



Mid-Columbia Economic Development District

**Executive Committee Meeting
Wednesday, November 6, 2019
4:00 P.M.**

MCEDD Office

515 East Second Street, The Dalles, Oregon

AGENDA

| <u>Topic</u> | <u>Time</u> | <u>Item</u> |
|---|--------------------|--------------------|
| Call to Order, Introductions | | |
| Executive Committee Minutes <i>September 4, 2019</i> | 5 minutes | Approval |
| Financial Report | 5 minutes | Acceptance |
| Personnel policy- Section 125 | 5 minutes | Recommendation |
| Facilities Status | 10 minutes | Information |
| Symposium Debrief | 10 minutes | Discussion |
| Deputy Director Report | 10 minutes | Information |
| Executive Director Report | 10 minutes | Information |
| Other New Business/ Updates from Committee Members | | |

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance, please contact MCEDD at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

MCEDD is an equal opportunity lender, employer and provider.

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

ATTENDANCE

Attending: Ken Bailey, Eric Proffitt, Bill Schmitt, Dana Peck, Les Perkins, Bob Hamlin

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

CALL TO ORDER

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

EXECUTIVE COMMITTEE MINUTES

Dana Peck motioned to approve the June 5, 2019, and the August 7, 2019, Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

FINANCIAL REPORT

Siri Olson presented the financials ending July 31, 2019. She noted FY19 is in the process of being closed out, and staff is almost finished preparing for the audit. The audit is scheduled for September 30th through the first week of October. Siri noted if any board member wishes to meet with the auditors, she can arrange for a date and time.

Siri reported the Total Cash balance as of July 31st is \$4,019,742. This total is down from this time last year, but this is to be expected with the increase of loan disbursements and transportation expenses. Accounts Receivable totals \$207,328.50. This is largely comprised of FY19 receivables attributed to quarterly payments for Transportation Operations and Contract Reimbursements. It also includes FY20 Local Assessments receivables. Accrued Revenue represents contract revenue from the Wasco County Economic Development Commission, Wasco County, and Sherman County. Loans Receivable is \$507,569 higher than at this time last year due to increased loan activities in FY19. Accrued PTO has increased due to an increase in personnel and PTO balances. Siri stated that based on direction from the Loan Administration Board, figures for Allowance for Doubtful Loans will change, as the LAB directed staff to use 6% for all loan funds. Total Equity will also see changes as the audit process is conducted.

Siri reported that on the Operations Budget vs. Actual, Carryover Revenue is pending FY19 closeout and audit completion. Federal Funds totals \$6,666 and represents the EDA Planning grant revenue received for July 2019. Local Match totals \$28,500 and is comprised of revenue from Local Energy Plan Partners and Gorge Translink Alliance. Local Assessment is comprised of MCEDD Local Partner Dues, which are received at the beginning of each fiscal year. Siri explained the total of \$60,946 represents the total amount of Local Dues expected to be received for FY20. FY20 prepaid expenses are included in Bonds and Insurance and Other Materials & Services 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 due to the Transit Center Remodel, Bus Barn Construction, and the purchase of new vehicles budgeted in FY20.

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

PRIVATE SECTOR APPOINTMENTS

Amanda Hoey explained the Executive Committee makes appointments for private sector members to the Board. These are ratified by the full Board at the annual meeting in September. All current private sector representatives are seeking to return. Amanda noted the high tech position previously held by Tom Furey is now vacant. Mark Zanmiller, currently representing the Cities of Hood River, is rotating out of this position, as it will rotate to Cascade Locks this year. Mark expressed interest in continuing on the board as the high tech representative.

Bob Hamlin motioned to appoint the presented slate of candidates to fill the private sector positions on the MCEDD Board for a one year term and to recommend ratification of these appointments to the full MCEDD Board. Bill Schmitt seconded the motion. Motion carried unanimously.

FACILITIES STATUS:

Amanda Hoey explained MCEDD's lease with Xerox/CTX will terminate in November 2019. Entering into another copy machine lease will create a long-term obligation for MCEDD. At the last Executive Committee meeting, the committee made the general recommendation to move forward with a new 60 month lease with CTX/Xerox pending official confirmation at the September Executive Committee meeting.

Bill Schmitt motioned to approve entering into a new 60 month lease with CTX/Xerox. Bob Hamlin seconded the motion. Motion carried unanimously.

