



**Executive Committee Meeting
Wednesday, February 5, 2020
4:00 P.M.**

MCEDD Office
802 Chenoweth Loop Road, The Dalles, OR

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>January 2020</i>	5 minutes	Approval
Finance Report	10 minutes	Acceptance
Unfair Competition Policy	5 minutes	Recommendation
Out of States Travel Request	5 minutes	Decision
STIF Discretionary Applications	10 minutes	Approval
Hood River County ETO Request	10 minutes	Decision
Executive Director Job Opening	15 minutes	Discussion
<i>Executive Session per ORS 192.660 (a) (To consider the employment of a public officer, employee, staff member or individual agent)</i>		
Executive Director Hiring	5 minutes	Action
Executive Director Report	10 minutes	Information
Other New Business; Committee Members Updates		
Adjourn		

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

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
TUESDAY, JANUARY 7, 2020
4:00 PM
MCEDD OFFICE
802 Chenowith Loop Road, The Dalles, OR 97058

ATTENDANCE

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

Staff: Amanda Hoey (Executive Director), Jessica Metta (Deputy Director), Carrie Pipinich (Senior Project Manager), Ami Trosley (Administrative Assistant)

Guest: Victor Van Koten (VanKoten & Cleaveland, LLC)

CALL TO ORDER

Bill Schmitt called the meeting to order at 4:00 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES

Ken Bailey motioned to approve the December 4, 2019 Executive Committee meeting minutes as presented. Bob Hamlin seconded the motion. Motion carried unanimously.

Joe Dabulskis joined the meeting at 4:01 p.m.

Steve Kramer joined the meeting at 4:02 p.m.

FINANCIAL REPORT

Amanda Hoey presented the financial report. She noted that total cash balance is \$4,247,909.46, which is notably higher than the year prior and slightly increased since the prior month, as well. She noted that there are no concerning outstanding accounts receivable. She provided total net position as \$11,580,514.72. For the budget versus actual, Amanda highlighted the status of federal funds revenue and provided reminders on how the local assessments/match and bond and insurance categories interact with the fiscal year. She noted that loan processing and filing fees are low as they directly relate to loan closings, but that trend is anticipated to reverse with the loan commitments in place. She reviewed the loan late fees which are higher than budget as staff has been diligent in ensuring adequate collections. Those fees are not recognized until received.

Bob Hamlin motioned to approve the financial report as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

RARE COMMUNITY APPLICATION

Carrie Pipinich reviewed the request for authority to pursue application for an AmeriCorps RARE participant to serve with MCEDD and to pursue Ford Family Foundation matching funding. She provided a brief overview of the RARE program, including costs to MCEDD and benefits of having a RARE participant on staff. Carrie outlined the scope for the position, which would include support for the annual Symposium, engagement in preparing for the 2021/2 CEDS rework, ongoing roles with the Wasco County Economic Development Commission and furthering the economic resilience initiatives.

Discussion: Bob Hamlin asked how many applications we typically have for these positions. Carrie reviewed the matching process and indicated we interviewed a number of candidates last year before matching with Tatiana, our current RARE. Ken Bailey said he believes there has been a real benefit in past years.

Ken Bailey motioned to authorize MCEDD staff to apply for a RARE participant and to apply for a portion of matching funds through the Ford Family Foundation. Steve Kramer seconded the motion. The motion carried unanimously.

EXECUTIVE DIRECTOR HIRING PROCESS

Amanda Hoey presented the proposed Executive Director hiring process, as outlined at the December board meeting and per the MCEDD succession policy. She reviewed the request that the Executive Committee conduct an organizational assessment, determine panelists for the first interview stage and discuss the process for the second stage of candidate assessments. Additionally she reviewed the role of the Executive Transition Subcommittee and reviewed the proposed timeline.

Discussion: Steve Kramer asked if we can hire from within without completing this process. Amanda reviewed the policies of the organization, which outline the Executive Director position will be hired through a competitive process open to both internal and external candidates. She also noted that it made sense for the health of an organization to identify the most qualified applicant suited for the position. Bob Hamlin noted value in assessing an internal and external candidate pool. Ken Bailey inquired if we anticipate a need for legal support in this process. Amanda said she felt there was value in having legal review of any final offer letter and making certain there are no missing pieces in terms of our compliance requirements.

Amanda asked the committee to review the existing job description which was recently adopted. She asked the committee to confirm that it provides the standards and criteria to which candidates would be evaluated. She noted, as per the job description, the major characteristics include financial/budgeting capacity, personnel management, collaboration with partner entities, engagement with the boards and committees, implementing programs including regional vision, and acting as a spokesperson.

Discussion: Eric Proffitt said he believed the position description provided appropriate broadness of scope. The committee noted the recent adoption of the job description. The committee affirmed that the job description provided the appropriate standards for evaluating candidates.

Amanda recommended the interview panel for the first round review include current officers (chair, vice-chair and secretary/treasurer), immediate past chair and current Executive Director.

Discussion: Eric Proffitt noted that five panelists would be an optimum number. Bob Hamlin asked if the panel would adequately represent MCEDD's interests. Amanda noted that the officers include a balance of Oregon and Washington members and the interview committee would include County, Port and private sector representatives.

Amanda stated the committee would need to determine how to involve key stakeholders and the public. For the second round interviews, she noted a member of the Oregon Investment Board would be an example of stakeholder that would be a good key consideration for the second round interviews, as well as inclusion of a member of the Loan Administration Board. She reviewed an option for a second round interview, as needed, to involve a small set of stakeholders attached to our key programs. She noted options for the second round to include a presentation or written responses to questions to assist the panel in their evaluation and recommendations. A final candidate recommendation is anticipated to come from the process, if successful, and be presented at the MCEDD Board meeting with opportunity for public comment. Final selection would be made by the Board.

Discussion: Ken Bailey noted a member of the Transportation Administration Board might be a consideration for stakeholder involvement. Ken said it is important to take a narrowed down set of options to the full board for a single recommended candidate. He also noted we should have some confidence that a recommended candidate would be approved by board. Amanda Hoey said her recommendation is to include some of these stakeholders in the second stage of the hiring process. The committee's consensus was to proceed.

