



Mid-Columbia Economic Development District

**Executive Committee Meeting  
Wednesday, November 4, 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>September 2020</i>	5 minutes	Approval
Finance Report	5 minutes	Acceptance
Executive Committee Private Sector Member Rotation	10 minutes	Decision
Staffing Updates	5 minutes	Information
Transportation Grant Applications	10 minutes	Decision
ADA Policy Update	5 minutes	Decision
Senior Project Manager Report	5 minutes	Information
Deputy Director Report <i>COVID-19 Patient Transport</i>	5 minutes	Information
Executive Director Report <i>PAI Endorsement</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: Nov 4, 2020 01:00 PM Pacific Time (US and Canada)

**Join Zoom Meeting**

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

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MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, SEPTEMBER 2, 2020  
4:00 PM  
ZOOM TELECONFERENCE

**ATTENDANCE**

*Attending:* Bob Hamlin, Eric Proffitt, Les Perkins, Joe Dabulskis, Ken Bailey, Bill Schmitt

*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 August 2020 Executive Committee meeting minutes as presented. Les Perkins seconded the motion. Motion carried unanimously.

**FINANCE REPORT**

Dana Woods presented the financials as of July 31, 2020. She noted the Carryover Revenue number will be posted after the audit in October. Local Assessments and the Q1 STIF payments were received in July, which made up the majority of the monthly revenue. Dana reported the Executive Committee approved adding Brad Houghton to the bank cards as a signer to MCEDD's bank account, and the bank cards will need to be signed again. She asked the Executive Committee for feedback on what they would like to see in the finance report.

*Discussion: Eric Proffitt asked if Federal income is received in disbursements throughout the year, noting it looks like that line is already at a deficit. Dana explained that entering a budget into QuickBooks looks misleading because QuickBooks takes the total for the year and divides it out evenly over the year. The budget is not indicative of when the funds will come in. Ken Bailey asked for an update on the progress of looking into new financial software that works better for MCEDD's needs. Dana replied she is waiting until she has a better understanding of MCEDD's finance needs. After she has more experience at MCEDD, and after the audit process, staff will begin looking at options.*

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

**BOARD AND COMMITTEE APPOINTMENTS**

Jessica Metta explained the MCEDD Loan Administration Board is composed of the five county representatives to the MCEDD Board, two private sector representatives, and an alternate private sector representative. Terms expire annually. The private sector positions are held by Scott Clements, Dillon Borton, and AJ Tarnasky. Jessica reported all three are willing to be reappointed.

**Bob Hamlin motioned to recommend** appointment of Scott Clements, Dillon Borton, and AJ Tarnasky to the MCEDD Loan Administration Board. Les Perkins seconded the motion. Motion carried unanimously.

The Transportation Administration Board has been gaining board membership. The board now has representatives from all counties in the region except for Hood River. Jessica explained that originally, the TAB was intended to have more cross-representation with the MCEDD Board, but this is difficult due to time constraints. There have been a number of inquiries from Columbia Area Transit about the TAB. To help the partnership between the Link and CAT, Jessica proposed adding a member of the CAT Board to the TAB. Jessica stated Lara Dunn is interested in joining.

*Discussion: Ken Bailey explained that when the TAB was first formed, there was discussion about how the TAB would fit into the region, as Hood River already had a transportation board. Ken stated that a representative from the CAT Board is an ideal fit for the TAB.*

**Ken Bailey motioned to recommend** to the MCEDD Board the appointment of Lara Dunn to the Transportation Administration Board. Eric Proffitt seconded the motion. Motion carried unanimously.

Jessica explained the MCEDD Executive Committee makes appointments for private sector members to the Board. The appointments are ratified by the full Board at the annual meeting in September. Current private sector members Ken Bailey, Scott Clements, Robb Kimmes, Eric Proffitt, Buck Jones, and Mark Zanmiller have requested reappointment. Stephanie Hoppe, who filled the higher-education representative on the board, is no longer with CGCC. Dr. Marta Year Cronin expressed interested in filling the higher education role on the MCEDD board.

**Bob Hamlin motioned to appoint** the six current private sector members and Dr. Marta Yera Cronin to fill the private sector positions on the MCEDD Board for a one-year term and to recommend ratification of these appointments to the full MCEDD Board. Les Perkins seconded the motion. Motion carried unanimously.

Jessica explained the MCEDD Board seat for the cities of Wasco County is open. Mike Foreaker has expressed interest in the position. The appointment will go to the Wasco County Board of Commissioners. Jessica noted Mike is a member of Maupin City Council. She also noted he is a family member of a MCEDD employee and would need to recuse himself on votes dealing with budget, personnel, or other matters with a conflict of interest. Jessica asked if the Executive Committee members had concerns about this. None were noted.

#### **EDA REVOLVING LOAN FUND PLAN AMENDMENT**

Jessica Metta explained the EDA is allowing certain flexibilities to recipients of EDA-funded Revolving Loan Fund awards. After discussing the flexibility options with the Loan Administration Board, the LAB approved amending the amount of leverage required. The current plan requires a \$2:\$1 ratio of public to private dollars. The plan will be amended to allow a \$1:\$1 ratio of public to private dollars.

**Bob Hamlin motioned to approve** amending the EDA RLF plan to allow leveraging a \$1:\$1 ratio of public to private dollars through May 6, 2021. Ken Bailey seconded the motion. Motion carried unanimously.

## **SENIOR PROJECT MANAGER REPORT**

Carrie Pipinich, Senior Project Manager, highlighted the following:

- Staff met with the Sherman County Housing Grant Committee and County Court to discuss the County's housing grant program goals. Staff met with administrators of similar programs in Morrow and Gilliam counties to discuss program impacts.
- 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, including 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.
- As of August 18, award summaries for the Small Business Assistance Grant Program include: Sherman County - \$8,000; Wasco County - \$93,000; Hood River County - \$56,000.
- Staff coordinated a virtual Gorge Broadband Consortium meeting for July 31, 2020.
- Staff is planning for the GTA's fall events, including the Tech Showcase and the screening of Chasing Grace Episode Three: Boss Ladies screening
- The Energy Coordinator supported a presentation to the Hood River Board of Commissioners regarding the \$75,000 energy resilience planning contract.