Amanda explained that Oregon Finish Carpentry was the responsive bidder on the Transit Center remodel bid request. Bob Hamlin and Amanda met with OFC to ensure the contract would account for all requirements of the project and to look at where cost could potentially be modified. Amanda stated that she and Bob were able to work with OFC on cost reductions. The architect for the project used the same specifications MCCOG used when the facility was originally designed. Some elements like the doors were specialty, and in the remodel, these will be replaced with basic commercial doors with the same function. One concern was the HVAC system, as the original proposal included a subcontractor's recommendation to install a second system, which would create additional complexities in managing the facility. OFC contracted another sub with a more direct relationship to the existing HVAC system and the new proposal would branch off of the existing system. Amanda stated that without additional change orders, the cost of the renovation will be approximately \$83,000. Minor revisions can be made, but nothing that is expected to substantially change the cost. Amanda stated the Executive Committee can recognize the increased cost of the project and move it on to the full Board or look at major revisions to the project.

Discussion: Bob stated he did not see major revisions that could be made to the plans to substantially change the cost and that OFC seems willing to work with MCEDD on cost savings, if possible. Eric Proffitt asked why the HVAC work is necessary if the square footage of the building is not changing. Amanda explained the remodel will enclose three new offices. Bob added it is important to balance air flow to keep the system running efficiently. Eric stated that in terms of where the construction market is, the fact that the project is under \$100,000 is a reasonable price. Amanda stated she submitted building permits to Wasco County Building Codes and that OFC has the time and capacity to finish the project within the specified timeline. Eric asked if OFC is willing to perform work during evenings or on the weekends to avoid disrupting the work day. Amanda replied there are some things that can be done after hours, but the part of the building with the most

renovation is vacant. The space being renovated behind the dispatch desk can be done after hours. Bob noted OFC seems confident the project can be completed on time.

Bill Schmitt motioned to recommend accepting the revised project cost from Oregon Finish Carpentry and to recommend approval to enter into a contract with Oregon Finish Carpentry to the MCEDD Board. Bob Hamlin seconded the motion. Motion carried unanimously.

FY19 ANNUAL REPORT

Amanda Hoey presented a draft of the FY19 Annual Report, noting there are minor editorial changes to be made. The report is similar in format to prior years, with one page per major program area. The report will be included in the full Board packet pending approval from the Executive Committee.

Bob Hamlin motioned to approve submitting the FY19 Annual Report to the MCEDD Board pending any necessary editorial changes. Bill Schmitt seconded the motion. Motion carried unanimously.

DEPUTY DIRECTOR REPORT

Jessica Metta reviewed highlights from the past month, including:

- The contract with Crestline Construction has been signed, and the bus barn project is moving forward. Crestline has been very helpful making sure the project meets the budget and goes as planned.
- A weekly shuttle to Celilo and Lone Pine is expected to begin the first week of September. The free shuttle to The Dalles Farmers Market will begin September 7th and run through October 12th.
- MCEDD, through Wasco County, was successful in a grant application for an ODOT Transportation and Growth Management grant to develop a 20-year masterplan for transit in Wasco County. The work will be contracted.
- A public transit open house was held by the LINK, CAT, and MATS in late August. Discussion centered on transportation services provided in The Dalles, and the open house saw around 25 attendees.
- The non-emergency medical transportation broker for Wasco County will be transferring on January 1, 2020, from GOBHI to GridWorks, a broker based out of Portland. MCEDD has submitted an application as the first step to consider contracting with GridWorks, but there are many questions to be answered before staff determines if the LINK will be able to contract with GridWorks for services.

Discussion: Eric Proffitt asked who oversees GridWorks. Jessica replied PacificSource oversees GridWorks, and the Oregon Health Authority oversees PacificSource. She noted that the OHA has passed some new regulations that can be onerous on providers, so it is not clear at this time if working with GridWorks is the best option for the LINK.

- The Get There Challenge will begin on October 7, and a number of local businesses have donated prizes.
- Jessica and Kathy Fitzpatrick presented to the Southwest Washington Regional Transportation Council about MCEDD's work at the regional economic level and regional transportation level. The council is hoping to use MCEDD as a model to spur regional work in the Portland-Metro area.
- The GTA will be developing a new logo and professional messaging and imaging.

- Jessica will travel in October to attend career fairs at University of Washington, Oregon Tech, and Oregon State University to promote the region's tech companies to graduating students.
- The GTA Board approved membership and sponsorship dues increases.

EXECUTIVE DIRECTOR REPORT

Amanda Hoey reviewed highlights from the past month, including:

- Griffin Construction resolved the issue with the sewer pipe at the Transit Center.
- Israel Ayala-Guevara is MCEDD's new Loan Fund Manager. Amanda asked for suggestions for outreach opportunities to integrate Israel into the region and community as Loan Fund Manager. Israel closed his first loan with MCEDD, a \$52,000 loan to Mid-Columbia Backflow. Israel has been exploring how to ensure strong technical assistance to support loan clients. He met with Next Door, Inc. staff and has been invited to present information about MCEDD's loan programs at their Empresas classes.
- The region's comprehensive economic development strategy includes an item to increase small business development center presence in the region's Washington counties. Recently released US Small Business Administration priorities may offer a new opportunity to leverage increased SBDC presence in the region's Washington counties which have opportunity zone designated census tracts.
- MCEDD received two impact awards in August for the Everybody Rides/Todos Arriba project and Gorge Broadband work.
- The Annual Economic Symposium will be held on November 1st, 2019. The theme will be related to MCEDD's 50th year.
- The Dalles Wastewater Treatment Plant project is in final-wrap up. Jacque Schei has been the lead on this project.
- Klickitat PUD's Renewable Gas Project ribbon cutting and dedication will take place September 18th.
- Kari Fagerness has accepted a new position and will be leaving the Skamania EDC in September. Amanda met with Kari to discuss how to provide support for the EDC during the transition.
- Marla Harvey, Energy Coordinator, is focusing on development of the Hood River energy plan workplan to provide focus areas for implementation. She is also working on critical facilities/solar feasibility sites, supporting the solar subcommittee, and discussing opportunities with Sustainable Northwest.
- Amanda presented drafts of the Business Preparedness toolkit. Staff will come to the full Board with a broader presentation in terms of overall strategy. The Business Preparedness Page will be use at the Get Ready event in The Dalles. An outreach meeting has been scheduled in conjunction with the Bi-State meeting in Cascade Locks to present the resilience assessment. Blue Marble designed the toolkit so the graphics can be reused to form one cohesive message. This allows staff to create one-page documents, if necessary, and to use these across the full organizational structure.
- One Gorge met in late August to discuss modifications to their manner of operation.

Discussion: Bob Hamlin noted there will be another meeting soon to go over the action plan formed at the August meeting. Dana Peck stated that regional economic development planning is already being handled by MCEDD and that replicating the CEDS region-wide economic development planning process in a new organization will confuse local participants, elected officials, and agency staff making project funding decisions. Amanda stated that MCEDD works with all the region's ports and other economic development entities on regional planning and noted it is good

to have a variety of forums to enhance economic development relationships in the region. Dana stated OneGorge has been successful filling a niche promoting the area in the state capitols and with elected officials.

OTHER NEW BUSINESS

No new business.

ADJOURN:

Meeting adjourned at 5:01 p.m.

*Respectfully submitted,
Lauren Hernandez, Office Administrator*



FINANCIAL SUMMARY

As of September 30, 2019

Balance Sheet. Total Cash balance as of 09/30/2019 is \$4,382,972.73. Accounts Receivable (1202) balance of \$116,698.47, is mostly comprised of Contract Reimbursements for Special Project, Planning, Mobility Management, and Transportation Operations. Accrued Loan Interest is \$9,100.00 less than at this time last year, mostly due to not recognizing accrued interest for loans in litigation. Loans Receivable (1300) continues to decrease due to principal payments received. September principal payments totaled \$226,442.31, thus reducing the Loans Receivable balance. Accrued Loan Payment (2030) of \$29,984.13 represents the total liability (P&I) through September 30, 2019. Accrued Interest Payable (2035) of \$4988.03 represents interest accrued from FY19 for IRP loan liabilities. Long Term Liability balances are paid down \$102,919.64 since this time last year. Current Net Position is \$11,593,395.70. This figure may shift due to the FY19 audit process.

Operations Budget vs. Actual. Federal Revenue (4100) and State Revenue (4200) appear to be lagging behind as compared to the quarterly budget, in part due to the timing of the quarterly reporting requirements for Transportation Operations and timing of when revenue is actually received. Local Match (4300) of \$28,500 is more than expected for this quarter, due to receiving match funds from partner agencies for the entire fiscal year (Mobility Management & Hood River Energy projects). Contract Reimbursement (4500) is aligned with the budget for this quarter. Travel & Conference (6110) increased substantially in September due to increased staff attendance at fall conferences. Professional Services (6400) is well below budget; this line item will increase due to audit expenses and remaining contractual expenses from the Economic Resiliency project. Capital Purchase (9100) continues to remain low due to the timing of the Bus Barn construction and the purchase of the new vehicle, both of which are through ODOT funds.

Respectfully Submitted,

Siri Olson
Finance & Operations Manager

Mid-Columbia Economic Development District
Balance Sheet
As of September 30, 2019

