
  - Sewer/pipe. Thanks to Griffin Construction (the original general contractor on the Transit Center) for resolving the issue with the sewer pipe. I appreciate them stepping up to have some difficult conversations with their excavation sub in order to resolve the issue. They completed the work in August and indicated that they removed the “lip” in the pipe, reconnected pipes and moved the juncture to a flat, more easily accessible spot.
  - Our tenant at the Transit Center, GOBHI, is fully moved out and staff will conduct the final walk through on August 29, 2019.
  - IT/phone: We are seeking quotes from multiple entities on the transition.
  - Overall, we are on track for the facilities status to our original timeline.
- Training:
  - Ami Trosley and Marla Harvey received scholarships and attended the Northwest Economic Development Training Course in August in Ellensburg, WA.
  - Israel Ayala Guevara will be attending Council of Development Finance Authority EDA trainings and Portfol trainings in the fall. He received a Ford Family Foundation Technical Assistance grant to help offset the training cost.
  - I will attend the National Association of Development Organizations annual conference in the fall.
  - Carrie Pipinich will attend the Oregon Connections Broadband conference and Oregon Infrastructure Summit in the fall.
  - We had anticipated sending Jacque Schei to the IACC conference in Wenatchee. The timing will not work out this year, however, so we look forward to hearing back from board members attending.
  - Marla Harvey will attend the “Getting to Zero” forum in fall. She received a scholarship to attend.
  - See the Deputy Director’s report for updates on transportation division staff training. I am pleased the Oregon is hosting the Bus “Roadeo” this year to allow participation from at least one of our drivers.
- Outreach: This month I attended The Dalles Chamber Business After Hours, Mt Adams Chamber Business After Hours and Gorge Owned Bridging Conversations. With the August recess, legislative staff have been reaching out for meetings. Upcoming: Transportation Commissions presentation in Stevenson in September.
- Board: orientation conducted for Erik Glover (Sherman cities), Les Perkins (Hood River County) and Gordon Zimmerman (Cities of Hood River County).
- Audit: Scheduled for September 30-October 3, 2019. Traditionally, the auditor requests participation from MCEDD Executive Committee and/or Board members on the first day of the visit. If you are interested, please let us know!

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*Audit is scheduled to begin September 30<sup>th</sup>. If you would like to meet with the auditor, please let us know!*

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**Next Full Board Meeting:** Thursday, September 26, 2019

**Next Executive Committee Meeting:** Wednesday, October 2, 2019