



Mid-Columbia Economic Development District

**Executive Committee Meeting**  
**Wednesday, September 2, 2020**  
**4:00 P.M.**

Zoom video conference (access information on next page)

**AGENDA**

<b><u>Topic</u></b>	<b><u>Estimated Time</u></b>	<b><u>Item</u></b>
Call to Order, Introductions		
Executive Committee Minutes <i>August 2020</i>	5 minutes	Approval
Finance Report	10 minutes	Acceptance
Board and Committee Appointments <i>Private Sector, LAB, TAB</i>	10 minutes	Decision
EDA Revolving Loan Fund Plan Amendment	5 minutes	Decision
Senior Project Manager Report	5 minutes	Information
Deputy Director Report	5 minutes	Information
Executive Director Report <i>FY20 Annual Report</i>	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.

MCEDD is an equal opportunity lender, employer and provider.

MCEDD is inviting you to a scheduled Zoom meeting.

Topic: MCEDD Executive Committee Meeting

Time: Sep 2, 2020 01:00 PM Pacific Time (US and Canada)

Every month on the First Wed, until Dec 2, 2020, 4 occurrence(s)

Sep 2, 2020 01:00 PM

Oct 7, 2020 01:00 PM

Nov 4, 2020 01:00 PM

Dec 2, 2020 01:00 PM

**Join Zoom Meeting**

<https://zoom.us/j/91371958366?pwd=MEpTWfQ2WnBubmFqT2pnZjh0UW5pZz09>

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MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, AUGUST 5, 2020  
4:00 PM  
ZOOM TELECONFERENCE

**ATTENDANCE**

*Attending:* Eric Proffitt, Dana Peck, Bob Hamlin, Ken Bailey, Steve Kramer, Bill Schmitt, Joe Dabulskis  
*Staff:* Jessica Metta (Executive Director), Lauren Hernandez (Office Administrator), Carrie Pipinich (Senior Project Manager), Dana Woods (Finance Manager), Brad Houghton (Deputy Director)

**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 June 2020 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

**FINANCE REPORT**

Dana Woods presented the financials as of June 30, 2020, highlighting:

- Total Cash balance as of 06/30/20 is \$4,262,589.
- The Accounts Receivable balance is largely due to contractual and grant related receivables.
- The impact on the Loan programs will continue to be monitored as deferrals and loan modifications begin to happen due to COVID-19.
- Total Revenue reflects receipt of 84.2% of the anticipated revenue through the June budget for FY20. Expenses are at 74.2% of what was budgeted.

*Discussion: Bob Hamlin noted there is a higher carryover amount than there should be according to the budget and asked if that is because expenses are down. Dana replied that yes, lower expenses will make the carryover higher.*

**Bob Hamlin motioned to accept** the financials as presented. Ken Bailey seconded the motion. Motion carried unanimously.

Jessica Metta reported she and Dana have checked in with the auditor and discussed the finding from last year regarding MCEDD choosing not to do the GASB 75 related to post-employment benefits. Jessica explained that in the past, the MCEDD Board did not feel the need to complete the GASB 75 since MCEDD does not offer any post-employment benefits and it would cost an additional \$2,500 to complete. Jessica asked if this was still the plan for this year.

*Discussion: Dana Peck stated the GASB 75 will not benefit MCEDD. Ken Bailey agreed, noting he has no concerns not completing the GASB 75 if there are no concerns from funders. The consensus of the Executive Committee was to continue with the past decision of not completing the GASB 75. The Committee requested staff inform the Board of this in September.*

Jessica explained newly hired Brad Houghton, Deputy Director, will need to be added to the bank card so he can sign MCEDD checks.

**Ken Bailey motioned to add** Brad Houghton to the bank card as a signer on the account. Eric Proffitt seconded the motion. Motion carried unanimously.

### **MOUNT HOOD ECONOMIC ALLIANCE PROPOSAL**

Jessica Metta explained Mary MacArthur is currently contracted to administer the loan program for Mount Hood Economic Alliance (MHEA) and will be retiring in September. There is interest from MHEA to consider contracting with MCEDD to administer MHEA's program going forward given the overlapping territory and many similar loan clients. MCEDD would work closely with the MHEA Board of Directors to administer its revolving loan fund in a similar way to how MCEDD administers the Oregon Investment Board. Jessica explained MHEA is a partnership between Clackamas, Hood River, and Wasco Counties and is similar to MCEDD's programs, as it is a gap financier. Four of its seven loan clients are joint clients with MCEDD. In the past, MHEA paid up to \$18,000 for administration. Jessica stated \$18,000 is low compared to the percentage of what MCEDD receives to administer OIB. OIB is closer to 3% of the loan portfolio, and the MHEA rate is approximately 2%. Jessica suggested requesting additional funds to cover additional outreach to partners in Clackamas County and additional time for transfer of information but still try to keep the rate fairly low for first year to give both MCEDD and MHEA time to evaluate how the partnership is working.

*Discussion: Ken Bailey stated MHEA has budgeted items for its audit and asked if the audit is included in the OIB rate or if it is a separate line item. He explained there may be some things in the MHEA budget that are not classified as part of the administrative expense. The important thing is to cover the overall cost for MCEDD while giving a fair rate to MHEA. Eric Proffitt asked if MCEDD has the staff time and resources to take on the additional work. Jessica replied staff is considering how to streamline some processes in the office to make better use of staff time. She noted one additional item to consider is that the newly received EDA funds include administrative funds which could allow MCEDD to hire additional support. Staff is working through what that might look like.*

**Bob Hamlin motioned to approve** submission of a proposal to Mount Hood Economic Alliance for administration of their business loan program, authorizing staff to negotiate a rate they feel is appropriate. Eric Proffitt seconded the motion. Motion carried unanimously.