Joe Dabulskis motioned to adopt the standards, criteria and policy directives for hiring of the Executive Director position as outlined in the documents provided and through the discussion of the Executive Committee today. Bob Hamlin seconded the motion. Motion carried unanimously.

Amanda Hoey reviewed the need to appoint an Interim Director effective March 1 as the earliest an appointment for a new Executive Director would be made is at the March 12, 2020 Board meeting. This timeline leaves a gap as Amanda's last official day is at the end of February. Per prior policy direction, the first in line for consideration for the interim role would be the Chair of the Board. Bill Schmitt declined. Per prior policy direction, the second in line for consideration of this role would be the Deputy Director. Jessica Metta noted she is interested to accept.

Discussion: Eric Proffitt asked if it would create a conflict of interest to have Jessica as the Interim Director if she sought to apply for the position as well. Amanda Hoey said the MCEDD succession policy specifically addresses this situation and the Interim Executive Director may apply for the full position. Bob Hamlin asked if the Interim role would change wages. Amanda Hoey stated that per MCEDD policy, the duties in serving in a separate position would be paid in the scale for that position at a step 1 on the salary scale. The committee asked to clarify that this change would not cause a pay decrease and Amanda confirmed that the scales are set in a manner that the step 1 Executive Director is slightly higher than the step 6 of the next two positions, so there would be no case in which a pay decrease would occur.

Steve Kramer motioned to appoint Jessica Metta as Interim Executive Director beginning March 1, 2020 until the new Executive Director is hired and in place. Ken Bailey seconded the motion. Motion passed unanimously.

FACILITIES STATUS: BUS BARN

Jessica Metta provided an overview of the bus barn status.

EXECUTIVE SESSION

Per ORS 192.660 (g) Litigation, the MCEDD Executive Board moved into Executive Session at 4:34 p.m.

Regular session reconvened at 4:46 p.m.

AUTHORIZED REPRESENTATIVE

Amanda Hoey reviewed the need to identify authorized representatives for the grantsonline system, Enterprise Zone and any other accounts that may be required during an interim time before a new Executive Director is hired. She reviewed her recommendations.

Bob Hamlin motioned to approve the Senior Project Manager as the authorized representative for EDA/GrantsOnline. Steve Kramer seconded the motion. The motion passed unanimously.

Bob Hamlin motioned to approve the Loan Fund Manager as the authorized representative for the Cascade Locks/Hood River Enterprise Zone. Steve Kramer seconded the motion. The motion passed unanimously.

Bob Hamlin motioned to approve the Interim Director as authorized representative in other instances where there would be a need. Steve Kramer seconded the motion. The motion passed unanimously.

Discussion: The committee clarified that these appointments are effective until the new Executive Director is hired. When that individual is fully on board, the responsibilities are housed with the Executive Director who may delegate tasks as needed.

ROI APPLICATION

Carrie Pipinich reviewed that staff have been exploring opportunities to take advantage of state funds available through Business Oregon Rural Opportunity Initiative. She indicated the goal of this funding is building community partnerships for an entrepreneurial ecosystem. She said the scope of a potential application would be leveraging resilience work that MCEDD has been focused on. She indicated this would be helpful for our business community and would help us continue to build a good lending pipeline and some resource to our loan fund manager. Additionally there would be a broadband piece, including WebWorks trainings.

Steve Kramer motioned to authorize the pursuit/submission Business Oregon Rural Opportunity Initiatives grant. Eric Proffitt seconded the motion. The motion passed unanimously.

DEPUTY DIRECTOR REPORT

Jessica Metta reviewed a change order from Crestline. She indicated this would still be within the original contract amount. She reviewed that the funds are STIF funds through Wasco County and funding remaining from the original construction of the Transit Center.

Discussion: Amanda Hoey noted that she had signed one change order which had reduced the contract price due to the change in the gate project to only include repair. Given the size of the change order for the building change, she is seeking Executive Committee review, as it is within the total project budget but in excess of the amount for the building. Bob Hamlin reviewed the proposed change order and calculated the cost per square foot, noting it is within acceptable range. The committee confirmed that they approved of moving forward with the change order.

Jessica noted Jacque Schei was successful in an SDAO Safety/Security grant submission for vehicles cameras on our two newest vehicles. Jessica reported on the updates from the state on the allocation for STIF funds. The state is seeing better payment than originally anticipated so there is less of a reduction in funding than originally anticipated.

Jessica asked the board to approve the use of some funds for the public celebration for Amanda Hoey, which MCEDD has done historically with the departure of key staff.

Discussion: The committee noted consensus to proceed.

EXECUTIVE DIRECTOR REPORT

Amanda Hoey reviewed a few highlights from the Executive Director's report, including her schedule for the remaining months. She stated the additional day noted will be the 19th of February rather than the 21st. Amanda reviewed the positive news of \$2 million included in the ag appropriations budget to support areas in the National Scenic Area impacted by wildfire. While not

directly tied, these are essentially the resources long sought by the region for the remaining \$2 million which had been authorized for economic development in the scenic area which were never appropriated. The resources were intended to further the revolving loan funds to support the region long term. The funds are anticipated to be through the rural business development grant program. She noted that she has requested information on the process and the restrictions for funds and that there are still a number of uncertainties to work through.

Discussion: Dana Peck asked if Klickitat would be eligible. Amanda noted that she is seeing no restrictions at this point. Bob Hamlin asked about the process for use/criteria. Amanda noted that we do not yet have answers to those questions.

Amanda Hoey reviewed a few highlights for the Business assistance program, including that Amanda, Israel, Scott Clements and John Kasberger met with MCEDD's attorney to review where we are on all of our challenged accounts and upcoming loan closings. On the project management side, the Comprehensive Economic Development strategy update is underway with anticipation of presentation at the full board meeting. Amanda noted Carrie Pipinich has been promoted to the Senior Project Manager position, effective January 1, 2020 and has already taken on the necessary supervisory capacities and begun to work with her team.

Amanda reviewed the status in relation to the move, noting that the office is now fully integrated at 802 Chenoweth Loop Road. She stated that as one of the final actions in relation to the move, she will meet with the landlord from the downtown location for a final walk through. We anticipate getting back an \$850 security deposit that had not been previously anticipated in the budget.