| | Sep 30, 19 | Sep 30, 18 |
|--|--------------|--------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 1000 · Bank Demand Deposits | | |
| 1010 · MCEDD Checking | 87,531.31 | 115,462.48 |
| 1015 · MCEDD MM | 536,485.66 | 408,684.48 |
| 1020 · IRP | | |
| 1021 · IRP - Sherman | 83,997.02 | 121,948.54 |
| 1022 · IRP - WA | 20,988.88 | 91,523.46 |
| 1020 · IRP - Other | 152,957.44 | 40,380.65 |
| Total 1020 · IRP | 257,943.34 | 253,852.65 |
| 1030 · Loan Funds | | |
| 1036 · EDA RLFs | 114,626.83 | 32,506.19 |
| 1045 · Reg Strat | 9,144.84 | 136,351.57 |
| 1050 · RBEG-OR | 39,464.66 | 110,919.36 |
| 1055 · RBEG-WA | 3,780.45 | 95,424.47 |
| 1057 · RBEG-KL | 3,988.67 | 126,632.09 |
| 1067 · CDBG Microenterprises | 78,703.27 | 63,945.00 |
| Total 1030 · Loan Funds | 249,708.72 | 565,778.68 |
| 1031 · Housing RLF | 1,792,860.26 | 1,174,238.60 |
| 1070 · National Scenic Fund | 1,153,105.88 | 1,184,578.31 |
| Total 1000 · Bank Demand Deposits | 4,077,635.17 | 3,702,595.20 |
| 1100 · CDS | 96,070.80 | 96,070.80 |
| 1122 · IRP - DDM Product | 209,116.76 | 458,405.68 |
| 1125 · LINK Petty Cash | 150.00 | 50.00 |
| 1196 · OR Telecom Conference | 0.00 | 26,755.44 |
| Total Checking/Savings | 4,382,972.73 | 4,283,877.12 |
| Accounts Receivable | 116,698.47 | 54,563.32 |
| Other Current Assets | | |
| 1200 · Receivables & Accruals | | |
| 1227 · Accrued Loan Interest | 23,707.86 | 32,808.00 |
| Total 1200 · Receivables & Accruals | 23,707.86 | 32,808.00 |
| 1300 · Loans Receivable | | |
| 1330 · MCEDD Loans Receivable | | |
| 1320 · IRP | 2,145,376.01 | 1,987,491.65 |
| 1321 · IRP - Sherman | 167,059.13 | 133,732.00 |
| 1322 · IRP - WA | 300,993.19 | 228,155.21 |
| 1336 · EDA RLFs | 663,031.23 | 705,135.82 |
| 1345 · Reg Strat | 166,860.95 | 35,308.33 |
| 1350 · RBEG-OR | 288,222.31 | 203,094.30 |
| 1355 · RBEG-WA | 94,532.33 | 0.00 |
| 1357 · RBEG-KL/SK | 125,991.60 | 0.00 |
| 1367 · CDBG Microenterprises | 29,333.92 | 43,037.84 |
| 1371 · Housing RLF | 244,262.60 | 839,613.87 |
| Total 1330 · MCEDD Loans Receivable | 4,225,663.27 | 4,175,569.02 |
| 1370 · OIB Loans Receivable | 1,826,119.10 | 1,745,223.80 |
| Total 1300 · Loans Receivable | 6,051,782.37 | 5,920,792.82 |
| 1500 · Allowance for Doubtful Loans | | |
| 1520 · IRP Allowance | -132,493.11 | -119,017.48 |
| 1521 · IRP - SH Co | -10,387.61 | -8,115.80 |
| 1522 · IRP - WA | -15,067.55 | -13,800.30 |
| 1536 · EDA RLFs Allowance | -40,702.01 | -34,023.66 |
| 1545 · Reg Strat Allowance | -10,036.11 | -2,138.04 |
| 1555 · RBEG Allowance | -30,833.86 | -12,426.19 |
| 1567 · CDBG Microenterprises | -2,021.76 | -2,736.88 |

Mid-Columbia Economic Development District

Balance Sheet

As of September 30, 2019

| | Sep 30, 19 | Sep 30, 18 |
|---|-----------------------------|-----------------------------|
| 1571 · Housing RLF Allowance | -14,737.95 | -27,918.84 |
| 1575 · OIB Allowance | -47,404.77 | -47,404.77 |
| Total 1500 · Allowance for Doubtful Loans | -303,684.73 | -267,581.96 |
| Total Other Current Assets | 5,771,805.50 | 5,686,018.86 |
| Total Current Assets | 10,271,476.70 | 10,024,459.30 |
| Fixed Assets | | |
| 1600 · Fixed Assets | 1,321,919.00 | 1,321,919.00 |
| Total Fixed Assets | 1,321,919.00 | 1,321,919.00 |
| TOTAL ASSETS | <u>11,593,395.70</u> | <u>11,346,378.30</u> |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | 5,513.49 | 873.36 |
| Other Current Liabilities | | |
| 2030 · Accrued Loan Payment | 29,984.13 | 29,970.57 |
| 2035 · Accrued Interest Payable | 4,988.03 | 5,110.74 |
| 2050 · PTO - Accrued | 50,619.87 | 40,398.10 |
| 2070 · Health Insurance Payable | -24,352.15 | -7,122.42 |
| 2080 · Life & Disability Payable | -743.05 | -157.62 |
| 2090 · WC SAIF Ins | -8,889.54 | -5,230.16 |
| 2100 · Payroll Liabilities | 570.06 | -602.92 |
| Total Other Current Liabilities | 52,177.35 | 62,366.29 |
| Total Current Liabilities | 57,690.84 | 63,239.65 |
| 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 | 269,206.32 | 279,567.81 |
| 2824 · IRP Loan Payable - SH \$200,000 | 173,359.52 | 180,049.04 |
| Total Long Term Liabilities | 1,745,634.18 | 1,848,553.82 |
| Total Liabilities | 1,803,325.02 | 1,911,793.47 |
| Equity | 9,790,070.68 | 9,434,584.83 |
| TOTAL LIABILITIES & EQUITY | <u>11,593,395.70</u> | <u>11,346,378.30</u> |