## **DEPUTY DIRECTOR REPORT**

Brad Houghton, Deputy Director, highlighted the following:

- As of August 22<sup>nd</sup>, the Link is back to offering Saturday service.
- Staff anticipates a second deviated-fixed route to start in early October contingent on delivery of two new buses. Proposed stops for the new route include: Lone Pine – Seufert Park; Water's Edge; East 12<sup>th</sup> Street and Dry Hollow Road; and Port of The Dalles – Klindt Drive. Staff is preparing for a 30-day public comment period during the month of September to include newspaper, radio, and a collaborative public session using Zoom.
- The Link was awarded the easement to place a bus shelter on property owned by Goodwill at 8<sup>th</sup> Street and Cherry Heights. The Mid-Columbia Health Foundation did not approve MCEDD's \$5,000 grant request for installation of a bus shelter at Mid-Columbia Medical Center. The City of The Dalles Public Works Department has been instrumental in providing computer-aided drawings to support the entire bus shelter installation project.
- Staff has established framework for a fall marketing campaign focusing on public transit visibility and awareness to increase ridership as well as the addition of a second route. Staff has also engaged the City of The Dalles on the permissibility of placing signage in select parts of the community to increase visibility and awareness.
- Wasco County and MCEDD staff have started the process of evaluating consultant proposals for the Transportation Development Plan.
- The Gorge Regional Transit Strategy Project Management Team has commenced work with the US Department of Transportation Volpe Research Center and is in the process of establishing a series of working groups to revise the timeline for deliverables.

## **EXECUTIVE DIRECTOR REPORT**

Jessica Metta, Executive Director, highlighted the following:

- The Annual Report will be presented to the Full Board for approval at the September meeting. Jessica shared a draft version of the report.
- The Loan Administration Board tabled a new loan request from one current client. New applications have been received from businesses in The Dalles, North Bonneville, and Goldendale. The restructured loan for LDB Beverage closed, and the restructure for Brigham Fish Products is expected to close shortly.
- The Mount Hood Economic Alliance Board met on August 28 to review MCEDD's proposal to administer MHEA's loan program.

**Ken Bailey motioned to approve** contracting to manage the Mount Hood Economic Alliance loan program. Eric Proffitt seconded. Motion carried unanimously.

- MCEDD received the grant documents for the EDA CARES Act Planning funds (\$400,000 covering two years) and staff has been developing the detailed grant management plan. Staff is discussing with EDA staff about hiring a Diversity, Equity and Inclusion consultant to work with MCEDD as part of this scope.
- Staff is continuing to work on comments for the Columbia River Gorge Commission Management Plan, including to push for more open language to continue to allow agricultural stands rather than focusing on wineries and cideries.
- Brad Houghton is now the lead on facility management and IT support. Staff has spent much time working on issues with the admin phone system that RADCOMP is struggling to fix. Brad reached out to Wasco County Information Services to inquire if a partnership is possible.
- The Link is sad to lose Robbyn Deswert, Link driver, who is retiring in early September. A new driver has been hired, and the Link's open dispatch position has been advertised.
- MCEDD was successful in its two Impact Award applications to the National Association of Development Organizations. 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.

## **EXECUTIVE DIRECTOR EVALUATION**

Jessica Metta explained she is due for her six-month review. The Executive Committee is responsible for conducting evaluations of the Executive Director.

## **EXECUTIVE SESSION**

*Per ORS 192.660(i)* (Performance evaluations of public officers and employees), the MCEDD Executive Committee moved into Executive Session at 4:41 p.m.

Regular Session reconvened at 5:03 p.m.

## **EXECUTIVE DIRECTOR ACTION**

The Executive Committee expressed their appreciation for Jessica's work over the last six months.

**Les Perkins motioned to approve** lifting of Jessica's probationary period and a two-step increase. Joe Dabulskis seconded. Motion carried unanimously.

**OTHER NEW BUSINESS**

No new business.

**ADJOURN**

Meeting adjourned at 5:08 p.m.

*Respectfully submitted, Lauren Hernandez, Office Administrator*



## FINANCIAL SUMMARY

As of September 30, 2020

Balance Sheet. Total Cash balance as of 09/30/2020 is \$5,534,205.75. Accounts Receivable (1202) balance of \$138,217.18, is mostly comprised of Contract Reimbursements for Special Projects, Mobility Management, and Transportation Operations. Loans Receivable (1300) continues to decrease due to principal payments received. September principal payments totaled \$44,735.95, thus reducing the Loans Receivable balance. Accrued Loan Payment (2030) of \$29,183.68 represents the total liability (P&I) through September 30, 2020. Accrued Interest Payable (2035) of \$5641.82 represents interest accrued from FY20 for IRP loan liabilities. Long Term Liability balances are paid down \$103,933.93 since this time last year. Current Net Position is \$11,745,705.66. This figure may shift due to the FY20 audit process.

Operations Budget vs. Actual. Federal Revenue (4100) and State Revenue (4200) appear to be lagging behind as compared to the quarterly budget, in part due to the timing of the quarterly reporting requirements for Transportation Operations and timing of when revenue is actually received. Contract Reimbursement (4500) is aligned with the budget for this quarter. Travel & Conference (6110) expenses are down. Professional Services (6400) is well below budget; this line item will increase due to audit expenses. Capital Purchase (9100) is currently \$0 but the spending will happen in the near future with the anticipated arrival of the new buses within the next week. These buses are funded through ODOT.

Respectfully Submitted,

Dana Woods  
Finance Manager

## Mid-Columbia Economic Development District

## Balance Sheet

10/27/20

As of September 30, 2020

Accrual Basis

	Sep 30, 20	Sep 30, 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	4,585.00	0.00
10601 · LINK Cash	309,740.05	49,856.86
1010 · MCEDD Checking - Other	165,595.91	35,645.34
<b>Total 1010 · MCEDD Checking</b>	479,920.96	85,502.20
<b>1015 · MCEDD MM</b>		
15372 · MCEDD Micro Loan MM	4,969.80	28,823.85
15601 · LINK MM	258,001.45	204,333.15
1015 · MCEDD MM - Other	34,866.18	303,328.66
<b>Total 1015 · MCEDD MM</b>	297,837.43	536,485.66
<b>1020 · IRP</b>		
1021 · IRP - Sherman	93,452.60	83,997.02
1022 · IRP - WA	48,401.26	20,988.88
1020 · IRP - Other	99,792.81	152,951.23
<b>Total 1020 · IRP</b>	241,646.67	257,937.13
<b>1030 · Loan Funds</b>		
1036 · EDA RLFs	268,419.50	114,626.83
1045 · Reg Strat	146,150.11	9,144.84
1050 · RBEG-OR	154,333.13	39,464.66
1055 · RBEG-WA	98,741.42	3,780.45
1057 · RBEG-KL	130,612.09	3,988.67
1067 · CDBG Microenterprises	109,381.23	78,703.27
1030 · Loan Funds - Other	147.61	-0.01
<b>Total 1030 · Loan Funds</b>	907,785.09	249,708.71
1031 · Housing RLF	1,490,016.29	1,792,860.26
1070 · National Scenic Fund	1,444,199.54	1,153,105.87
<b>Total 1000 · Bank Demand Deposits</b>	4,861,405.98	4,075,599.83
<b>1100 · CDS</b>		
1121 · IRP Reserve	96,072.01	96,070.80
1100 · CDS - Other	-8.14	-8.14
<b>Total 1100 · CDS</b>	96,063.87	96,062.66
1122 · IRP - DDM Product	576,585.90	209,116.76
1125 · LINK Petty Cash	150.00	150.00
<b>Total Checking/Savings</b>	5,534,205.75	4,380,929.25
<b>Accounts Receivable</b>		
1202 · Accounts Receivable	138,217.18	179,612.39
<b>Total Accounts Receivable</b>	138,217.18	179,612.39
<b>Other Current Assets</b>		
<b>1200 · Receivables &amp; Accruals</b>		
1210 · Accrued Revenue	9,118.75	0.00
1240 · Prepaid Expenses	11,782.22	0.00
1260 · Accrued Loan Interest	29,909.96	23,707.86
<b>Total 1200 · Receivables &amp; Accruals</b>	50,810.93	23,707.86