OTHER NEW BUSINESS

Carrie Pipinich shared that MCEDD has been approached by Hood River County to consider support as fiscal agent and/or project manager for a contract with the Energy Trust of Oregon. The funds would provide capacity for Hood River County in resilience planning and the intertie with critical infrastructure for disaster preparedness. Carrie provided a brief overview and noted it was informational only. A proposal outlining options is anticipated to be on the next Executive Committee agenda.

Steve Kramer asked about the status of analyzing financial system capacities. Amanda Hoey reviewed the current status, noting that per board direction we are releasing a scope for a CPA to assist with quarterly fund balancing to address one of the audit issues. She anticipates that scope will be sent out on Monday next week. She noted that staff had contacted other districts to obtain information on their financial systems. We have information on the advantages of systems and their challenges. She noted that she recommends no changes at the current time while MCEDD settles into new facilities and brings on a new Executive Director.

Steve Kramer shared that Wasco County is working to enhancing supports for mental health and indicated that he would like to meet with Jessica and Kathy regarding some of the transportation components of that work.

ADJOURN

Meeting adjourned at 5:23 p.m.

Respectfully submitted, Ami Trosley, Administrative Assistant



FINANCIAL SUMMARY

As of December 31, 2019

Balance Sheet. Total Cash balance as of 12/31/2019 is \$4,685,703.42. Accounts Receivable (1202) is decreased from this time last year, mainly due to the timing of quarterly reporting for Transportation Operations funding, however, this balance will increase considerably as Quarter 2 is finalized. Accrued Loan Interest (1227) is significantly higher than at this time last year due to the increased loan activity experienced last fiscal year. Loans Receivable (1300) is also notably less than at this time last year, which is a result of recent loan payoffs and paydowns. However, there are significant loans in the pipeline that will likely increase both Accrued Loan Interest and Loans Receivable balances in future. Total Current Liabilities is considerably less than at this time last year, primarily due to the timing of Accounts Payable. Overall Net Position is \$11,421,755.57.

Operations Budget vs. Actual. State (4200) and Federal (4100) funding appear to be less than expected. The revenue for State and Federal will increase primarily due to receiving payments Transportation Operations, Mobility Management, and STIF for Quarter 2 activities. We anticipate Loan Processing Fees and Loan Filing Fees will increase in future months given the loans in the pipeline. Sponsor Donations (4803) includes unanticipated sponsorship for Transportation Bus Shelters as well as the sponsorship for the Economic Symposium. Professional Services (6400), increased significantly from last month primarily due to audit services. Bonds & Insurance (6800) appear over budget due to the timing of the policy renewal with pre-paid expenses which will adjust at the end of the fiscal year. Other Materials & Supplies (6900) also appear over budget, but are due to the timing of Dues & Fees for various organization memberships which include pre-paid expenses into next fiscal year. Bonds & Insurance and Other Materials & Supplies expenses typically cross fiscal years due to the timing of coverage and membership timelines. Capital Purchase (9100) includes the entire cost of the remodel project, purchase of new vehicle, and bus barn project activities. Capital Purchase (9100) appears to be over budget due to the budget being based on a 1/12th allocation monthly and the timing of when those expenses were incurred within the fiscal year, but are overall within total range.

Respectfully Submitted,

Siri Olson
Finance & Operations Manager

Mid-Columbia Economic Development District

Balance Sheet

As of December 31, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	65,266.56	45,941.78
1015 · MCEDD MM	485,670.16	513,739.56
1020 · IRP		
1021 · IRP - Sherman	80,124.30	111,547.65
1022 · IRP - WA	25,038.91	103,850.02
1020 · IRP - Other	<u>257,824.37</u>	<u>40,265.33</u>
Total 1020 · IRP	362,987.58	255,663.00
1030 · Loan Funds		
1036 · EDA RLFs	148,193.77	76,115.80
1045 · Reg Strat	53,105.65	135,552.35
1050 · RBEG-OR	43,807.04	113,568.05
1055 · RBEG-WA	4,375.76	95,086.34
1057 · RBEG-KL	44,963.96	126,619.00
1067 · CDBG Microenterprises	<u>84,158.45</u>	<u>66,391.15</u>
Total 1030 · Loan Funds	378,604.63	613,332.69
1031 · Housing RLF	1,795,982.14	1,182,697.30
1070 · National Scenic Fund	<u>1,210,624.46</u>	<u>996,985.45</u>
Total 1000 · Bank Demand Deposits	4,299,135.53	3,608,359.78
1100 · CDS	96,072.12	96,072.12
1122 · IRP - DDM Product	290,345.77	388,204.00
1125 · LINK Petty Cash	150.00	50.00
1196 · OR Telecom Conference	<u>0.00</u>	<u>12,359.70</u>
Total Checking/Savings	4,685,703.42	4,105,045.60
Accounts Receivable		
1202 · Accounts Receivable	<u>23,187.17</u>	<u>54,521.01</u>
Total Accounts Receivable	23,187.17	54,521.01
Other Current Assets		
1200 · Receivables & Accruals		
1217 · Prepaid Expenses	891.48	1,440.91
1227 · Accrued Loan Interest	<u>31,979.64</u>	<u>20,120.24</u>
Total 1200 · Receivables & Accruals	32,871.12	21,561.15
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,959,504.67	2,045,591.62
1321 · IRP - Sherman	163,149.64	132,136.02
1322 · IRP - WA	298,561.56	218,506.69
1336 · EDA RLFs	633,789.00	675,418.20
1345 · Reg Strat	123,034.28	35,000.21
1350 · RBEG-OR	284,173.22	205,054.80
1355 · RBEG-WA	94,015.29	1,773.80
1357 · RBEG-KL/SK	84,794.10	0.00
1367 · CDBG Microenterprises	25,317.49	40,358.11
1371 · Housing RLF	<u>242,779.99</u>	<u>838,387.11</u>
Total 1330 · MCEDD Loans Receivable	3,909,119.24	4,192,226.56
1370 · OIB Loans Receivable	<u>1,771,557.49</u>	<u>1,934,973.36</u>
Total 1300 · Loans Receivable	5,680,676.73	6,127,199.92
1400 · Loan Payments Holding		
1475 · OIB	<u>0.00</u>	<u>-1,510.04</u>
Total 1400 · Loan Payments Holding	0.00	-1,510.04
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-132,493.11	-158,999.33
1521 · IRP - SH Co	-10,387.61	-8,115.80