### **2020 ECONOMIC SYMPOSIUM PLANNING**

Jessica Metta reported the Economic Symposium will not be in person, but a virtual option will provide value for the region. Carrie Pipinich noted that making the announcement to go virtual now will make planning more straightforward. Carrie explained that in 2021, MCEDD will be working through a major update for the CEDS to be adopted in early 2022. Every five years, MCEDD works through this process, and the symposium acts as the kickoff for the effort so that discussions around strategy changes have a foundation in the current economic trends and data. Staff will be seeking a keynote speaker that can speak to adaptation and change. Due to the virtual nature of the symposium, there are opportunities to think more broadly about potential speakers. Additionally, staff will seek to have a more robust economic information section with economists focused on forecasting from each state in addition to the usual local economists. Staff proposes having a panel that reflects the key industry clusters listed in the current CEDS to talk about the impacts of COVID-19 on their industry and adaptations that are supporting businesses in moving forward. Carrie presented a draft speaker panel, noting the goal is to balance Oregon and Washington speakers to represent the regional economy.

*Discussion: Dana Peck stated the quality of the labor statistics presentation has been in decline over the last few years. Carrie replied that in the past, the focus has been more on forecasting rather than local employment data. She suggested reducing the time for the local economists to allow for another presentation looking at broader trends. Steve Kramer stated that speakers need to keep politics aside and only present data. He stated MCEDD should be upfront about setting guidelines about this. Carrie noted staff will work on this. Bob Hamlin stated he liked the mix of the draft panel, as every sector has been affected differently by COVID-19.*

Jessica stated the proposed scope of the virtual 2020 Economic Symposium would incur drastically fewer costs given there will be no charge for venue rental or catering. This allows for the potential of finding a keynote speaker that requires a payment if enough sponsorship is identified to cover that cost. Currently, Oregon Manufacturing Extension Partnership has agreed to sponsor the symposium at \$500. Jessica stated one possibility to generate engagement is shifting the cost to participate in the event given the expenses have significantly lowered this year due to being virtual.

*Discussion: Steve Kramer asked what the expenses for the symposium typically cost. Jessica replied the event typically costs a few thousand dollars. The ticket price is set at an amount to cover the expense of the venue and catering. Since there will be none of those costs this year, staff proposed the ticket price for this year be free. Eric Proffitt asked if there is a limit for the number of Zoom participants. Carrie replied the platform gets more expensive as the number of participants goes up. It may be necessary to go up to a higher level of participants for the event. Ken Bailey agreed with going to a higher level of participants to ensure anyone who wants to participate can do so. Carrie stated holding a virtual event will reduce the barrier for participation and presents the opportunity to engage a broader swath of the region.*

### **SENIOR PROJECT MANAGER REPORT**

Carrie Pipinich, Senior Project Manager, highlighted the following:

- A new RARE participant, Jane Allen, will be joining MCEDD in September.
- Staff is working with partners to identify business assistance resources related to mitigating COVID-19 impacts. The project management team has come together to implement the Business Oregon COVID-19 Small Business Assistance Grant Program. The application period will close on August 14 in order to meet the deadline for expenditure with Business Oregon.
- Staff coordinated a virtual Gorge Broadband Consortium meeting for July 31, 2020. The meeting included updates from the two State broadband offices and Link Oregon in addition to opportunities for updates from local internet providers and community partners.

### **DEPUTY DIRECTOR REPORT**

Brad Houghton, Deputy Director, highlighted the following:

- As of June 8<sup>th</sup> the Link is back to operating Monday through Friday from 6:00am to 6:00pm, and has resumed taking cash and tickets. Saturday service is still suspended until mid-August due to staffing. The MCEDD Link Lobby is open, and staff has resumed Greyhound and LINK tickets sales.
- The Deviated-Fixed Route (DFR) now passes stops every 30 minutes versus 60 minutes effectively doubling the frequency of stops for prospective riders. This schedule modification was coordinated with CAT and MATS to ease connection between services.

- Staff anticipates expanding service with a second DFR (the East Side Route) in the September/October timeframe. This required the hiring of two additional bus drivers and the delivery of 2 new buses which are anticipated in the next 30-60 days.
- The Link remains in full compliance with the transit rules issued by Governor Brown. Including PPE for staff, passenger spacing and mask wear. Staff submitted a Purchase Order for Creative Bus Sales for the purchase and installation of plexi-glass barriers to protect Link drivers.
- Staff submitted a proposed bus shelter presentation for 3 separate locations to the City of The Dalles Engineer and Planning Department for review/comment. The third location is under discussion, in coordination with the City of The Dalles, for possible incorporation into the 1<sup>st</sup> Street Project or the Federal Street Plaza. The visibility of the bus stops will help to increase ridership over time.
- Staff continues to refine the scope of work for the Wasco County Transit Development Plan with ODOT staff. ODOT intends to issue a Request for Proposals for consultants soon and the hope is to start this project in the fall.