# Mid-Columbia Economic Development District Balance Sheet

10/27/20

Accrual Basis

As of September 30, 2020

	Sep 30, 20	Sep 30, 19
<b>1300 · Loans Receivable</b>		
<b>1330 · MCEDD Loans Receivable</b>		
1320 · IRP	1,854,819.56	2,225,802.38
1321 · IRP - Sherman	154,687.87	167,059.13
1322 · IRP - WA	274,859.86	300,993.19
1336 · EDA RLFs	554,542.46	663,031.23
1345 · Reg Strat	32,331.87	166,860.95
1350 · RBEG-OR	156,067.06	288,222.31
1355 · RBEG-WA	0.00	94,532.33
1357 · RBEG-KL/SK	0.00	125,991.60
1367 · CDBG Microenterprises	0.00	29,333.92
1371 · Housing RLF	565,602.69	244,262.60
1372 · MCEDD Micro Loan	16,540.48	0.00
<b>Total 1330 · MCEDD Loans Receivable</b>	<b>3,609,451.85</b>	<b>4,306,089.64</b>
<b>1370 · OIB Loans Receivable</b>	<b>1,473,642.87</b>	<b>1,826,119.10</b>
<b>Total 1300 · Loans Receivable</b>	<b>5,083,094.72</b>	<b>6,132,208.74</b>
<b>1400 · Loan Payments Holding</b>		
1467 · CDBG Microenterprises	-12.40	0.00
<b>Total 1400 · Loan Payments Holding</b>	<b>-12.40</b>	<b>0.00</b>
<b>1500 · Allowance for Doubtful Loans</b>		
1520 · IRP Allowance	-112,150.28	-132,493.11
1521 · IRP - SH Co	-9,329.15	-10,387.61
1522 · IRP - WA	-17,452.77	-15,067.55
1536 · EDA RLFs Allowance	-33,468.48	-40,702.01
1545 · Reg Strat Allowance	-1,947.64	-10,036.11
1555 · RBEG Allowance	-9,445.49	-30,833.86
1567 · CDBG Microenterprises	0.00	-2,021.76
1571 · Housing RLF Allowance	-33,936.18	-14,737.95
1575 · OIB Allowance	-148,149.53	-47,404.77
<b>Total 1500 · Allowance for Doubtful Loans</b>	<b>-365,879.52</b>	<b>-303,684.73</b>
<b>Total Other Current Assets</b>	<b>4,768,013.73</b>	<b>5,852,231.87</b>
<b>Total Current Assets</b>	<b>10,440,436.66</b>	<b>10,412,773.51</b>
<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>	<b>1,305,269.00</b>	<b>1,305,269.00</b>
<b>Total Fixed Assets</b>	<b>1,305,269.00</b>	<b>1,305,269.00</b>
<b>Other Assets</b>		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	406,330.30	142,624.99
94 · Due To Accounts	-406,330.30	-142,624.99
<b>Total 87 · Due To/From Internal Accounts</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Assets</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>11,745,705.66</b>	<b>11,718,042.51</b>

## Mid-Columbia Economic Development District

## Balance Sheet

As of September 30, 2020

10/27/20

Accrual Basis

	Sep 30, 20	Sep 30, 19
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2010 · A/P General	2,857.00	5,513.49
<b>Total Accounts Payable</b>	2,857.00	5,513.49
<b>Other Current Liabilities</b>		
2030 · Accrued Loan Payment	29,183.68	29,984.13
2035 · Accrued Interest Payable	5,641.82	4,988.03
2050 · PTO - Accrued	57,299.21	50,619.87
2070 · Health Insurance Payable	-18,186.14	-24,352.15
2080 · Life & Disability Payable	-171.54	-743.05
2090 · WC SAIF Ins	2,524.29	-8,889.54
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-187.49	-187.49
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	285.46	299.69
2115 · OR- SUTA Payroll Liabilities - Other	222.96	233.46
<b>Total 2115 · OR- SUTA Payroll Liabilities</b>	508.42	533.15
2120 · State Payroll Liabilities - Other	219.85	224.40
<b>Total 2120 · State Payroll Liabilities</b>	728.27	757.55
2100 · Payroll Liabilities - Other	400.00	0.00
<b>Total 2100 · Payroll Liabilities</b>	940.78	570.06
2800 · Deferred Revenue	74,249.99	-2,029.13
<b>Total Other Current Liabilities</b>	151,482.09	50,148.22
<b>Total Current Liabilities</b>	154,339.09	55,661.71
<b>Long Term Liabilities</b>		
2820 · IRP Loan Payable \$1million	363,344.34	401,776.57
2821 · IRP Loan Payable \$600,000	331,054.82	352,994.87
2822 · IRP Loan Payable \$750,000	521,941.86	548,296.90
2823 · IRP Loan Payable - WA \$310,000	258,756.12	269,206.32
2824 · IRP Loan Payable - SH \$200,000	166,603.11	173,359.52
<b>Total Long Term Liabilities</b>	1,641,700.25	1,745,634.18
<b>Total Liabilities</b>	1,796,039.34	1,801,295.89
<b>Equity</b>		
3100 · Fund Balances	4,224,990.95	4,224,238.85
3110 · Carryforward Balance	613,930.00	-94,957.37
3900 · Retained Earnings	5,659,605.43	5,471,435.59
Net Income	-548,860.06	316,029.55
<b>Total Equity</b>	9,949,666.32	9,916,746.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,745,705.66</b>	<b>11,718,042.51</b>