Mid-Columbia Economic Development District

Balance Sheet

As of December 31, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>
1522 · IRP - WA	-15,257.43	-25,097.07
1536 · EDA RLFs Allowance	-41,277.39	-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
1571 · Housing RLF Allowance	-14,737.95	-27,918.84
1575 · OIB Allowance	-48,906.65	-47,404.77
Total 1500 · Allowance for Doubtful Loans	<u>-305,951.87</u>	<u>-318,860.58</u>
Total Other Current Assets	<u>5,407,595.98</u>	<u>5,828,390.45</u>
Total Current Assets	<u>10,116,486.57</u>	<u>9,987,957.06</u>
Fixed Assets	<u>1,305,269.00</u>	<u>1,321,919.00</u>
TOTAL ASSETS	<u>11,421,755.57</u>	<u>11,309,876.06</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	0.00	41,401.07
Other Current Liabilities		
2030 · Accrued Loan Payment	57,842.79	57,715.44
2035 · Accrued Interest Payable	257.82	166.47
2050 · PTO - Accrued	50,619.87	40,398.10
2070 · Health Insurance Payable	-23,868.83	-5,661.75
2080 · Life & Disability Payable	-766.10	-259.36
2090 · WC SAIF Ins	-7,237.66	-5,246.22
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-187.49	2,548.51
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities	553.83	522.51
2120 · State Payroll Liabilities - Other	235.92	202.00
Total 2120 · State Payroll Liabilities	<u>789.75</u>	<u>724.51</u>
2100 · Payroll Liabilities - Other	0.00	-2,736.00
Total 2100 · Payroll Liabilities	<u>602.26</u>	<u>537.02</u>
Total Other Current Liabilities	<u>77,450.15</u>	<u>87,649.70</u>
Total Current Liabilities	<u>77,450.15</u>	<u>129,050.77</u>
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	521,941.86	548,296.90
2823 · IRP Loan Payable - WA \$310,000	269,206.32	279,567.81
2824 · IRP Loan Payable - SH \$200,000	166,603.11	173,359.52
Total Long Term Liabilities	<u>1,712,522.73</u>	<u>1,815,770.22</u>
Total Liabilities	<u>1,789,972.88</u>	<u>1,944,820.99</u>
Equity	<u>9,631,782.69</u>	<u>9,365,055.07</u>
TOTAL LIABILITIES & EQUITY	<u>11,421,755.57</u>	<u>11,309,876.06</u>

Mid-Columbia Economic Development District
Budget vs. Actual FY20
July through December 2019

	<u>Jul - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	717,487.48	572,645.00	144,842.48	125.29%
4010 · Trans Frm/To Fund (MATCH)	2,000.00	999.96	1,000.04	200.01%
4012 · Trans From/To Fund (SUPPORT)	-5,925.00	6,928.44	-12,853.44	-85.52%
4100 · Federal	122,472.37	377,447.42	-254,975.05	32.45%
4200 · State	211,670.05	371,334.00	-159,663.95	57.0%
4300 · Local Match	43,940.50	16,500.00	27,440.50	266.31%
4400 · Local Assessment	60,946.00	40,473.00	20,473.00	150.58%
4500 · Contract Reimbursement	366,548.95	456,005.48	-89,456.53	80.38%
4600 · Loan Interest	164,435.77	185,106.48	-20,670.71	88.83%
4700 · Loan Processing Fees	2,970.04	11,874.98	-8,904.94	25.01%
4705 · Loan Filing Fees	632.50	2,300.08	-1,667.58	27.5%
4710 · Loan Late Fee	1,757.18	2,049.98	-292.80	85.72%
4750 · Investment Interest	976.95	531.92	445.03	183.67%
4800 · Other Revenue	3,044.75	4,768.50	-1,723.75	63.85%
4803 · Sponsor Donations	15,500.00			
4805 · Farebox Revenue	15,624.51	17,499.98	-1,875.47	89.28%
4934 · In-Kind Revenue	48.00	16,217.48	-16,169.48	0.3%
Total Income	<u>1,724,130.05</u>	<u>2,082,682.70</u>	<u>-358,552.65</u>	<u>82.78%</u>
Gross Profit	1,724,130.05	2,082,682.70	-358,552.65	82.78%
Expense				
5000 · Personnel Expense	614,681.09	758,846.32	-144,165.23	81.0%
6110 · Travel & Conference	15,628.74	17,625.00	-1,996.26	88.67%
6190 · Event Services	700.00	1,950.00	-1,250.00	35.9%
6200 · Equipment	1,774.56	6,154.96	-4,380.40	28.83%
6300 · Supplies	9,356.64	22,040.14	-12,683.50	42.45%
6400 · Professional Services	74,401.52	240,779.76	-166,378.24	30.9%
6500 · Vehicle Costs	30,307.43	58,908.46	-28,601.03	51.45%
6600 · Communications	9,934.21	21,010.96	-11,076.75	47.28%
6700 · Building Costs	16,818.39	53,004.92	-36,186.53	31.73%
6800 · Bonds & Insurance	6,810.50	5,504.48	1,306.02	123.73%
6900 · Other Materials & Supplies	6,768.90	6,539.54	229.36	103.51%
9000 · Indirect Spread	-24.90	2.46	-27.36	-1,012.2%
9100 · Capital Purchase	166,461.71	156,921.98	9,539.73	106.08%
9600 · Transfer to/from Source	-4,112.50	999.98	-5,112.48	-411.26%
Total Expense	<u>949,506.29</u>	<u>1,350,288.96</u>	<u>-400,782.67</u>	<u>70.32%</u>
Net Ordinary Income	<u>774,623.76</u>	<u>732,393.74</u>	<u>42,230.02</u>	<u>105.77%</u>
Other Income/Expense				
Other Expense				
7400 · Loan Payment	60,690.00	61,020.48	-330.48	99.46%
7500 · Carryover to Next Year	626,563.00	626,563.00	0.00	100.0%
7600 · In-Kind Contractual	48.00	16,217.48	-16,169.48	0.3%
Total Other Expense	<u>687,301.00</u>	<u>703,800.96</u>	<u>-16,499.96</u>	<u>97.66%</u>
Net Other Income	<u>-687,301.00</u>	<u>-703,800.96</u>	<u>16,499.96</u>	<u>97.66%</u>
Net Income	<u>87,322.76</u>	<u>28,592.78</u>	<u>58,729.98</u>	<u>305.4%</u>