### **EXECUTIVE DIRECTOR REPORT**

Jessica Metta, Executive Director, highlighted the following:

- The Loan Administration Board met and discussed amending MCEDD's RLF plan based on flexibilities the EDA has offered due to COVID. The current plan requires \$2 private for every \$1 public. The LAB discussed a \$1/\$1 ratio. The MCEDD Board will have to approve this change before it is submitted to the EDA.
- MCEDD requested a deferral for its USDA payments. The IRP program may not allow deferrals. Payments are already budgeted and will likely continue to be made, but staff is looking into options available.
- Staff is in communication with an IT provider. Radcomp offered IT support when MCEDD moved to the Transit Center, but they may not continue to provide support unless MCEDD enters into a basic retainer agreement. Staff is looking into this and alternative options.
- Meetings for the Mid-Columbia Economic Resiliency Team have transitioned to every other week. The group is looking at the long-term picture and at ways to continue to keep the group useful.
- Staff has been communicating with Business Oregon about the challenges of finding eligible businesses for the Business Oregon COVID-19 grant program. MCEDD will have to return unused funds to the state and will encourage the state to relax some of the restrictions for future rounds of funding. Future rounds may include administration funds.
- Jessica noted her six-month review is coming up and she will communicate with the Executive Committee to plan for this.
- Sue Knapp has resigned from Maupin City Council. The Cities of Wasco Counties position is open and posted to the MCEDD website.

### **OTHER NEW BUSINESS**

No new business.

### **ADJOURN**

Meeting adjourned at 4:58 p.m.

*Respectfully submitted, Lauren Hernandez, Office Administrator*



## FINANCIAL SUMMARY

As of July, 2020

NOTE: Financial Reports are Preliminary. Some adjustments are expected.

Balance Sheet. Total Cash balance as of 07/31/20 is \$4,741,357. Accounts Receivable (1202) balance is largely due to contractual and grant related receivables. The impact on the Loan programs will continue to be monitored as deferrals and loan modifications begin to happen due to COVID-19. Accrued Loan Payment (2030) is MCEDD's liability to the USDA for the IRP funds, of which a large payment usually takes place in June. The liability will accrue throughout the fiscal year. Current Net Position (preliminary) is \$12,221,180.

Operations Budget vs. Actual.

### **Revenue**

Revenue for the month of July is at 46.3%. This is lower than the budgeted number due to the fact that the FY 21 carryover amount will not be posted until the audit is completed in October. Local Assessments and the Q1 STIF payments were received in July which made up the majority of the monthly revenue.

### **Expenses**

Expenses for the month of July are at 37.5%, the majority being personnel expenses. As a reimbursing employer who reaps the benefits of a very low Unemployment Insurance tax rate, MCEDD will be reimbursing the State for benefits paid to employees who were laid off. MCEDD has submitted these costs for CARES Act reimbursement.

On a FY basis, 7.2% of revenue has been recognized and 7.6% of the expense budget has been spent. At one month into the new fiscal year, I would expect these numbers to be around 8%, so both are close to being right on track.

The finances at MCEDD involve a significant amount of "moving pieces", and I think that between Jessica and I, we have identified some areas where things can be improved. One of my goals in the audit process this year will be to work with the auditors to identify processes that can be streamlined for efficiency.

Respectfully Submitted,

Dana Woods  
Finance Manager

## Mid-Columbia Economic Development District

08/26/20

## Budget vs. Actual FY21

Accrual Basis

July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	0.00	275,536.00	-275,536.00	0.0%
4010 · Trans Frm/To Fund (MATCH)	0.00	6,333.42	-6,333.42	0.0%
4012 · Trans From/To Fund (SUPPORT)	429.56	1,985.23	-1,555.67	21.6%
4100 · Federal	0.00	106,852.29	-106,852.29	0.0%
4200 · State	119,203.00	51,211.49	67,991.51	232.8%
4300 · Local Match	31,000.00	10,833.23	20,166.77	286.2%
4400 · Local Assessment	62,710.00	6,857.50	55,852.50	914.5%
4500 · Contract Reimbursement	19,906.91	75,853.99	-55,947.08	26.2%
4600 · Loan Interest	20,010.27	27,908.38	-7,898.11	71.7%
4700 · Loan Processing Fees	7,543.58	2,341.67	5,201.91	322.1%
4705 · Loan Filing Fees	0.00	383.48	-383.48	0.0%
4710 · Loan Late Fee	700.00	345.80	354.20	202.4%
4750 · Investment Interest	122.91	82.06	40.85	149.8%
4800 · Other Revenue	1,741.78	1,222.34	519.44	142.5%
4805 · Farebox Revenue	960.42	2,642.67	-1,682.25	36.3%
<b>Total Income</b>	<b>264,328.43</b>	<b>570,389.55</b>	<b>-306,061.12</b>	<b>46.3%</b>
<b>Gross Profit</b>	<b>264,328.43</b>	<b>570,389.55</b>	<b>-306,061.12</b>	<b>46.3%</b>
<b>Expense</b>				
66900 · Reconciliation Discrepancies	-485.00			
5000 · Personnel Expense	86,854.16	156,667.39	-69,813.23	55.4%
6110 · Travel & Conference	52.22	3,041.65	-2,989.43	1.7%
6190 · Event Services	0.00	5,541.67	-5,541.67	0.0%
6200 · Equipment	333.48	1,736.24	-1,402.76	19.2%
6300 · Supplies	0.00	3,746.70	-3,746.70	0.0%
6400 · Professional Services	6,400.00	31,572.77	-25,172.77	20.3%
6500 · Vehicle Costs	2,844.13	7,328.53	-4,484.40	38.8%
6600 · Communications	699.95	4,228.93	-3,528.98	16.6%
6700 · Building Costs	893.86	13,827.65	-12,933.79	6.5%
6800 · Bonds & Insurance	0.00	482.37	-482.37	0.0%
6900 · Other Materials & Supplies	870.83	1,592.44	-721.61	54.7%
9000 · Indirect Spread	-641.36	-4,348.00	3,706.64	14.8%
9100 · Capital Purchase	0.00	35,532.00	-35,532.00	0.0%
9600 · Transfer to/from Source	0.00	166.63	-166.63	0.0%
<b>Total Expense</b>	<b>97,822.27</b>	<b>261,116.97</b>	<b>-163,294.70</b>	<b>37.5%</b>
<b>Net Ordinary Income</b>	<b>166,506.16</b>	<b>309,272.58</b>	<b>-142,766.42</b>	<b>53.8%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	10,169.33	9,955.17	214.16	102.2%
7500 · Carryover to Next Year	0.00	628,273.00	-628,273.00	0.0%
<b>Total Other Expense</b>	<b>10,169.33</b>	<b>638,228.17</b>	<b>-628,058.84</b>	<b>1.6%</b>
<b>Net Other Income</b>	<b>-10,169.33</b>	<b>-638,228.17</b>	<b>628,058.84</b>	<b>1.6%</b>
<b>Net Income</b>	<b>156,336.83</b>	<b>-328,955.59</b>	<b>485,292.42</b>	<b>-47.5%</b>