## Mid-Columbia Economic Development District

## Budget vs. Actual FY21

July through September 2020

10/27/20

Accrual Basis

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	0.00	204,286.00	-204,286.00	0.0%
4010 · Trans Frm/To Fund (MATCH)	0.00	14,500.09	-14,500.09	0.0%
4012 · Trans From/To Fund (SUPPORT)	-4,178.71	6,250.08	-10,428.79	-66.9%
4100 · Federal	19,433.12	225,270.07	-205,836.95	8.6%
4200 · State	136,128.00	119,373.56	16,754.44	114.0%
4300 · Local Match	31,000.00	19,999.92	11,000.08	155.0%
4400 · Local Assessment	62,710.00	17,460.00	45,250.00	359.2%
4500 · Contract Reimbursement	157,762.41	121,377.09	36,385.32	130.0%
4600 · Loan Interest	68,480.07	83,725.14	-15,245.07	81.8%
4700 · Loan Processing Fees	7,163.86	7,025.01	138.85	102.0%
4705 · Loan Filing Fees	0.00	1,150.12	-1,150.12	0.0%
4710 · Loan Late Fee	780.00	1,037.48	-257.48	75.2%
4750 · Investment Interest	465.07	160.57	304.50	289.6%
4800 · Other Revenue	847.71	3,667.02	-2,819.31	23.1%
4805 · Farebox Revenue	3,262.52	7,928.01	-4,665.49	41.2%
<b>Total Income</b>	<b>483,854.05</b>	<b>833,210.16</b>	<b>-349,356.11</b>	<b>58.1%</b>
<b>Gross Profit</b>	<b>483,854.05</b>	<b>833,210.16</b>	<b>-349,356.11</b>	<b>58.1%</b>
<b>Expense</b>				
66900 · Reconciliation Discrepancies	-485.00			
5000 · Personnel Expense	256,131.62	367,935.66	-111,804.04	69.6%
6110 · Travel & Conference	486.57	6,075.08	-5,588.51	8.0%
6190 · Event Services	0.00	5,625.01	-5,625.01	0.0%
6200 · Equipment	907.94	5,208.56	-4,300.62	17.4%
6300 · Supplies	809.44	10,720.94	-9,911.50	7.6%
6400 · Professional Services	11,784.64	56,341.93	-44,557.29	20.9%
6500 · Vehicle Costs	13,751.14	21,690.04	-7,938.90	63.4%
6600 · Communications	5,557.64	12,486.64	-6,929.00	44.5%
6700 · Building Costs	5,664.57	3,270.98	2,393.59	173.2%
6800 · Bonds & Insurance	0.00	1,447.03	-1,447.03	0.0%
6900 · Other Materials & Supplies	1,397.02	4,606.54	-3,209.52	30.3%
9000 · Indirect Spread	-1,774.50	-16,076.33	14,301.83	11.0%
9100 · Capital Purchase	0.00	86,596.03	-86,596.03	0.0%
9600 · Transfer to/from Source	-6,204.00	499.97	-6,703.97	-1,240.9%
<b>Total Expense</b>	<b>288,027.08</b>	<b>566,428.08</b>	<b>-278,401.00</b>	<b>50.8%</b>
<b>Net Ordinary Income</b>	<b>195,826.97</b>	<b>266,782.08</b>	<b>-70,955.11</b>	<b>73.4%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	30,507.99	30,508.03	-0.04	100.0%
7500 · Carryover to Next Year	577,326.00	321,874.00	255,452.00	179.4%
<b>Total Other Expense</b>	<b>607,833.99</b>	<b>352,382.03</b>	<b>255,451.96</b>	<b>172.5%</b>
<b>Net Other Income</b>	<b>-607,833.99</b>	<b>-352,382.03</b>	<b>-255,451.96</b>	<b>172.5%</b>
<b>Net Income</b>	<b>-412,007.02</b>	<b>-85,599.95</b>	<b>-326,407.07</b>	<b>481.3%</b>

## Memorandum

**Date: October 27, 2020**

**To: MCEDD Executive Committee**

**From: Jessica Metta, Executive Director**

**Re: Executive Committee Private Sector Rotation**

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### **Overview**

When the Nominating Committee met this summer, they suggested the Executive Committee consider a policy about rotating Private Sector membership on the Executive Committee. The discussion noted that some Private Sector Board members already have heavy meeting loads and therefore cycling these members onto the Executive Committee can be challenging. It was suggested to contact all Private Sector members prior to the Nominating Committee meeting to inquire about their interest and availability to serve on the Executive Committee.

As you know, the Executive Committee is essential to helping guide MCEDD and is involved in a more hands-on way than the Full Board. Some tenure on the Committee is helpful for members to have a greater understanding of the organization. Rotating membership can also be beneficial at bringing new perspectives and increasing ownership of the organization.

Currently there are no term limits for members on any MCEDD committees. Three of our nine Private Sector Board members (including Chamber seats) are appointed annually to the Executive Committee at the recommendation of the Nominating Committee.

### **Options**

The Executive Committee could choose from several options:

1. No change. There would continue to be no term limits for Private Sector Board members to serve on the Executive Committee. The Executive Committee could direct staff annually to reach out to all Private Sector Board members prior to the Nominating Committee meeting to create a full list of those interested and able to serve. This could naturally result in greater turnover.
2. Add a limit of a specific length to the number of one-year terms that a Private Sector member could serve on the Executive Committee. The Executive Committee might consider adding a clause that allows terms to extend beyond the limit if no other Private Sector members are interested and able to serve.
3. Other options as identified by the Committee.

## Memorandum

**Date:** October 27, 2020  
**To:** MCEDD Executive Committee  
**From:** Jessica Metta, Executive Director  
**Re:** Staffing Updates

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As a result of several grants and opportunities for the organization, MCEDD is continuing to grow in staff and shifting duties between existing staff. This memo summarizes the changes and provides an updated salary schedule based on the approved budget.

**New Project Manager:** With the expanded capacity from the EDA CARES Planning Grant, the USDA Rural Business Development Grant, and the Business Oregon Rural Opportunity Initiatives grant, we are able to bring on a new Project Manager position. This position was approved in the FY21 budget process. I hope to have an announcement about the hire for our Executive Committee meeting. This new hire will focus on the EDA CARES Planning scope of work as well as serve as the lead for the Gorge Technology Alliance.