Memorandum

Date: February 5, 2020
To: MCEDD Executive Committee
From: Jessica Metta, Deputy Director and Amanda Hoey, Executive Director
Re: Unfair Competition Policy

Background

The Unfair Competition Policy provides procedures for handling complaints by a private sector transportation provider that alleges unfair competition due to MCEDD's expanded or current service structure. The policy had been put in place when we had solely Mobility Management services in our transportation division. The specific guidance and requirements for the policy were provided by Washington State Department of Transportation (WSDOT).

With the expanded services, staff consulted our Oregon Department of Transportation (ODOT) partners on how best to reference them in this policy. The policy derives from a federal requirement regarding unfair competition. Unlike WSDOT, ODOT does not involve the state in any complaint process that may be initiated against one of the providers they are funding. In drafting an update to the policy to reflect our bi-state services, we have proposed revisions to the procedures to separate Oregon and Washington-based complaints with the appropriate mechanism for processing those complaints.

Recommendation

The MCEDD Executive Committee is asked to recommend the board approve the updated Unfair Competition Policy.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT COMPLAINTS OF UNFAIR COMPETITION PROCEDURE

Following are the procedures for handling complaints by a private sector transportation provider that alleges unfair competition due to Mid-Columbia Economic Development District's expanded or current service structure.

1. The Finance and Operations Manager shall be responsible for receiving and investigating any complaints of unfair competition.
2. The Deputy Director shall be responsible for reviewing and analyzing the findings from the investigation.
3. The Deputy Director shall make a recommendation to the Executive Director regarding the merits of the allegation of unfair competition.
4. The Executive Director shall respond to the complaint with a written determination to the Complainant within ten (10) business days of receipt of the complaint. The determination shall include instructions for appeal(s) as stated below in steps 5 & 6.
5. Written Appeals to the Executive Director's determination must be received by Mid-Columbia Economic Development District within ten (10) business days of the determination receipt. A mediator or mediation panel that does not include employees or Board Members of Mid-Columbia Economic Development District will hear the appeal.
6. For complaints that are Oregon-based, the decision of the mediator is the final local decision. For complaints that are Washington-based, either Mid-Columbia Economic Development District or the Complainant may appeal the decision to Washington State Department of Transportation's Public Transportation and Rail Division if they are not satisfied with the decision. Appeals must be filed with the Public Transportation Office Manager within thirty (30) days of the mediator's decision and include the following:
 - ◆ An original signature of the chief executive officer of the entity filing the appeal.
 - ◆ The grounds under which the appeal is being filed.
 - ◆ A copy of the mediator's decision.

A copy of the appeal must be sent by the entity filing the appeal to the other party involved. Once the Public Transportation Office receives the appeal, it will review the decision and the procedures followed from the time the initial complaint was received by Mid-Columbia Economic Development District. The Public Transportation Office will review the procedures that were followed and issued a determination on the appeal.

The determination of the Public Transportation Office shall constitute the final appeal and decision.

7. A Complaints of Unfair Competition file or binder shall be maintained by the Administrative Assistant and include all correspondence regarding any complaints.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT COMPLAINTS OF UNFAIR COMPETITION POLICY

Mid-Columbia Economic Development District may receive complaints alleging unfair competition from private sector transportation providers who allege to have experienced a decline of business as a result of MCEDD's grant funded project.

As per the Federal Transit Administration (FTA) guidelines, Mid-Columbia Economic Development District shall have procedures in place to process and respond to any complaints alleging unfair competition. These procedures will include the following elements:

1. A person(s) assigned with the responsibility of receiving, investigating and responding to these complaints.
2. An appeal process if the individual or organization filing the complaint is not satisfied with Mid-Columbia Economic Development District's response. The appeal process must identify a mediator or mediation panel that does not include employees or Board members of Mid-Columbia Economic Development District.
3. For complaints that are Washington-based, notice to the individual or organization filing the complaint that Mid-Columbia Economic Development District's decision may be appealed to the Washington State Department of Transportation (WSDOT) with instructions for such appeal. For complaints that are Oregon-based, the decision of the mediator is the final local decision.

Memorandum

Date: February 5, 2020
To: MCEDD Executive Committee
From: Jessica Metta, Deputy Director
Re: Out-of-State Travel Request

Overview

The Gorge Technology Alliance has been increasing its visibility and participation at the international drone tradeshow hosted annually by AUVSI, the Association for Unmanned Vehicle Systems International. In 2019, the Executive Committee approved travel for MCEDD staff Jessica Metta to attend the annual tradeshow and host a networking event to highlight the strength of the Gorge's Unmanned Aerial Systems (UAS) industry. The 2019 networking event in Chicago was a big success and the GTA wishes to again participate.

The 2020 tradeshow is in Boston, MA from May 5-7, with plans for a shared tradeshow booth and another off-site networking event. The purpose of this initiative is again to raise the visibility of the Gorge's UAS hub. The GTA Board has approved covering the costs for MCEDD staff Jessica Metta to attend the full week of the tradeshow in 2020, including airfare, hotel (four or five nights), meals and other small expenses.

Recommendation

The MCEDD Executive Committee is asked to approve Jessica Metta's out-of-state travel to the 2020 AUVSI Conference in Boston.

Memorandum

Date: January 27, 2020
To: MCEDD Executive Committee
From: Siri Olson, Finance & Operations Manager
Re: TFFF Funds & Out of State Travel Request

Overview

This request is for Siri Olson, Finance Manager to travel to Chicago, IL to attend an Accounting Academy offered by the Government Finance Officers Association (GFOA) in March 2020. Siri will also travel to Seattle, WA to attend Financial Reporting training offered by the Government Finance Officers Association (GFOA) in June 2020. GFOA is a national organization supporting public finance officials and offers professional development opportunities specific to public finance.