**Mid-Columbia Economic Development District**  
**Balance Sheet**  
As of July 31, 2020

	Jul 31, 20	Jul 31, 19
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>1000 · Bank Demand Deposits</b>		
1010 · MCEDD Checking		
10372 · MCEDD Micro Loan Checking	3,275.00	0.00
10601 · LINK Cash	139,689.78	60,892.01
1010 · MCEDD Checking - Other	448,826.09	50,118.50
<b>Total 1010 · MCEDD Checking</b>	<b>591,790.87</b>	<b>111,010.51</b>
<b>1015 · MCEDD MM</b>		
15372 · MCEDD Micro Loan MM	5,395.78	29,089.07
15601 · LINK MM	258,001.45	204,684.85
1015 · MCEDD MM - Other	34,841.23	182,938.54
<b>Total 1015 · MCEDD MM</b>	<b>298,238.46</b>	<b>416,712.46</b>
<b>1020 · IRP</b>		
1021 · IRP - Sherman	87,920.99	77,281.10
1022 · IRP - WA	32,781.72	73,035.60
1020 · IRP - Other	118,518.86	102,575.01
<b>Total 1020 · IRP</b>	<b>239,221.57</b>	<b>252,891.71</b>
<b>1030 · Loan Funds</b>		
1036 · EDA RLFs	261,742.57	99,111.06
1045 · Reg Strat	59,333.79	7,859.90
1050 · RBEG-OR	158,326.77	35,015.13
1055 · RBEG-WA	101,017.94	2,258.24
1057 · RBEG-KL	48,483.14	4,352.15
1067 · CDBG Microenterprises	108,183.91	76,311.52
1030 · Loan Funds - Other	76.52	-0.01
<b>Total 1030 · Loan Funds</b>	<b>737,164.64</b>	<b>224,907.99</b>
1031 · Housing RLF	1,485,802.63	1,791,056.64
1070 · National Scenic Fund	1,389,138.90	931,995.89
<b>Total 1000 · Bank Demand Deposits</b>	<b>4,741,357.07</b>	<b>3,728,575.20</b>
<b>1100 · CDS</b>		
1121 · IRP Reserve	96,072.01	96,072.12
1100 · CDS - Other	-8.14	-8.14
<b>Total 1100 · CDS</b>	<b>96,063.87</b>	<b>96,063.98</b>
1122 · IRP - DDM Product	507,505.59	192,983.72
1125 · LINK Petty Cash	150.00	50.00
<b>Total Checking/Savings</b>	<b>5,345,076.53</b>	<b>4,017,672.90</b>
<b>Accounts Receivable</b>		
1202 · Accounts Receivable	295,448.42	207,149.97
<b>Total Accounts Receivable</b>	<b>295,448.42</b>	<b>207,149.97</b>
<b>Other Current Assets</b>		
<b>1200 · Receivables &amp; Accruals</b>		
1210 · Accrued Revenue	3,587.50	10,000.00
1240 · Prepaid Expenses	11,282.22	0.00
1260 · Accrued Loan Interest	35,074.37	20,482.35
<b>Total 1200 · Receivables &amp; Accruals</b>	<b>49,944.09</b>	<b>30,482.35</b>