**New Assistant Project Manager:** With the expanded capacity from the EDA CARES RLF and the Mount Hood Economic Alliance contract, we are able to add an Assistant Project Manager position to more fully focus on supporting the loan program. This would shift the loan support pieces off the current Administrative Assistant position. MCEDD last had an Assistant Project Manager position around 2012. This position was approved in the FY21 budget process. The updated salary scale that shows this position is included with this memo for your information.

**Administrative Assistant:** With the loan support duties shifted off this position, the role will provide a little more support for the Gorge Technology Alliance than it currently does. This role will also take on Board and committee management for MCEDD, duties that had been done by the Office Administrator.

**Office Administrator:** With the Board and committee management duties shifted off this position, the role can provide more support for the Finance Manager and Executive Director.

**SALARY SCALE- Revised Oct 2020**

**FY21 2% COLA**

**Executive Director**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$85,165	\$89,423	\$93,894	\$98,589	\$103,519	\$108,695

**Deputy Director**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$65,953	\$69,252	\$72,715	\$76,349	\$80,166	\$84,174

**Finance Manager**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$65,953	\$69,252	\$72,715	\$76,349	\$80,166	\$84,174

**Loan Fund Manager**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$61,018	\$64,071	\$67,272	\$70,637	\$74,169	\$77,876

**Senior Project Manager**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$63,653	\$66,836	\$70,176	\$73,684	\$77,368	\$81,237

**Project Manager**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$60,621	\$63,652	\$66,835	\$70,176	\$73,685	\$77,369

**Transportation Operations Director**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$54,985	\$57,735	\$60,621	\$63,652	\$66,835	\$70,176

**Program Manager**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$46,738	\$49,075	\$51,528	\$54,104	\$56,810	\$59,650

**Office Administrator**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
\$45,766	\$48,054	\$50,457	\$52,980	\$55,629	\$58,410	
<i>Hrly</i>	\$23.47	\$24.64	\$25.88	\$27.17	\$28.53	\$29.95

**Assistant Project Manager**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
\$43,935	\$46,132	\$48,439	\$50,861	\$53,404	\$56,074	
<i>Hrly</i>	\$22.53	\$23.66	\$24.84	\$26.08	\$27.39	\$28.76

**Administrative Assistant**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
\$34,333	\$36,050	\$37,852	\$39,745	\$41,732	\$43,819	
<i>FY20</i>	\$17.61	\$18.49	\$19.41	\$20.38	\$21.40	\$22.47

**Dispatch/Scheduler**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
\$30,937	\$32,344	\$33,793	\$35,303	\$36,897	\$38,573	
<i>Hrly</i>	\$15.87	\$16.59	\$17.33	\$18.10	\$18.92	\$19.78

**Driver**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
\$30,337	\$31,703	\$33,110	\$34,600	\$36,172	\$37,973	
<i>Hrly</i>	\$15.56	\$16.26	\$16.98	\$17.74	\$18.55	\$19.47

## Memorandum

**Date:** October 28, 2020  
**To:** MCEDD Executive Committee  
**From:** Brad Houghton, Deputy Director  
**Re:** Grant Approvals

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**Request:** Should we be successful in our grant applications, approve acceptance of the two WSDOT and two ODOT grant awards as described in this memo.

### Background

This time of year is heavy in grant applications for WSDOT and ODOT in support of our Mobility Management work as well as transit operations. Staff brought some of these discussions to the Full Board meeting in September, but more developments happened since then. The application deadlines were October 30 (WSDOT) and November 2 (ODOT). The grants were submitted as follows:

**Grant name:** WSDOT Consolidated Grant Program

**Project name:** The Gorge TransLink Mobility Management Project

Funding assistance will sustain the Gorge TransLink Mobility Management project in Skamania and Klickitat counties in Washington and Hood River, Wasco and Sherman counties in Oregon to enhance transportation opportunities for the elderly, persons with disabilities and other special needs populations.

**Grant amount:** \$71,662 for first biennium. \$75,245 for second biennium.

**Match:** ODOT Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network, Gorge TransLink Alliance partners

**Grant name:** WSDOT Consolidated Grant Program

**Project name:** Gorge Regional Transit Strategy Phase II

**Description:** The Gorge Regional Transit Strategy will develop a roadmap for a regionally coordinated and robust public transportation system in this five-county, bi-state region. Phase I, scheduled for completion by June 2021, strengthens partnerships and builds on the recommendations of existing local and regional transportation plans. Phase II, to be launched in July 2021, will focus on a more comprehensive implementation strategy.

**Grant amount:** \$50,000

**Match:** ODOT Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network, Gorge TransLink Alliance partners

**Grant name:** ODOT Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network

**Project name:** The Gorge TransLink Alliance Mobility Management Project

**Description:** This proposal is designed to expand existing Gorge TransLink Alliance Mobility Management Project with expansion to include projects like the Gorge Regional Transit Strategy Phase II, special populations outreach (Veterans and Native Americans), and expanded staff support. This would include hiring a new full-time employee focused on outreach and travel training in Hood River and Wasco Counties.

**Grant amount:** \$385,000

**Match:** WSDOT Consolidated Grant Program, Wasco County Formula Statewide Transportation Improvement Funds, Columbia Area Transit, Gorge TransLink Alliance partners

**Grant name:** ODOT Statewide Transportation Improvement Fund Intercommunity Discretionary

**Project name:** Marketing the Gorge Regional Transit System through GORge Pass

**Description:** This marketing project is part of the GorgeTranslink Alliance—a consortium of transit agencies that serve the Columbia River Gorge. Primary goals are to use marketing, public relations, and outreach to businesses, transit partners, and tourism partners to increase awareness, access, ridership, and sales of the GORge Pass (GP) and the regional transit network. Secondary goals are to enhance the sustainability of transit services in the Gorge and along the I84 corridor through the GP, and to establish transit as an important player in the post-pandemic recovery, and future of the Gorge.

**Grant amount:** \$297,000

**Match:** Columbia Area Transit

## **Memorandum**

**Date: October 13, 2020**

**To: MCEDD Executive Board**

**From: Brad Houghton, Deputy Director**

**Re: Proposed Revision to ADA & Paratransit Policy**

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### **Reference**

Federal Transit Administration (FTA) Circular 4810.1, section 2.4.1 (wheelchair definition), and 2.6 (service animals).

### **Background**

In order to better align with the federal ADA requirement we recommend modifying our MCEDD ADA Policy to coincide with the FTA Circular definition of wheelchair and requirements for service animals. In both cases, this is an addition to our existing ADA policy as outlined below.

Service Animals. The service animal must be on a leash, tether or harness unless use of such a device would interfere with the task the service animal performs or the person's disability prevents use of such devices. The service animal must remain under control of the owner and behave appropriately at all times.