Funding was awarded to MCEDD from The Ford Family Foundation to support training and professional development for the MCEDD Finance Manager. The professional development plan encompasses accounting, auditing, financial reporting, and budgeting content. It will enhance the skill and knowledge of the Finance Manager to continually support MCEDD in learning essential elements to enhance financial planning, development, implementation, direction, and evaluate the organization's financial direction and increase financial efficiencies in programs.

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

Action Requested

Approve out of state travel for Finance Manager to attend GFOA training in Chicago, IL.

Memorandum

Date: February 5, 2020
To: MCEDD Executive Committee
From: Jessica Metta, Deputy Director
Re: ODOT Grant Applications for LINK Operations

Overview

The FY20-22 ODOT Discretionary Grants are available to support operations and vehicle replacement for The LINK. Section 5310 and Section 5339 Non-Vehicle replacement applications were due February 3rd. STP Vehicle Replacement and 5339 Vehicle Replacement applications are due March 3rd. These grants in the past have been used to support vehicle purchases, passenger bus shelter purchases, and the deviated fixed-route operations. MCEDD is the applicant. Please see the table below for additional details.

Program	Eligible Recipients	Eligible Projects	Federal/Local Match Ratios	Estimated Allocation
Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities	Public Transportation Agencies Providing Rural Services	Operations Mobility Management Purchased Service Preventive Maintenance	Operations: 50/50 All Others: 80/20	\$2.1 M
Section 5339 Bus and Bus Facilities	Small Urban and Rural Public Transportation Agencies	Vehicle Replacement Vehicle Expansion Bus Equipment Signs and Shelters	Vehicles: 85/15 All Others: 80/20	\$10.3 M
STP Bus Replacement	Urban, Small Urban, and Rural Public Transportation Agencies	Vehicle Replacement	89.73/10.27	\$5 M

We presented the following proposals to the MCEDD Transportation Administration Board, who recommended approval to the MCEDD Executive Committee, as well as to the Wasco County Statewide Transportation Improvement Fund (STIF) Advisory Committee for approval of the use of the matching STIF funds.

Section 5310:

This grant was due February 3 and can fund operational projects at a 50% match rate. Our application was to support and expand the deviated fixed route to include two loops in The Dalles that can reach more destinations (Water's Edge, Klindt Drive, etc.). Our match would come from the current STIF Plan through June 2021, and then the future STIF Plan.

Section 5339 Bus Facilities:

This grant was due February 3 and supports facilities like passenger shelters, bus stop signs, and maintenance shops. We did not submit an application this biennium as we intend to target additional local funding sources to build out our passenger shelters. Local

funding sources also come with fewer grant requirements. The TAB discussed applying to this grant to add doors to the bus barn or to construct other facilities, but agreed with staff's recommendation to not apply this biennium.

Section 5339 Buses:

This grant is due March 3 and funds vehicle replacements at a 20% match rate. It is our intention to apply to replace up to four of our vehicles based on age, mileage and maintenance costs. Our match would come from the future STIF Plan and/or match from local partners such as the City of The Dalles.

STP Bus Replacement:

This grant is due March 3 and funds vehicle replacements at a 10.27% match rate. It is our intention to apply for the same project as the STP grant. Our primary ODOT transit staff contact suggested applying for the same project for both funding sources.

Recommendation

The MCEDD Executive Committee is asked to approve MCEDD entering into agreements for the Section 5310 funding, if awarded. The MCEDD Executive Committee is asked to approve MCEDD applications to the Section 5339 Buses, and STP Bus Replacement grants for the proposals described.

Memorandum

Date: January 29, 2020
To: MCEDD Executive Committee
From: Jacque Schei, Project Manager
Re: Community Energy Resilience Planning

Request/Recommendation

Recommendation: Authorize MCEDD to pursue an agreement with Hood River County to provide project management support for a contract with Energy Trust of Oregon for community energy resilience planning.

Alternative B: Authorize MCEDD to pursue an agreement to provide support as fiscal agent and project management for the Energy Trust contract. With the additional fiscal tasks, MCEDD would delay the start of the work until May, as opposed to starting immediately.

Alternative C: Do not approve an agreement at this time.

Overview

In 2018, Hood River County adopted the Hood River County Energy Plan that it determined, if implemented, would increase the number of energy efficiency and renewable energy projects which could help the County save on energy costs, become more resilient to rising prices and natural disasters, and create significant environmental and public health benefits. Funding is available through Energy Trust of Oregon (\$75,000) to support the strategic implementation of the energy plan to increase adoption of energy efficiency and renewable energy projects and to gain a better understanding of the resilience value provided by these projects in Pacific Power service territory in the County.

Due to lack of capacity within the County for project management and MCEDD's expertise, the County approached MCEDD with a request to support some or all of the work outlined. Several options were proposed, including:

- County acts as fiscal agent, lets any requests for proposals for consultant work, and contracts with MCEDD for project management services. The County provides review and support during the project.
- County acts as fiscal agent only and contracts with MCEDD to provide support for any request for proposal processes and project management services. The County provides review and support during the project.
- MCEDD enters into the contract with Energy Trust, acts as fiscal agent, lets any requests for proposals for consultant work, and provides project management services. The County provides review and support during the project.

The timeline on the project is somewhat flexible, but the County would like to start work as soon as possible. Because of this, it is MCEDD's recommendation to pursue an

agreement with the County to provide project management services only and have the County act as fiscal agent.

Opportunities and Costs

With the expertise of staff at MCEDD and alignment with our role in energy coordination, this is a good opportunity for us to provide support to Hood River County. There will likely be more opportunities in the region related to energy efficiency and resiliency and this project will give staff additional experience and connections to support future work.

This effort would take staff time from the project management team but would provide resources to support that time.

Memorandum

Date: January 29, 2020
To: MCEDD Executive Committee/ Transition Subcommittee
From: Amanda Hoey, Executive Director
Re: Executive Director Search Process

Request

The Executive Committee will conduct an executive session to review the candidates for the Executive Director position. Action following the Executive Session is expected to include a determination as to which candidates will be invited to move forward into round two, with broader stakeholder engagement.