**Mid-Columbia Economic Development District**  
**Balance Sheet**  
As of July 31, 2020

	<u>Jul 31, 20</u>	<u>Jul 31, 19</u>
<b>1300 · Loans Receivable</b>		
<b>1330 · MCEDD Loans Receivable</b>		
1320 · IRP	1,903,949.51	2,268,906.26
1321 · IRP - Sherman	157,158.25	172,036.92
1322 · IRP - WA	291,677.05	250,702.09
1336 · EDA RLFs	559,795.68	674,034.63
1345 · Reg Strat	119,097.72	167,095.74
1350 · RBEG-OR	157,424.83	291,203.16
1355 · RBEG-WA	0.00	94,825.10
1357 · RBEG-KL/SK	81,922.90	126,000.00
1367 · CDBG Microenterprises	1,299.54	31,545.63
1371 · Housing RLF	565,603.43	245,326.48
1372 · MCEDD Micro Loan	17,527.77	0.00
<b>Total 1330 · MCEDD Loans Receivable</b>	<u>3,855,456.68</u>	<u>4,321,676.01</u>
<b>1370 · OIB Loans Receivable</b>	<u>1,528,774.00</u>	<u>2,034,775.27</u>
<b>Total 1300 · Loans Receivable</b>	<u>5,384,230.68</u>	<u>6,356,451.28</u>
<b>1400 · Loan Payments Holding</b>		
1467 · CDBG Microenterprises	-12.40	0.00
<b>Total 1400 · Loan Payments Holding</b>	<u>-12.40</u>	<u>0.00</u>
<b>1500 · Allowance for Doubtful Loans</b>		
1520 · IRP Allowance	-54,805.89	-132,493.11
1521 · IRP - SH Co	-10,387.61	-10,387.61
1522 · IRP - WA	-15,257.43	-15,067.55
1536 · EDA RLFs Allowance	-41,277.39	-40,702.01
1545 · Reg Strat Allowance	-10,036.11	-10,036.11
1555 · RBEG Allowance	-30,833.86	-30,833.86
1567 · CDBG Microenterprises	-2,021.76	-2,021.76
1571 · Housing RLF Allowance	-14,737.95	-14,737.95
1575 · OIB Allowance	20,581.70	-47,404.77
<b>Total 1500 · Allowance for Doubtful Loans</b>	<u>-158,776.30</u>	<u>-303,684.73</u>
<b>Total Other Current Assets</b>	<u>5,275,386.07</u>	<u>6,083,248.90</u>
<b>Total Current Assets</b>	<u>10,915,911.02</u>	<u>10,308,071.77</u>
<b>Fixed Assets</b>		
<b>1600 · Fixed Assets</b>		
1610 · Building/Land	1,216,060.00	1,216,060.00
1605 · Vehicles	164,627.00	164,627.00
1650 · Accumulated Depreciation	-75,418.00	-75,418.00
<b>Total 1600 · Fixed Assets</b>	<u>1,305,269.00</u>	<u>1,305,269.00</u>
<b>Total Fixed Assets</b>	<u>1,305,269.00</u>	<u>1,305,269.00</u>
<b>Other Assets</b>		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	166,567.63	142,624.99
94 · Due To Accounts	-166,567.63	-142,624.99
<b>Total 87 · Due To/From Internal Accounts</b>	<u>0.00</u>	<u>0.00</u>
<b>Total Other Assets</b>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><u>12,221,180.02</u></u>	<u><u>11,613,340.77</u></u>

**Mid-Columbia Economic Development District**  
**Balance Sheet**  
As of July 31, 2020

	Jul 31, 20	Jul 31, 19
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2010 · A/P General	42,074.60	6,581.69
<b>Total Accounts Payable</b>	42,074.60	6,581.69
<b>Other Current Liabilities</b>		
2030 · Accrued Loan Payment	119,366.05	10,115.00
2035 · Accrued Interest Payable	91.35	5,987.95
2050 · PTO - Accrued	50,619.87	50,619.87
2070 · Health Insurance Payable	20,811.63	-22,846.76
2080 · Life & Disability Payable	-11,766.43	-628.08
2090 · WC SAIF Ins	-5,377.05	-8,755.43
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-187.49	-187.49
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	152.39	163.70
2115 · OR- SUTA Payroll Liabilities - Other	91.07	206.28
<b>Total 2115 · OR- SUTA Payroll Liabilities</b>	243.46	369.98
2120 · State Payroll Liabilities - Other	62.79	73.85
<b>Total 2120 · State Payroll Liabilities</b>	306.25	443.83
2100 · Payroll Liabilities - Other	200.00	0.00
<b>Total 2100 · Payroll Liabilities</b>	318.76	256.34
2800 · Deferred Revenue	52,220.86	11,304.20
<b>Total Other Current Liabilities</b>	226,285.04	46,053.09
<b>Total Current Liabilities</b>	268,359.64	52,634.78
<b>Long Term Liabilities</b>		
2820 · IRP Loan Payable \$1million	363,724.85	401,776.57
2821 · IRP Loan Payable \$600,000	331,272.04	352,994.87
2822 · IRP Loan Payable \$750,000	521,941.86	548,296.90
2823 · IRP Loan Payable - WA \$310,000	263,997.61	274,411.33
2824 · IRP Loan Payable - SH \$200,000	166,603.11	173,359.52
<b>Total Long Term Liabilities</b>	1,647,539.47	1,750,839.19
<b>Total Liabilities</b>	1,915,899.11	1,803,473.97
<b>Equity</b>		
3100 · Fund Balances	4,252,487.41	4,224,238.85
3110 · Carryforward Balance	-94,957.37	-94,957.37
3900 · Retained Earnings	5,804,779.78	5,471,435.59
Net Income	342,971.09	209,149.73
<b>Total Equity</b>	10,305,280.91	9,809,866.80
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12,221,180.02</b>	<b>11,613,340.77</b>

## Memorandum

**Date: August 26, 2020**

**To: MCEDD Executive Committee**

**From: Jessica Metta, Executive Director**

**Re: Board and Committee Appointments**

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### **Overview**

September is the annual renewal cycle for the private sector members on the MCEDD Full Board as well as the private sector Loan Administration Board members. This September also represents an opportunity to add a Hood River County representative to the Transportation Administration Board.

### **1) Loan Administration Board**

The MCEDD Loan Administration Board (LAB) is an unpaid committee that meets bi-monthly to make loan policy and all major loan decisions including loan approvals and subsequent loan modifications and foreclosures. The Loan Administration Board is composed of the five county representatives to the MCEDD Board, two private sector representatives and an alternate private sector representative. The terms for these private sector “At-large” representatives expire annually. The primary qualifications for appointive members are that they have business, legal or financing experience, with at least one of the members having financing experience. At-large members do not need to be MCEDD Board members. Currently, the private sector MCEDD Loan Administration Board positions are held by Scott Clements, Dillon Borton and AJ Tarnasky.