Approved Equipment. The mobility device must be in good working order; with batteries charges, tires inflated and all parts secured.

We have also updated our contact information for ADA Grievances to reflect the current Executive Director, Jessica Metta.

### **Recommendation**

Approve revision to MCEDD ADA & Paratransit Policy

## Americans with Disabilities Act (ADA) Policy

For the purposes of the District's policies, a disability is defined as:

- A physical or mental impairment that substantially limits one or more major life activities.
- A record of such impairment.
- Being regarded as having such impairment.

- 1.7.1 The District will make reasonable accommodations so that employees with disabilities can perform the essential functions of his or her job. The essential functions of each position are its most fundamental job duties – the duties which the position exists to perform—which are outlined in the applicable position description.
- 1.7.2 Reasonable accommodations may include actions to make existing facilities accessible to, and usable by, the disabled employees and applicants in question, modify work schedules, and acquire or modify equipment.
- 1.7.3 The District will only refuse to make accommodations that would constitute an undue hardship or if it places the person with a disability and/or other persons at imminent physical risk.
- 1.7.4 It is the intent of the District to apply these policies to all employment practices, including, but not limited to: job applications and testing; hiring; termination; advancement; promotion; tenure; compensation; training; recruitment; advertising of job openings; layoff and recall; leaves of absence; fringe benefits; and all other employment related activities.

1.7.5 The District will ensure that meetings, events, sponsored training, information exchanges, and social activities will be accessible to employees and all members of the public who are expected, invited, or allowed to attend.

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## MCEDD's Public Transportation: The LINK

The LINK Public Transit at MCEDD is committed to providing safe, reliable, courteous, accessible and user-friendly services to our customers. To ensure equality and fairness, we will make reasonable modifications to our policies, practices and procedures to avoid discrimination and ensure programs and services are accessible to individuals with disabilities.

- Service Animals. The service animal must be on a leash, tether or harness unless use of such a device would interfere with the task the service animal performs or the person's disability prevents use of such devices. The service animal must remain under control of the owner and behave appropriately at all times.
- Approved Equipment. The mobility device must be in good working order; with batteries charges, tires inflated and all parts secured.

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Reasonable Accommodation Request: Whenever feasible, a request for modification to our service should be made in advance, before the LINK is expected to provide the service. To request a modification, please contact Charlotte Sallee, Transportation Operations Director, at 541-288-9305 or [charlotte@mcedd.org](mailto:charlotte@mcedd.org).

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### ADA Grievances

Contact: ~~Jessica Metta~~Amanda Hoey, ADA Coordinator  
~~802 Chenoweth Loop Rd~~545 East Second Street, The Dalles, OR 97058  
Phone: 541-296-2266  
Email: ~~jessicametta@mcedd.org~~  
Grievance forms are available at <https://www.mcedd.org/about/policies/>

Field Code Changed



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

**County Economic Development**

- Staff presented a final draft of updates to Sherman County's two housing grant programs to the Grant Review Committee and the County Court for input. We anticipate the final versions going to the County Court for approval on November 3<sup>rd</sup>. Staff is also exploring opportunities to incorporate new grant programming around demolition for dilapidated properties and new construction for homes.
- Little Wheats Daycare has started development of a business plan with support from a consultant and will continue meeting to discuss over the next several months. Staff provided input on the first draft of the plan in October.
- Staff meet with representatives from the Shaniko Community Council to discuss an update to their water system. Staff discussed the process and next steps with them, including solicitation of an engineer and an update to the feasibility study completed in 2007.
- Staff participated in the City of Maupin's kickoff meeting for their Housing Needs Analysis.
- Staff is working with partners to identify business assistance resources related to mitigating COVID-19 impacts. This has included:
  - Wrapped up support for Northern Wasco PUD's COVID-19 Small Business Relief Program and processed 61 applications to date.
  - Staff supported the City of The Dalles and Wasco County in processing grant applications for a round of the Small Business Assistance Grant program for businesses in Wasco County. Grants were funded by Business Oregon, with match from the City. In total, the City awarded 17 grants to businesses in The Dalles, totaling just over \$57,000.
- Staff is working with the Wamic Water and Sanitary District to move toward a One Stop meeting with funders to discuss addressing their wastewater compliance challenges with a major overhaul of their system.
- Staff met with the City of Grass Valley regarding restarting the process to explore feasibility for development of a wastewater system. They are currently working through the procurement process for an engineer to support this process.

**Resilience and Broadband**

- **MCEDD Small Business Assistance Grant Program** –MCEDD received \$800,000 for a final round of the Small Business Assistance Grant program funded by Business Oregon in early October and began outreach to communities. This round increases possible award amounts and has increased flexibility for applicants. Due to the increased award amounts, prior awardees can apply for a supplemental award amount in this round. Staff have received over 170 applications to date and expect that the full amount of funds will be exhausted soon and not all applicants will receive an award. Staff expects to begin processing the first payments this week.

- **Business Training:** Staff is working closely with the SBDC and Chambers of Commerce to host 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. The grant funds we have received will also pay for delivery in Spanish of at least one training as well as translation of materials. We are gathering input from The Next Door, Inc regarding topics and delivery strategy before moving forward. More details on upcoming trainings can be found here: [www.mcedd.org/business-trainings/](http://www.mcedd.org/business-trainings/).
- Staff was invited to present on MCEDD's broadband efforts at NADO's Annual Training Conference in mid-October. The presentation highlighted how broadband is incorporated into our CEDS, infrastructure project and coordination approaches, and utilization training.
- Staff was able to participate in three conferences this fall. The NADO conference provided content around economic resilience and approaches to recovery, the Oregon Infrastructure and Brownfield Summit focused on project implementation in these topic areas, and the Regards to Rural Conference hosted by RDI focused heavily on rural entrepreneurship.

### **Industry Clusters**

- Staff focused heavily on the GTA's fall events since our last meeting. These included:
  - The Gorge Tech Showcase was held virtually in partnership with the Cascade Chapter of AUVSI September 23, with approximately 50 attendees and 5 presenting organizations. Staff received positive feedback from the event and the strategy for incorporating networking opportunities.
  - The Chasing Grace Episode Three: Boss Ladies screening was held at the Sunshine Mill's drive in movie space October 14<sup>th</sup>. This event was co-hosted with the Gorge Women in STEM, who organized a panel of women leaders in the Gorge that was shown after the episode. The attendance at the event was good, and the filmmaker has offered to return for another event.
  - Staff has continued to work with GTA members regarding a coordinated presence in Atlanta for the 2021 AUVSI Exponential trade show including continued communication with GTA companies and AUVSI staff to discuss potential options for 2021 and 2022.
- Staff supported two GTA Board meetings focused on event strategies and the annual member/sponsor drive. Additionally, staff has sent out the materials for the annual member/sponsorship drive and is working on distribution for the GTA's sponsor appreciation gift this year.