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

| | <u>Jul - Sep 19</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|-----------------------------------|---------------------------|--------------------------|---------------------------|-----------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 · Carryover Revenue | 0.00 | 556,438.00 | -556,438.00 | 0.0% |
| 4100 · Federal | 33,613.47 | 188,723.63 | -155,110.16 | 17.81% |
| 4200 · State | 81,484.05 | 111,239.72 | -29,755.67 | 73.25% |
| 4300 · Local Match | 28,500.00 | 8,250.00 | 20,250.00 | 345.46% |
| 4400 · Local Assessment | 60,946.00 | 20,236.50 | 40,709.50 | 301.17% |
| 4500 · Contract Reimbursement | 232,572.53 | 228,002.72 | 4,569.81 | 102.0% |
| 4600 · Loan Interest | 78,658.58 | 92,553.24 | -13,894.66 | 84.99% |
| 4700 · Loan Processing Fees | 780.00 | 5,937.47 | -5,157.47 | 13.14% |
| 4705 · Loan Filing Fees | 632.50 | 1,150.12 | -517.62 | 54.99% |
| 4710 · Loan Late Fee | 1,019.17 | 1,024.97 | -5.80 | 99.43% |
| 4750 · Investment Interest | 479.25 | 265.88 | 213.37 | 180.25% |
| 4800 · Other Revenue | 210.10 | 2,384.25 | -2,174.15 | 8.81% |
| 4803 · Sponsor Donations | 500.00 | 0.00 | 500.00 | 100.0% |
| 4805 · Farebox Revenue | 6,389.92 | 8,749.97 | -2,360.05 | 73.03% |
| 4934 · In-Kind Revenue | 0.00 | 7,958.72 | -7,958.72 | 0.0% |
| Total Income | <u>525,785.57</u> | <u>1,232,915.19</u> | <u>-707,129.62</u> | <u>42.65%</u> |
| Gross Profit | 525,785.57 | 1,232,915.19 | -707,129.62 | 42.65% |
| Expense | | | | |
| 5000 · Personnel Expense | 324,895.88 | 378,744.73 | -53,848.85 | 85.78% |
| 6110 · Travel & Conference | 8,500.89 | 8,812.50 | -311.61 | 96.46% |
| 6190 · Event Services | 700.00 | 975.00 | -275.00 | 71.8% |
| 6200 · Equipment | 1,026.36 | 3,077.44 | -2,051.08 | 33.35% |
| 6300 · Supplies | 3,478.20 | 11,020.21 | -7,542.01 | 31.56% |
| 6400 · Professional Services | 14,382.72 | 84,540.11 | -70,157.39 | 17.01% |
| 6500 · Vehicle Costs | 15,432.32 | 29,314.78 | -13,882.46 | 52.64% |
| 6600 · Communications | 6,066.94 | 10,505.44 | -4,438.50 | 57.75% |
| 6700 · Building Costs | 8,901.15 | 11,102.35 | -2,201.20 | 80.17% |
| 6800 · Bonds & Insurance | 6,810.50 | 2,752.22 | 4,058.28 | 247.46% |
| 6900 · Other Materials & Supplies | 4,049.57 | 3,269.81 | 779.76 | 123.85% |
| 9000 · Indirect Spread | 0.00 | 3.69 | -3.69 | 0.0% |
| 9100 · Capital Purchase | 1,753.01 | 78,460.97 | -76,707.96 | 2.23% |
| 9600 · Transfer to/from Source | -4,112.50 | 499.97 | -4,612.47 | -822.55% |
| Total Expense | <u>391,885.04</u> | <u>623,079.22</u> | <u>-231,194.18</u> | <u>62.9%</u> |
| Net Ordinary Income | 133,900.53 | 609,835.97 | -475,935.44 | 21.96% |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| 7400 · Loan Payment | 30,345.00 | 30,510.24 | -165.24 | 99.46% |
| 7500 · Carryover to Next Year | 626,563.00 | 626,563.00 | 0.00 | 100.0% |
| 7600 · In-Kind Contractual | 0.00 | 7,958.72 | -7,958.72 | 0.0% |
| Total Other Expense | <u>656,908.00</u> | <u>665,031.96</u> | <u>-8,123.96</u> | <u>98.78%</u> |
| Net Other Income | <u>-656,908.00</u> | <u>-665,031.96</u> | <u>8,123.96</u> | <u>98.78%</u> |
| Net Income | <u><u>-523,007.47</u></u> | <u><u>-55,195.99</u></u> | <u><u>-467,811.48</u></u> | <u><u>947.55%</u></u> |