### **Private Sector Loan Administration Board Candidates**

I inquired if currently serving private sector members of the Loan Administration Board are willing to continue. As of the time of this memo, Dillon Borton and AJ Tarnasky had requested reappointment. By the Executive Committee meeting, I will have news about Scott Clements and anticipate a yes.

### **Request:**

The MCEDD Executive Committee is asked to make a recommendation to the MCEDD Board of *individuals to serve on the MCEDD Loan Administration Board*. Final appointments are made by the Full Board at the annual meeting.

### **2) Transportation Administration Board**

The MCEDD Transportation Administration Board (TAB) is an unpaid committee that meets quarterly to make transportation policy for The Link and guidance for our mobility management work. As of March 2020, all counties are represented except Hood River County. The TAB originally had greater cross-representation with the MCEDD Board but only Dana Peck remains on both. In discussing options with Les Perkins, and also in getting several inquiries about the TAB from Hood River County Transportation District (Columbia Area Transit), it would be ideal to appoint a member of their Board to the TAB. While this would not increase cross-representation with the MCEDD Board, it would better align our interests and bring additional transportation experience to the TAB. As of the time of this memo, I have reached out to their Chair Mark Reynolds to inquire about his interest in the position. By the Executive Committee meeting, I will have more news and hopefully a possible candidate.

**Request:**

The MCEDD Executive Committee is asked to make a recommendation to the MCEDD Board of a Hood River County representative *to serve on the MCEDD Transportation Administration Board.*

**3) MCEDD Full Board Private Sector Members**

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

- Ken Bailey
- Scott Clements
- Stephanie Hoppe
- Robb Kimmes
- Buck Jones
- Eric Proffitt
- Mark Zanmiller

**Private Sector Board Candidates**

I inquired if currently-serving Full Board private sector members are willing to continue. All had said yes, and then in mid-August I learned Steph Hoppe was leaving Columbia Gorge Community College. I posted the higher education opening to our website and reached out to CGCC President Dr. Marta Cronin to inquire which of her staff might fit. As of the time of this memo, Dr. Cronin noted she was interested herself. By the Executive Committee meeting, I will have an application for the Committee to review.

**Request**

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

## Memorandum

**Date:** August 26, 2020  
**To:** MCEDD Executive Committee  
**From:** Jessica Metta, Executive Director  
**Re:** EDA RLF Plan Amendment

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### Request

Approve an amendment to the EDA RLF Plan that would allow 1:1 leveraging of additional capital from May 7, 2020 to May 6, 2021.

### Overview

EDA is providing certain flexibilities to recipients of EDA-funded Revolving Loan Fund (RLF) awards in light of the impact of COVID-19 on small businesses, the increasing demand for RLF loans, and the need for RLFs to provide credit quickly and efficiently to their communities. These flexibilities include waiving for one year, from May 7, 2020 to May 6, 2021, the RLF regulations that:

1. Establish a minimum interest rate for RLF loans (13 CFR 307.15.b.1);
2. Require RLF loans to leverage additional capital (13 CFR 307.15.c);
3. Require evidence demonstrating credit is not otherwise available (13 CFR 307.11.a.1.ii.H)

We have received the contract for our new EDA RLF funded with CARES Act dollars and discussed with the Loan Administration Board (LAB) whether our current RLF Plan should be amended. The LAB recommended only that the language around leveraging additional capital be amended. Our current plan requires leverage of at least two dollars of additional capital from private lenders or private investment for each one dollar loaned as applied to the portfolio as a whole. The current plan allows flexibility on individual loans as circumstances warrant. The LAB recommends amending the plan to allow for 1:1 private to public dollars. This would allow greater flexibility for getting these funds out in support of businesses impacted by COVID-19.



**Senior Project Manager's Report  
Prepared for the September 2020 Executive Committee Meeting**

**County Economic Development**

- Staff met with the Sherman County Housing Grant Committee and County Court to discuss the County's housing grant program goals. Additionally, staff met with the administrators of similar programs in Morrow and Gilliam Counties to discuss program impacts. This will provide a foundation for the program updates that staff is drafting.
- Little Wheats Daycare received a \$5,000 grant from The Ford Family Foundation to support development of a business plan. Staff has drafted a personal services contract to secure a consultant and is coordinating the execution of the contract. In addition, staff worked with Little Wheats to complete an application for MCEDD's emergency business assistance grant program.
- Staff worked with the Biggs Service District to outline a process for developing a Capital Improvement Plan and updating System Development Charges for the wastewater system.
- Staff worked closely with the City of Dufur to support preparation of their 2020 Safe Routes to School Infrastructure Grant application for approximately 2000 feet of sidewalk, bike lanes and a flashing safety beacon for the most challenging intersection.
- Staff supported the City of Maupin in the review process for their selection of a consultant to develop their Housing Needs Analysis, and anticipates participating in the advisory committee for this process.
- Staff is working with partners to identify business assistance resources related to mitigating COVID-19 impacts. This has included:
  - Continued support for Northern Wasco PUD's COVID-19 Small Business Relief Program and processed 57 applications to date.
  - Staff is working with the City of The Dalles and Wasco County to support implementation of the \$200,000 in business grant funding they were awarded by the State of Oregon.