### **Energy**

- Staff received notification that MCEDD received a \$120,000 two-year Meyer Memorial Foundation grant supporting increased partnerships around energy efficiency, enhancing the approach to equity in Energy Council's implementation activities, and coordination for continuing the Energy Council's work!
- With MCEDD staff support, Hood River County submitted a solar + storage for critical facilities infrastructure project pre-application proposal to the State of Oregon Hazard Mitigation Office, which received top ranking among submitted projects across the state for

consideration as part of the state's FEMA BRIC application. Staff is working with the Energy Trust of Oregon and Hood River County to access and address barriers to using FEMA funding for energy projects now or in the future.

- Staff has completed a workplan for the Energy Resilience planning work, prepared and will soon release an RFP to identify a consultant to research energy resilience funding opportunities, and worked with the Energy Council to support identifying key industries and companies for interviews focused on the value of energy resilience to key sectors.
- Staff supported a CGBREZ meeting reviewing updates on the Goldendale pumped storage project and other regional energy projects.

### **Infrastructure:**

- Antelope Water Project –The City Recorder has resigned, so completion of project closeout items has been delayed. Staff helped the City set up a webpage and completed the CDBG requirement for Fair Housing. Staff continues to help the City with completion of other requirements. Antelope will be hosting a dedication ceremony for the water system on November 7 at 11:30 am.
- Biggs Water Project – The well drilling contractor started in mid-August and recently finished drilling the well. They had to drill more than the expected 400 feet. Two water bearing zones were encountered below the upper casing and per discussions with the Oregon Water Resources Department for how to complete final well construction, additional work will be required. The change order has been approved.
- Crystal Springs Water District – No major updates. With the start of construction on the Westside project, staff has been reviewing contractor/subcontractor contract paperwork for the project.
- Cascade Locks Wastewater – Currently in the design phase. MCEDD support at this point is minimal and is expected to increase in early 2021.
- Odell Sanitary District – Staff participated in a One Stop meeting hosted by Business Oregon to discuss costs and funding options for the project to relocate the District's outfall from Odell Creek to the Hood River to meet their permit for TMDL. Staff will support the District with application development as needed.

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

**LINK Transportation**

- **New Services:** We started our east side second route on October 5<sup>th</sup> and offered free rides for two weeks. We have expanded service to include a deviated fixed route focused on the east side of The Dalles. Bus stops include: Lone Pine - Seufert Park, Water's Edge, East 12<sup>th</sup> Street and Dry Hollow Road, and Port of The Dalles - Klindt Drive as seen in the attached brochures, and have postured ourselves to add an additional stop should the new housing development on the east side be approved. We provided for a 30-day public comment period during the month of September to include newspaper, radio and two collaborative public sessions using ZOOM.
- **Fall Marketing Campaign:** We have launched a fall marketing campaign focusing on public transit visibility and awareness to increase ridership. We have published and distributed new brochures in English and Spanish, updated our billboards, published public service announcement, and conducted radio spots to promote public transit and the addition of a second route. We have also received approval from the City of The Dalles to place twenty-five LINK information signs across the community, and the Public Works Department donated time and materials to complete the project.



- **Personal Protective Equipment (PPE):** We remain in full compliance with the transit rules issued by Governor Brown, including PPE for staff, passenger spacing, and mask wear. LINK provides masks for riders that do not have one. Installation of plexi-glass surrounds to protect our drivers commenced the week of October 19<sup>th</sup> and is nearing completion.
- **Bus Shelters:**
  - Crestline Construction has completed installation of a bus shelter at West 8<sup>th</sup> Street and Cherry Heights (adjacent to Goodwill). We held a ribbon cutting ceremony in coordination with the Chamber of Commerce on October 27<sup>th</sup>.
  - We continue to lay the groundwork for the installation of bus shelters at the Mid-Columbia Medical Center (MCMC), Port of The Dalles, Bret Clodfelter Way, and downtown as part of the 1<sup>st</sup> Street Project. The City of The Dalles Public Works Department continues to be instrumental in providing computer-aided drawings to support the planning phase of these projects, and is participating in site preparation to offset overall cost.
- **New Buses:** We anticipate delivery of 2 new buses by the end of the month. As discussed previously, we've also been awarded a grant for 4 additional replacement vehicles, and plan to place that order in January 2021 for a July 2021 delivery.
- **Grants:**

- CARES Act: We were approved for \$310,000 for continued support of LINK operations. This application supports our general public demand response transportation in Wasco County, and matching funds for intercity service. Grant application includes costs for an additional 12/2 passenger bus, and operating costs to include personnel, maintenance, and personal protective equipment. MCEDD Board approved acceptance of this grant application if approved.
- Intercity Service: We continue close collaboration with our Gorge transit partners, to include sharing of intercity service between The Dalles and Hood River starting in the summer of 2021. Columbia Area Transit (CAT) has proposed submitting a joint CAT/LINK STIF Discretionary Grant application to support intercity service between the two communities. MCEDD Board approved staff proposal for a joint grant application.
- Regional Marketing: We are also working with the CAT to submit a regional marketing grant focused on regional transit messaging, branding, COVID-19 recovery, transit access and mobility management. This will include a request to add an additional full time equivalent employee to MCEDD for Mobility Management.
- MCMC did not approve our \$5,000 grant request for installation of a bus shelter at Mid-Columbia Medical Center, but we believe we can cover the cost of installation at this location. We have also submitted an application to the Google Community Grant program in the amount of \$20,000 to facilitate installation of the two remaining bus shelters we have on-hand.

### **Gorge TransLink Alliance and Mobility Management**

- Wasco County Transportation Development Plan: ODOT, Wasco County and MCEDD staff completed the evaluation of consultant proposals for this 20 year masterplan. Kittelson and Associates was chosen with work to begin the first part of 2021. Kittelson participated in our most recent Transportation Advisory Board and Public Transportation Advisory Committee to introduce their staff, and provide an overview of the project.
- The Gorge Regional Transit Strategy Project Management Team (PMT) has continued work to revise the timeline and milestones for PMT meetings, working groups and public outreach.
- As this is grant season, Kathy has been focused on submitting grants to support the Mobility Management position as well as the Phase 2 of the Gorge Regional Transit Strategy. She also provided significant support for all five of the regional transit providers in getting their own applications together.