Memorandum

Date: October 29, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Personnel Policies: Section 125

Action Requested:

Recommend revision to the MCEDD personnel policy to accommodate benefit options which will be available as of January 1, 2020.

Overview

Through the budget process, the MCEDD board approves salary and benefit options. Insurance benefits currently operate on a calendar year cycle. For the insurance cycle beginning January 1, 2020, MCEDD will offer the option for qualified employees to elect to participate in a Premium only Section 125 plan. Section 125 is part of the IRS code that allows employees to convert a taxable cash benefit (salary) into non-taxable benefits. The Premium Only plan allows for certain employee paid group insurance premiums to be paid with pre-tax dollars. For MCEDD, these include health, dental, vision and employee group term life. There is no additional benefit cost to MCEDD in providing this flexible option.

In order to ensure our personnel policies reflect our benefit options, we need to revise Section 6, Fringe Benefits, of the MCEDD Personnel Policy. In particular, Section 6.3 addresses the insurance components.

Proposed revision with an effective date of January 1, 2020: Add to Section 6.3, Insurance, of the MCEDD personnel policies the following: The District provides an option for the employee to elect to participate in a Section 125 Premium Only plan.

Memorandum

Date: October 29, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Facilities Status

Action Requested:

Informational only.

Overview

MCEDD is working with Oregon Finish Carpentry on a remodel of the Transit Center to accommodate the consolidation of all MCEDD offices into one space. Thanks to Bob Hamlin for all of his support in getting to a final agreement! Key updates include:

- We executed the contract with Oregon Finish Carpentry as the general contractor. The final project required adaptations to remain in the authorized budget and address issues encountered with the HVAC system. The contractor has through December 20, 2019 for final completion of the project.
- Necessary documents were submitted to BOLI as it is a prevailing wage rate project.
- The revised drawings prepared by our architect, Alice Hellyar, were approved by building codes.
- The project passed first inspection, with the framing now complete.

Other activities in preparation for the move include:

- Lauren Hernandez scheduled Lester and Sons moving company for December 20, 2019
- I am removing the vinyl window sticker from our current facility as we seek to return it to original condition.
- The staff is assessing items within the admin office which will transition to the new office space and which will be donated. The majority of items have been handed down to MCEDD through other agencies and are far past their reasonable life cycle or are too brittle to survive a move.
- I am working with IT/phone quotes to get to a final version. It has taken longer than anticipated to reach an agreement as we ensure that all necessary components are covered.
- The new Xerox machine was delivered and will be transitioned to the Transit Center once the remodel is complete.
- I communicated with our downtown building owner with a reminder on our moving timeline. He does not yet have any candidates for use of the space.

A special thanks to my husband Ben for donating his time over the past month to assist in taking apart desks at the Transit Center to accommodate the remodel and supporting many, many trips with files and shelving units in the preliminary move of essential records.

Memorandum

Date: October 30, 2019
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Symposium Debrief

Action Requested:

Discussion item only. Staff will review the Economic Symposium event, talk about follow-up actions and begin early preparation for the November 6, 2020 Symposium event.