Eight candidates were put forward for review by the committee, with a subset of those making it to a first round interview. All candidates have been contacted as to status, either indicating that we will not be moving forward in an interview at this time or requesting participation in an interview. The first round interview committee includes the officers (chair, vice chair, secretary/treasurer and past chair) as well as myself as the current Executive Director. The first round interviews will be conducted on February 4, 2020.



Executive Director’s Report
Prepared for the February 2020 Executive Committee Meeting

I anticipate this is my last Executive Director report to you. Thank you for the opportunity to serve this region through MCEDD.

February Time

Most of my time in February is reserved for wrapping up items, such as account transfers, and the final support for the new Executive Director hire.

Business Assistance Division

Activities in the month of January included the following:

- The MCEDD Loan Administration Board approved the following new loans in January:

Table with 3 columns: Business, Amount, Purpose. Rows include Traci Griffiths dba Willow & Bark (\$20,000) and Grass Valley Country Market, LLC (\$169,000).

- The MCEDD Loan Board also reviewed a request from Bend in the Road, LLC related to a proposed collateral release. The request was tabled for the February meeting. In February, the Loan Board is also expected to address a request from 15 Mile Ventures, LLC and review the status of the loans with Full Circle, LLC.
In addition to the loans approved above, the following pending closing, the

Table with 3 columns: Business, Amount, Purpose. Rows include C&E, LLC (\$323,000) and Perry Management, LLC/ Twin Market, Inc (\$400,000).

- Attorney engagement (confidential items struck)
Economic Development Funds: These dollars are still in flux as to the process and amount available through USDA Rural Development. I will be drafting applications with a two prong approach: one at a small level if the bump in additional funds is allocated across all US states and one at a larger level if the full amount is attached to the region.

Regional Coordination

Activities in the month of January included preparations for our CEDS update scheduled for the next board meeting, following up on EDA applications and the following:

- US Economic Development Administration (EDA) announced Nympha Garces as our new Oregon Economic Development Representative. I have invited her to tour the region when she is available, which may be as early as February. EDA is our primary federal partner. With having both Washington (Richard Berndt) and Oregon (Nympha Garces) positions now in place, we are well positioned to make some additional grant asks for CEDS priority projects.

- Tatiana Eckhart is drafting our community application for the AmeriCorps RARE position as approved in the last Executive Committee meeting. The position will help get us set up for the next major CEDS update, in addition to the type of activities Tatiana has been engaged with over the past two years.
- I submitted our comments to the Columbia River Gorge Commission on the Economic Vitality chapter as discussed in the last meeting (attached).
- We had an inquiry from SBA regarding hosting opportunity zone trainings. I have encouraged SBA to work with us through our county economic development groups and to connect with the National Development Council which supported our last training.
- Statewide economic resilience materials were completed by our graphic designer. Jacque Schei provided them as a resource to our sister Economic Development Districts.

Project Management

Activities in the month of January included much more than the items below through our project management team, but a few highlights include:

- MCEDD helped secure \$9,240 for the Tygh Valley Rural Fire Protection District (TVRFPD) from The Ford Family Foundation. Following the 2018 Substation, South Valley and associated fires, I had committed to working with any applicants to the Wyeast RC&D local fire fund to seek outside leverage dollars. The first to take us up on that offer was TVRFP. I am pleased they were successful in the application for funding.
- Jacque Schei submitted our Rural Opportunity Initiative application which Carrie Pipinich had been developing. We expect to hear decision by February 28, 2020.
- The Biggs Water Project funding secured through USDA. Good work to Carrie Pipinich for working with the County in shepherding this project through many layers to final funding. MCEDD anticipates contracting with the County for grant administration services to support the project construction.

Operations

In January, operations included the wrap-up from the move and a focus on the Executive Director search. We closed for first round consideration on January 21, 2020. The status will be discussed at this meeting. Other activities included:

- MCEDD received a \$5,000 grant from The Ford Family Foundation to support training for our Finance Manager, Siri Olson. Further detail is in the packet with the out-of-state travel request. Technically not required for action as it is covered under ‘scholarship funded travel’ but helpful for you to see.
- CPA support solicitations are out. We are pending final responses by the end of January.
- ‘Old’ MCEDD downtown office: I did the final walk through with our landlord. He returned our full security deposit. There is still a small MCEDD sign above the awning of the building. It is too tall to reach with ladders and the landlord indicated he would remove and replace it once there is a new tenant.
- Audit was submitted to federal clearinghouse and all funders.
- Evaluations for staff are all complete through February.

Mark your calendars for the full board meeting March 12, 2020 at 4 pm, Hood River



Columbia River Gorge Commission
57 NE Wauna Avenue
White Salmon, WA 98672

Re: Economic Development Chapter of the CRGNS Area Management Plan

Dear Commissioners,

Thank you for the opportunity to provide comments on the draft economic development chapter of the management plan. I applaud your efforts to undertake updates to the Management plan and balance the variety of perspectives and interests affecting the Columbia River Gorge National Scenic Area.

There are a few proposed updates in this draft chapter I think are important to retain and adopt:

- Economy and community references. Including reference to supporting the economy of communities in the NSA by using the **terminology “One of the Act’s two stated purposes”** ensures that the Commission seeks to harmonize between both natural/recreation/scenic/cultural resources and economy/communities. As the vision of the Act included both of these elements, the Management Plan should carry forth that vision to **balance and harmonize**.
- Inclusion of a **focus on adequate infrastructure** that will align with one of the original policies in the plan to encourage growth to occur in Urban Areas. Infrastructure is critical to long term success for communities and their economies. The policy does not ask the Commission to be involved in developing, funding or prioritizing infrastructure as those implementation roles are carried out by economic development agencies throughout the region. It does, however, ask the Commission to perform its primary role as a land use regulatory agency and to provide processes to allow for infrastructure, with expedited reviews as necessary. Examples of areas in which this becomes important include:
 - Issues relate to the **scale of some infrastructure**, such as Interstate 84 and Highway 14 which cannot be completely visually subordinated but may be mitigated and are necessary for efficiently transporting goods and people.
 - Issues related to **expediency in review** of infrastructure that may have an impact to **health and safety**, such as a water system outside an urban area, with funding on the line that requires quick action to secure.
 - **Infrastructure crossing between GMA and urban areas**, such as utilities – including broadband—that are core to ensuring growth can occur within the urban areas and reduce further expansion requirements.
 - Infrastructure necessary to support the urban areas that may have a segment outside of the urban area. For example, the importance of

education and educational facilities is reflected in the comprehensive economic development strategy prepared by MCEDD.