### **Other**

- Transportation Advisory Board (TAB):
  - We have been exploring the possibility of an agency partnership on the existing annual CAT Gorge Pass. Both MATS and Skamania County Transit have been included in the discussion and are supportive. This would create a universal fare program that would allow riders access to all four agencies' fixed route services and provide an opportunity for a coordinated marketing and outreach effort. CAT has tentatively committed to ensuring that the trial period of the universal fare program is revenue neutral meaning CAT would offset any revenue loss. Transportation Advisory Board approved adoption of an annual Gorge Pass in coordination with CAT on a 1-year trial basis.
  - TAB requested that the staff look into providing public transportation positive COVID-19 personnel. Staff is continuing to research to determine supportability.



**Executive Director's Report**

**Prepared for the November 2020 Executive Committee Meeting**

**Business Assistance**

- The Loan Administration Board approved a \$20,750 loan to Pharaoh's Farm in North Bonneville, and tabled a new loan request for Wangco in Goldendale. The LAB also discussed processing of applications, additional COVID-19 relief for clients, and the allowance for doubtful loans balance.
- Staff closed the restructured loans for Brigham Fish Products, LDB Beverage, and expects to close Pharaoh's Farm before the Executive Committee meeting. Pharaoh's Farm is the first loan funded out of our new EDA CARES RLF. Getting the \$770,000 we have been granted fully out the door will be our focus over the next 18 months.
- We continue to move forward with a videography project to help the Oregon Investment Board communicate about their loan program. Contractor Immense Imagery is wrapping up filming of five OIB clients. Increased visibility for the OIB will be great for MCEDD as well.
- As of October 1, the Mount Hood Economic Alliance administration has transferred to MCEDD. I have met virtually with a number of their Board members in Clackamas County to talk about increasing our outreach there. We are working to ensure we understand Board terms, banking, and existing loan clients.
- We have moved to a cloud-based version of Portfol, the database we use to manage our loan program! This will enable more remote work of staff that needs Portfol as well as loan client access to their information through the Portfol website.
- I was happy to learn that NADO, our national association, was successful in finally achieving defederalization of EDA revolving loan funds that are older than seven years. This means we will no longer have to report on loans made with those funds and will have flexibility to determine how we would like to use those funds.

**Regional**

- The Gorge Commission's final Management Plan update was adjusted to allow for produce stands after comments made by Ken Bailey and myself. While there are other issues with the plan, this felt like a win.
- The Performing Arts Initiative reached out to ask for an endorsement from MCEDD. Their letter is attached to this memo. The PAI is working to construct a large theater facility in the Hood River area. Their website is [www.gorgeperformingarts.org](http://www.gorgeperformingarts.org) I request the Executive Committee's thoughts on this.
- As of this report we have 158 registered for our annual Economic Symposium! The virtual free format hopefully encouraged this greater participation. We are putting the finishing touches to be ready for the November 6 event and hope Board members have registered. Visit [www.mcedd.org/symposium](http://www.mcedd.org/symposium) if you have not yet. Many thanks to our RARE Jane Allen for her help with this event. It is being sponsored by OMEP and The Dalles Chamber.
- The monthly October meeting of the Mid-Columbia Economic Resiliency Team focused on updates from public health and from K-12 schools. The November meeting will be the

Symposium, and I am discussing with Nate Stice canceling the monthly meeting after a final December one as there is no longer a clear need for the group to continue to meet.

- I am participating in the North Central Racial Equity in Recovery Council that is convened by Nate Stice. We are meeting weekly to provide local feedback on policies being developed to inform the Governor's budget later this year. Nate and I have discussed how suggestions from this group could be incorporated into MCEDD's work on COVID-19 recovery as appropriate.
- We have sent out letters to our counties to start them thinking about their next CEDS project priorities! This would come to the March 2021 Full Board meeting.

### **Facilities and Operations**

- Dana and I survived our first audit! Kudos to Dana and all of our staff who work to provide information to the auditors, and thank you to the Board for speaking with them. The summary was that while they feel comfortable with our current staff and FY21, the FY20 financials had several issues due to all the organizational changes and different people working in the finances last year. Dana is focused on cleaning the finances up, but the audit will have more findings than is usual or desired.
- Brad continues to discuss with Wasco County Information Services if we might be able to work together for our IT management. The current proposal from Wasco County is expensive compared to our current annual costs and would require us to install dark fiber between our facilities.
- Held a Board orientation with Marta Yera Cronin and Mike Foreaker. I also have reached out to a number of Board members for a check in and have spoken with many of you. Thank you for your time!
- I submitted a request through SDAO for our admin COVID-19 expenses but learned ORS 190 are not eligible for their CARES funds. They suggested finding a local government to subcontract with, but as our expenses are not large, I did not pursue this.
- Had a three-month evaluation for Dana Woods and Brad Houghton.
- I attended the virtual NADO Annual Training Conference. There were several useful sessions, such as cybersecurity, continuity of operations plans, diversity plans.
- We have started incorporating Diversity, Equity and Inclusion focus in our staff meetings with a monthly DEI discussion and weekly "learning moments" from staff that could have a DEI component.
- Developed personal travel guidance for staff in the era of COVID-19 and reviewed our office procedures as compared to the new OSHA COVID-19 rules. Much of the administrative staff continues to be fully remote and only meeting with people virtually.
- We will be submitting an SDAO Safety and Security grant for some projects to support our facility being lower-touch in light of COVID-19, including making the employee entry door in the rear an automatic open.

### **Other Items**

- I am supporting the Hood River Economic Development Group partners in starting discussions to renew the Cascade Locks- Hood River Enterprise Zone designation before it expires on June 30, 2021. Presentations to the zone sponsors this fall have been going well.



*The Mission of the PAI is to lead the development of a multi-use facility that will be a destination for outstanding performing arts in the Gorge*

“The Performing Arts Initiative (PAI) was conceptualized in late 2015 and incorporated in 2016 as a 501(c) (3) organization to raise the funds for and construct a state-of-the-art center for performing arts of all kinds, including educational offerings that will engage and involve youth and local schools. Our intention is to construct both indoor and outdoor spaces on leased property located on Westcliff Drive west of the Columbia Gorge Hotel. This site will serve as a welcoming space to the beauty of the Gorge. Our goal is to provide audiences, performers, and regional performing arts organizations the opportunity to collaborate and take advantage of the potential to expand the type and quality of live performance offerings available to our Columbia River Gorge Community. In addition, the facility will provide meeting and event space for community meetings, business and corporate activities. The Board of Directors (**supporting organization here**) supports the efforts of the PAI to raise the capital necessary to construct a performing arts center. We want to encourage collaboration between the PAI and the (**supporting organization name**) and other performing arts and economic development organizations in the Gorge.”