**Resilience and Broadband**

- **Business Grants:** Small Business Assistance Grant Program – MCEDD still has a significant amount of funds available and has received a 30-day extension to the deployment period to allow more time for processing of applications just coming in and to conduct additional outreach to businesses to try to get more of the funding awarded. As of August 18, award summaries include: Sherman County - \$5,600 (2 awards); Wasco County - \$52,500 (21 awards); Hood River County - \$45,900 (15 awards). Several awards are pending, awaiting approval from Business Oregon or submission of final documentation before payment can be made. A huge thank you to the staff for all of their work on direct outreach and fielding program questions.
- **Business Training:** Staff has met with the SBDC and Chambers of Commerce to develop a training schedule for those trainings supported by our Rural Opportunity Initiative grant. We anticipate starting additional WebWorks trainings this fall, followed by Business Planning for Resilience, Accessing Capital and a Lenders Roundtable over the coming six months. Additionally, staff worked with Business Oregon and Regional Solutions to support a training on how high intensity workplaces

can minimize the risk of COVID-19. A video of the training has been posted at [www.mcedd.org/business-trainings/](http://www.mcedd.org/business-trainings/).

- **Gorge Broadband Consortium:** Staff coordinated a virtual Gorge Broadband Consortium meeting for July 31, 2020. The meeting included updates from our internet service providers and communities on working being done to support enhanced broadband services to meet needs during COVID-19 as well as our State Broadband Offices and USDA Rural Development. Highlights focused on additional planning engagement and funding resources in Washington and grant funding approved through Business Oregon for internet service providers and community.
- Staff has been working with The Next Door, Inc and OSU Extension to support identifying needs for additional broadband access in Hood River County for migrant/seasonal farmworkers in advance of Hood River's harvest. Five orchardists have requested hotspots to support their workers.
- Staff has begun discussions with CRITFC about additional broadband access needs at the in-lieu tribal fishing sites, with a particular focus on those with year-round residents.
- Staff met with Klickitat County and CenturyLink to discuss their final build out plans related to their existing Connect America Fund II federal funding and concerns that staff and the County have been hearing about access in the County.

### **Industry Clusters**

- Staff is starting planning for the GTA's fall events. These include:
  - The Tech Showcase to be held virtually in partnership with the Cascade Chapter of AUVSI September 23 at 4pm to 6pm. This will provide an opportunity for additional visibility for local companies that are growing or taking on new activities in the tech cluster.
  - The Chasing Grace Episode Three: Boss Ladies screening will be held at the Sunshine Mill leveraging their drive in movie set up to support viewing the film and be followed by a panel of women leaders in the Gorge discussing the impacts. This event is co-hosted with the Gorge Women in STEM.
  - Staff has begun discussions with GTA companies about coordinating locations for the annual AUVSI Exponential trade show late next spring in Atlanta.
- Staff supported a GTA Board meeting, where the focus was on upcoming events and
- Staff engaged with the Columbia Gorge Winegrowers Association as they are exploring opportunities to support their businesses leveraging more online tools during COVID-19.

### **Energy**

- The Energy Coordinator supported a presentation to the Hood River Board of Commissioners regarding the \$75,000 energy resilience planning contract. Hood River Board of Commissioners approved this contract with the Energy Trust of Oregon and are developing a subcontract with MCEDD for the project.
- Staff is supporting two Pacific Power Mobility grants due August 31. One project will focus on getting an electric vehicle for Volunteers in Action, Providence's volunteer program for older adults. The other grant will provide support to Hood River County, Port of Hood River and Columbia Area Transit in understanding and preparing for electric vehicle adoption. Staff is also in discussions with Mosier who is potentially interested in participating as well.



### **Infrastructure:**

- Antelope Water Project –Staff continues to support the City in completing project closeout requirements for the three funding sources.
- Biggs Water Project – The contractor was scheduled to start the well drilling on August 12. Construction is expected to be complete within four months of contract signing. Concurrently, the engineer will ensure final approvals of the remainder of the water system design and prep bid documentation for advertisement later this summer. Staff is working with the Biggs Service District in developing a fee structure for the new water system. The base monthly rate and usage fee were adopted last year, but additional fees still need to be identified and adopted.
- Crystal Springs Water District – Crestline Construction was awarded the contract for phase 2 of the Westside Reservoir project. The pre-construction conference took place on August 20 and construction will begin shortly thereafter. The IFA Board approved the District’s request for additional loan funds to complete the project. The South Valley project is still undergoing review with the Hood River County Planning Department. On the purchase of the Odell Water Company, the PUC has the sale agreement in their queue to review, but there have been delays in review and approval due to COVID-19.



**Deputy Director's Report  
Prepared for the September 2020 Executive Committee Meeting**

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**LINK Transportation**

- Operating Hours: As of August 22<sup>nd</sup> we are back to offering Saturday service. We had eleven trips throughout the first day.
- East Side (Second) Route: We now anticipate our second route to start in the late September to early October timeframe. Our timing is contingent on delivery of 2 new buses which we expect to receive in the next 30 days. Our 2 new drivers are trained and ready to go. We have expanded our proposed East Side Route, deviated fixed route stops are listed below, and have postured ourselves to add an additional stop should the new housing development at East 12<sup>th</sup> Street and Richmond Street be approved. We are laying the groundwork for a 30-day public comment period during the month of September to include newspaper, radio and a collaborative public session using ZOOM.
  - Lone Pine – Seufert Park
  - Water's Edge
  - East 12<sup>th</sup> Street and Dry Hollow Road
  - Port of The Dalles – Klindt Drive
- Bus Shelters: We have continued our coordination with Goodwill Industries of the Columbia Willamette, Inc. for a public easement that will allow for the installation of a bus shelter on their property at 8<sup>th</sup> Street and Cherry Heights. We project approval from Goodwill in the coming weeks. The Mid-Columbia Health Foundation did not approve our \$5,000 grant request for installation of a bus shelter at the Mid-Columbia Medical Center, but believe we can cover the cost of the installation. The City of The Dalles Public Works Department was instrumental in providing computer-aided drawings to support the entire bus shelter installation project.
- Fall Marketing Campaign: We have established a framework for a fall marketing campaign focusing on public transit visibility and awareness to increase ridership. We have prepared new brochures, billboards, public service announcements, and radio spots to promote public transit and the addition of a second route. We anticipate launching our fall marketing campaign in mid to late September. We have also engaged the City of The Dalles on the permissibility of placing traffic like signs in select parts of the community to increase visibility and awareness.