Deputy Director's Report

Prepared for the November 2019 Executive Committee Meeting

LINK Transportation

- Bus Barn and Vehicle Gate: Crestline's gate subcontractor is attempting to repair the existing vehicle gate rather than replace it, which would be a cost savings if they are successful. The building permit application for the bus barn was returned with questions. We will be working with Crestline on getting the answers. We have also asked Crestline to construct the new passenger bus shelter at the LINK once it arrives in December. The shelter was purchased through a grant.
- Vehicles: We are still waiting on delivery of the new bus purchased with a grant. Meanwhile, Bus 20 has reached the end of its life and will be sold on the state's surplus website. Bus 20 and Bus 18 were intended to be replaced through a grant on which we are still waiting for a decision.
- New Services: In September we started the Celilo-Lone Pine-The Dalles shuttle on Fridays. In October we started a South County Shuttle on Tuesdays that picks up in Maupin, Tygh Valley and Dufur for shopping in The Dalles. The community has been very positive about both new services.
- We held an initial meeting with ODOT and Wasco County to discuss implementation of the Transportation and Growth Management grant we received to develop a 20-year masterplan for transit in Wasco County. The work will be completed through ODOT contracting directly with a consultant. We will be working on a scope of work for the RFP.
- The non-emergency medical transportation broker for Wasco County will be transitioning on January 1 from GOBHI to Gridworks out of the Portland area. In August we 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. We have not yet received a draft contract for consideration of their rates and requirements, etc.
- We attended a CAT Board meeting to advocate for their stop in The Dalles to remain at The Dalles Transit Center. The CAT Board decided to move the stop to the Lewis and Clark Festival Park and will revisit the decision in the spring. We are working to coordinate a meeting of the MCEDD TAB Chair and the CAT Board Chair to discuss shared goals.
- The LINK historically has provided child car seats in our vehicles. After considering practices of other providers and liability concerns, we have notified our riders that we will be discontinuing this service as of November 8, 2019.
- Community Support: The LINK provided free service for the homeless to a community services day on October 30 and is in discussion with Wasco County Emergency Management about transportation services during an emergency exercise.
- Held a quarterly meeting of the Wasco County Special Transportation Fund Advisory Committee and the Wasco County Statewide Transportation Improvement Fund Advisory Committee. This group will be guiding Kathy Fitzpatrick's work in updating the Wasco County Coordinated Transportation Plan over the next year.

Gorge Translink Alliance and Mobility Management

- Kathy will be assisting Wasco County (as noted above) and Sherman County in updating their Coordinated Transportation Plans, which guide planning for transportation for seniors, disabled and limited-English proficiency populations. Work on both plans will occur over the next year.

- We held an initial meeting with ODOT to work on the scope and schedule for the Gorge Regional Transit Strategy. This work is funded by an ODOT Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network grant. The grant will also to expand and preserve the Gorge TransLink Mobility Management project and identify technologies to increase the effectiveness of STIF dollars across multiple transportation providers. The Transit Strategy will build on the recommendations of existing transportation plans in order to set a firm foundation for development of a comprehensive transit strategy for this complex bi-state region. This phase of the work will focus on strengthening partnerships, synthesizing existing local documents into a high level regional vision document, and completing related foundational assessments. The MCEDD Board will be the final adopters of the strategy in late 2020.
- Kathy managed the 2019 Oregon “Get There Challenge” from October 7 to 21. The Challenge encourages anyone who lives or works in Oregon to live a more healthy, active and sustainable lifestyle by choosing transportation options such as walking, biking, carpooling, or public transportation. Many of our regional residents participate to win local and statewide prizes by logging their trips on the Get There website. Washington residents can participate if they are choosing transportation options that take them into Oregon.
- Other Support: Kathy is supporting Skamania County Transportation in discussions with the Port of Cascade Locks to request a transit vehicle bridge toll waiver. She assisted the City of Hood River in continuing a discussion about demonstration projects to benefit bicycles and pedestrians. Kathy also supported 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 Fitzpatrick and Charlotte Sallee attended the Oregon Public Transportation Conference in Seaside in late October.

Gorge Technology Alliance

- The GTA Board is continuing to work with Locus Interactive to develop on a new logo and professional messaging. A draft logo is anticipated in November.
- In October, I attended career fairs at the University of Washington, Oregon Tech and Oregon State University to promote our tech companies to their graduating students. This was a new activity for the GTA and will be interesting to gauge the benefits.
- We supported the GTA with its annual membership/ sponsorship renewal drive. A number of invoices are outstanding. In general, the GTA Board has been preparing for a more conservative amount of funding due to downturns in the local UAS industry.
- We have held and are planning for several bigger events for the GTA: October 17 film and panel focused on supporting women in tech, Nov 5 Sponsor CEO Appreciation Party and Gorge Tech Showcase, December 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 October 17 event included a partnership with NW Natural thanks to MCEDD Board Member Tonya Brumley.
- Planning has started in earnest for the 2019 FIRST LEGO League tournaments in the Gorge. These GTA-hosted events always need volunteers for this fun and rewarding opportunity: December 7 and 8 in Hood River and Dec 14 in The Dalles.
- The GTA Board is considering whether there is an opportunity for the region to apply for a High Impact Opportunity Project with the Oregon Innovation Council. A RFP would be issued in January for a feasibility study or implementation of a project that would benefit our companies.