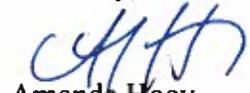
- For the proposed infrastructure policy, use of the word “**shall recognize**” instead of the word “recognizes.” I encourage retaining the language “shall recognize” as it is consistent with the language use in the other policies for the Management plan within this chapter and demonstrates ongoing intention as infrastructure needs are not static.
- Including a policy that the Commission shall provide a clear process for urban area expansion. While there is a separate chapter devoted to this item, the plan cross-references in many areas.
- Clarifying the policy on **commercial uses in the GMA**. The proposed policy removes what was previously a limited list and instead ties allowances to the underlying zoning. There was much discussion on this particular policy, but the end result proposed would provide a more equitable policy that can be applied to dynamically changing industries as well as the current state.

References to economic vitality plans are included in a couple of the policies in this chapter. The proposed language would update the original chapter to better reflect current and future status. When the Management Plan was originally adopted, there were two Economic Development Plans – one for each state. The Management Plan referred to those as separate documents and also included policy on coordinating efforts. With MCEDD’s leadership and the action of the Bi-State Advisory Council, these plans have since been coordinated into a single “Economic Vitality Plan” and aligned with the Comprehensive Economic Development Strategy produced by MCEDD. The plan includes separate chapters to address the individual needs of each state. The coordinated plan allows for a more dynamic document that can accommodate a bi-state region and changing economic development needs. The Commission is consulted in the process, but does not provide action in relation to the plans. These documents are outlined in the Act and approved by the States and USFS.

This particular chapter will be heavily impacted by revisions made in other chapters. I encourage the Commission to add the “E” (Economy) to “SNCR”s (Scenic, Natural, Cultural and Recreational) in other chapters as well and continue to take into consideration the balance between the two purposes of the Act.

Thank you.

Sincerely,



Amanda Hoey
Executive Director



Deputy Director's Report

Prepared for the February 2020 Executive Committee Meeting

LINK Transportation

- Bus Barn and Vehicle Gate: The bus barn is still on hold waiting for a building permit. Building Codes approved the new foundation design but requested one follow up item: approval to use the 2013 geotech report from construction of The Dalles Transit Center, which was the basis for the new foundation design. We have signed a contract with the geotech firm to get this item and hope to have it quickly. We continue to work with Crestline's gate subcontractor to address issues with the repairs to the existing vehicle gate.
- Vehicles: We have put our newest bus into service. We have two older vehicles that are no longer in service and are working to sell those through Oregon's surplus website. One is currently open for bid and the other should be listed within a few weeks. We are also working on the paperwork to procure the two replacement vehicles for which we recently received a grant.
- We continue to work through the transition with LogistiCare for the non-emergency medical transportation funded through PacificSource. The number of rides we are receiving through them has decreased as they have brought in new private transportation companies to provide service. This is one area to watch over the next two months as our three-month contract runs through March.
- In January, I supported the quarterly meetings of the Transportation Administration Board and the Wasco County Special Transportation Fund/ Statewide Transportation Improvement Fund Advisory Committee. These groups reviewed operations updates, grant proposals, and other items referenced in this report.
- I developed the ODOT grant proposals before the Executive Committee for the LINK.

Gorge Translink Alliance and Mobility Management

- As a result of a grant that Kathy helped facilitate, four new passenger bus shelters were delivered to the region in January: one at our facility (see right), one at the CAT facility, and one each at the Hood River and The Dalles campuses of Columbia Gorge Community College. CAT and CGCC provided matching funds for their shelters. This is a great example of regional partnership!
- Kathy held a service coordination meeting with CAT, MATS and LINK to review driver procedures for fixed route bus stops, location of transfer points and schedules to ease transfers between systems. The group requested to meet periodically to keep working on improvements.



- Kathy is supporting Mount Adams Transportation Service and the Port of Hood River in reviewing the transit vehicle bridge toll waiver after a year of operation. This is an important method of support for public transportation and we will work to ensure the Commission understands the benefit.
- Kathy has opened the public survey for the update of the Wasco County Coordinated Transportation Plan and is convening partners in Sherman County for the update of their plan. The Wasco County survey is open through February 14 and the link can be found at mcedd.org/linktransit.
- A meeting of the project management team for the Gorge Regional Transit Strategy happened in Vancouver in January, along with planning for the first Working Group meeting on Feb. 19 at the Cascade Locks Pavilion. Kathy will be sending out the invitation shortly to the many partners for their involvement and has spoken directly with most of them. The outcomes from the Working Group will be reviewed by the Transportation Administration Board and the full plan will come to the MCEDD Full Board for review and approval in late 2020.

Gorge Technology Alliance

- The GTA is close to a final new logo for the organization! The last draft is pictured at right. Locus Interactive has been assisting in this work and next will develop updated messaging for the organization.
- I developed a 2020 Work Plan and Budget for the GTA, which the Board approved in January. This year will primarily continue the new activities launched in 2019 and build stability in the organization. We will also be celebrating the 15th anniversary of the GTA in 2020!
- The GTA Board approved our proposal to rent a storage unit for the many GTA items stored at MCEDD and infrequently used. This is a benefit for the shared conference room and my office where items were housed after the move.
- I am busy planning for Wind Challenge on March 14, 2020. This event is a partnership between the GTA, Google and CGCC. Activities will be busy over the next six weeks to prepare for the approximately 40 teams and 40 volunteers who gather at this one-day activity to build, test and compete with a table-top wind turbine.
- The GTA Board agreed to transition our annual STEM Career Day to the management of the Gorge STEM Hub. This will allow the organization to focus on the business outreach for the event and our other business-support activities while relying on a local partner to continue this successful event from the educator perspective.
- I am planning for the XPONENTIAL tradeshow in Boston with a shared booth and networking event. Business Oregon and Oregon Dept. of Aviation are partners in these activities and largely managing the shared booth. We are recruiting interest from our Gorge businesses at present with a March 1 response deadline.