**Gorge TransLink Alliance and Mobility Management**

- Wasco County Transportation Development Plan: ODOT, Wasco County and MCEDD staff have started the process of evaluating consultant proposals for this 20 year masterplan. We project a consultant to be announced soon and we hope to start this project immediately following the announcement.
- The Gorge Regional Transit Strategy Project Management Team (PMT) has commenced work with the US Department of Transportation Volpe Research Center. The PMT is in the process of establishing a series of working groups to revise the timeline for deliverables.
- Kathy has been instrumental in leading outreach. Outreach has included distribution of new brochures to The Next Door, Inc., education on online resources, and distribution of 200 free tickets for our migrant worker population.



**Executive Director's Report  
Prepared for the September 2020 Executive Committee Meeting**

**Annual Report**

The Annual Report historically is brought as a draft to the Executive Committee in September and then presented to the Full Board for approval at their September meeting. As I continue to learn all the aspects of my new role, our work to get this report started was delayed. While I do not have a draft for the September Executive Committee Meeting, I will have one for viewing over email in early September before the Full Board receives it on September 24. I can share a brief overview of the sections at our September Executive Committee meeting.

**Business Assistance**

- The Loan Administration Board tabled a new loan request for current client On-Site Supply House in Hood River. Two meetings have been canceled from lack of business but we have started to receive several new applications, including Pharaoh Farms (North Bonneville), Tony's Pizza (Goldendale), realtor (The Dalles), and expect one soon for a market in Hood River.
- MCEDD continues to receive payoffs, including Tectonic Cellars, Argonaut, and a large one from The Grateful Farmer. We are working to send the annual letters out to all loan clients, which is a good way to determine how things are going through review of their finances.
- We expect to close the restructured loans for Brigham Fish Products and LDB Beverage very soon.
- For Hood River-Cascade Locks Enterprise Zone, Israel has been working to get applications through for Thunder Island Brewery and a new one from Slopeswell Cider. We have both been taking training to better understand the program and our roles.
- We are moving forward with a videography project to help the Oregon Investment Board communicate about their loan program. We are signing a contract with Immense Imagery from The Dalles and had a good kick-off meeting. Increased visibility for the OIB will be great for MCEDD as well.
- The Mount Hood Economic Alliance Board is meeting on August 28 to review our proposal. I should have an update for the Executive Committee.

**COVID-19 Response**

- Our meetings with the Mid-Columbia Economic Resiliency Team have transitioned to monthly/as needed after a survey of the group. The last topic on childcare needs resulted in good discussion and some action items. The survey responses highlighted the value of the group, the weekly digests of information and the collaboration. I am in discussions with Nate Stice to consider how this group will integrate with the new Regional Racial Justice Council that he has been tasked for form for our Oregon counties.
- We received the grant documents for the EDA CARES Act Planning funds (\$400,000 covering two years) and have been developing the detailed grant management plan to inform our work. We intend to hire a Project Manager focused on recovery (and possibly a support person for the loan program with the RLF grant). I am discussing with our EDA staff if we could fit hiring a Diversity, Equity and Inclusion consultant to work with MCEDD as part of this scope.

- I participated in a meeting of the Oregon Small Business United to learn more about the group's activities. Our Oregon Economic Development Districts have also been communicating regularly over email about issues related to the Business Oregon grant funds, EDA CARES Planning or RLF funds.

### **Facilities and Operations**

- I have turned over facility management and IT support to Brad Houghton and have appreciated his work to find best solutions for MCEDD. We have spent a lot of time working on issues with our admin phone system that RADCOMP is struggling to fix. Brad reached out to Wasco County Information Services to see if we might be able to work together.
- As a result of additional funds from the Energy Trust of Oregon and in partnership with Hood River County, we brought Marla Harvey back to full-time as of August 15. Meanwhile, we wished Tatiana Eckhart well as her RARE position ended in August. She got a position with 211 and will be staying in The Dalles. We are also sad to lose Robbyn Deswert, Link driver, who is retiring in early September. We are hiring to fill her position.
- I am beginning to use our weekly staff meeting to discuss Diversity, Equity and Inclusion topics for the organization while we work to fund consultant expertise.
- I have been working primarily from the office to be more available as support for Brad and Dana. They are both coming up to speed wonderfully and I am glad to have them on board! All of the new grants and shifts in personnel mean we will next need to focus on how to balance out the work for our Project Management team. That has been one of my focuses this month.
- I have been continuing to recruit a new Board representative for the Cities of Wasco County, in hopes of having a new person appointed for our September Board meeting. I will have an update at the Executive Committee meeting.

### **Other Items**

- I signed an updated contract with Oregon Economic Development Districts for management of their website and will be subcontracting with Gorge Web Design for moving the site to Wordpress.
- We were successful in our two Impact Award applications to the National Association of Development Organizations (NADO)! These two awards highlight Jacque Schei's work in economic resiliency as well as Kathy Fitzpatrick's work on the Gorge Translink Alliance website update. I am pleased with the good opportunity to acknowledge their great work!
- Other meetings I have participated in include One Gorge, a discussion on the future of workforce, and a focused economic development discussion with Oregon Business Plan.