Executive Director's Report
Prepared for the October 2019 Executive Committee Meeting

Business Assistance

- **New Fund Review:** The MCEDD Loan Administration Board will be considering an opportunity for a new Revolving Loan Fund as MCEDD was approached by a sister Economic Development District, Colpac, regarding a USDA Intermediary Relending Program (IRP) fund they would be paying off early. USDA provides for a mechanism by which an organization can, in essence, transfer its IRP to another entity rather than releasing altogether in an early payoff. Further information will be provided at the Executive Committee meeting after Loan Board review.
- **Housing Fund:** MCEDD has two new applications for the Attainable Housing Revolving Loan Fund. The North Central Oregon Regional Solutions subcommittee is anticipated to conduct the first review November 13, 2019 and the applications will then move on for MCEDD Loan Board decision. If funded, we will have more than fully revolved the funds from the initial allocation.
- **Investment Boards:** We are seeing significant progress on the long-standing request for investment board funding of \$2M. An update will be provided at the meeting.
- **US Economic Development Administration RLF.** A long standing request to de-federalize the EDA Revolving Loan Funds has a potential new pathway. These were the first loan fund resource MCEDD accessed in the 1980's and we are still required to complete semi-annual reporting. The administrative burden is extensive and removing some of the regulatory requirements would allow us to do more with our limited funds.

Regional and Project Management

- National Association of Development Organizations (NADO): Through a scholarship from EDA, I attended our NADO annual training conference and board meetings in October. A number of significant items:
 - Assistant Secretary of Commerce for Economic Development, Dr. John Fleming, provided remarks at the conference. Notably, this is the first year EDA is not a target for elimination in the budget process.
 - Deputy Assistant Secretary for USDOT, Jannine Miller, discussed the recently announced the Rural Opportunities to Use Transportation for Economic Success (ROUTES) initiative.
 - I served on the NADO nominating committee and research advisory foundation, in addition to my capacity as a NADO board member.
 - The NADO board was introduced to the USDA centers of community prosperity.
 - NADO legislative advocacy was discussed, with specific focus on comments on OMB supercircular on revisions needed, comments on rural digital opportunity fund in coordination with NACO, and comments on Opportunity Zones.
 - The status of key federal programs and the fund levels outlined in the appropriations processed were discussed, with focus on USDA-Rural Development and the US EDA.

- EDA Seattle Regional Office staff were present throughout the conference. I anticipate one of our EDA project managers to be out reviewing projects within the next few months.
- Annual Economic Symposium: November 1, 2019 at the Readiness Center in The Dalles! The Symposium is taking up a great deal of bandwidth as we prepare to celebrate 50 years for MCEDD. We have an impressive agenda lined out, with a keynote from the CEO of NW Natural and a business panel including representatives from pFriem Brewing, Cascade Cherry Growers/Sage Fruit, Imperial Stock Ranch, WyEast Timber Company, Real Carbon, Cardinal Glass and The Renewal Workshop. Our regional economists will provide updated data (albeit likely depressing news) and Barbara Briggs, prior MCEDD board chair, returns to emcee the event.
- Broadband: Carrie Pipinich is preparing for the final two Webworks events: November 6, 2019 for Maupin and (likely) December for Hood River. Additional news on the broadband front forthcoming! Finally, Carrie and team was awarded a National Impact award for broadband work at the NADO conference.
- Wasco County Economic Development Commission: Carrie Pipinich hosted a successful training for small systems in coordination with RCAC. She is supporting the City of The Dalles in the brownfields planning work. MCEDD has been approached to provide formal support in grant administration for the project. She is currently preparing for the Community Enhancement Process, which feeds directly into the CEDS. Community fire funds resulting from the devastating 2018 fires have been awarded, at least to one fire district, which is working with MCEDD on a matching grant submission to further leverage those dollars.
- Sherman County economic development: Marla Harvey and Carrie Pipinich have seen an increase in activity for the Sherman housing grant program. Carrie worked with the City of Grass Valley to release an RFQ for services that would ultimately support their wastewater feasibility study. There is great progress on the Biggs project.
- Skamania County Economic Development Council (EDC): I met with the new Director, Kevin Waters, to discuss ongoing collaborative activities.
- Community Strategic Plans: MCEDD has been approached with consideration to work with two communities on strategic economic development plans. We are following up.

Operational

- Facilities: See attached
- Training: Israel Ayala Guevara is attending a Portfol training conference, with support through a Ford Family Foundation scholarship. Carrie Pipinich attended the Oregon Infrastructure Summit and Broadband Conference. Marla Harvey attended the Getting to Zero conference.
- Insurance Renewal: Jon Davies, MCEDD's insurance agent, met with Siri Olson and myself to review our current policies and upcoming changes. The Executive Committee should expect to see the longevity credit and associated committed on the December agenda for consideration.
- Audit: This year's onsite audit work is complete and we expect to see the report soon. It which will be presented to the Board in December. We have released an RFP for auditing services as we go out for competitive proposals every four years.

Next Executive Committee Meeting: Wednesday, December 4, 2019
 Next Full Board Meeting: Thursday, December 12, 2019



Mid-Columbia

MCEDD

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Mid-Columbia Economic Development District's 50 Years of Board Members

ECONOMIC DEVELOPMENT DISTRICT