



**Executive Committee Meeting
Wednesday, February 3, 2021
4:00 P.M.**

Zoom video conference (access information on next page)

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>December 2020</i>	2 minutes	Approval
Finance Report	5 minutes	Acceptance
Financial Software Transition	10 minutes	Decision
Business Oregon Grant Receipt	5 minutes	Information
Transportation Grant Applications	5 minutes	Decision
Scenic Area Funds Discussion	10 minutes	Information
Staff Structure	10 minutes	Decision
Executive Committee Vacancy	5 minutes	Information
CEDS Committee Appointment	2 minutes	Recommendation
Senior Project Manager Report	5 minutes	Information
Executive Director Report	5 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 inviting you to a scheduled Zoom meeting.

Topic: MCEDD Executive Committee Meeting

Time: Feb 3, 2021 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/91371958366?pwd=MEpTWFQ2WnBubmFqT2pnZjh0UW5pZz09>

Meeting ID: 913 7195 8366

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MCEDD is an equal opportunity lender, employer and provider.

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

ATTENDANCE

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

CALL TO ORDER

Bill Schmitt called the meeting to order at 4:02 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES

Ken Bailey motioned to approve the November 2020 Executive Committee meeting minutes as presented. Bob Hamlin seconded the motion. Motion carried unanimously.

FINANCE REPORT

Dana Woods presented the financials for the month of October. She reported Total Cash Balance as of October 31st, 2020 is \$5,594,362.26. Current Net Position is \$11,891,622.37. Dana noted that Personnel expense continues to be below budget, which can be attributed to the fact that two new positions were budgeted for the full year but are just now being filled, and two positions are being paid at a lower rate than budgeted. Additionally, an audit entry was made to adjust wages paid in July that were for June payroll.

Joe Dabulskis joined the meeting.

Ken Bailey motioned to accept the financials as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

Discussion: Ken Bailey asked for an update on transitioning to a new accounting software. Dana Woods replied staff has seen demos for two providers, Cassell and Cougar Mountain. Ken asked if there is a timeline for the decision to be made, noting the up-front work of making a decision will benefit MCEDD long term. Jessica Metta explained purchasing new software is included in the budget and that she and Dana Woods will discuss options, finalize a timeline, and bring that information back to the Executive Committee for feedback. The Executive Committee expressed support for staff moving forward with the transition.

2020 CEDS AND STRATEGY COMMITTEE

Jessica Metta reported that every five years, MCEDD updates the CEDS with a major rework of the strategy for the five-county region. Staff proposes beginning the process in 2021. During the last update process, MCEDD rotated around the five counties and included a core local tour as a part of the public meetings. The public meeting portion of the process took approximately seven months. Jessica asked for feedback on the strategy committee process.

Jessica explained the CEDS Strategy Committee is an EDA requirement meant to help guide the process. In the past, the MCEDD Board has acted as the CEDS Strategy Committee, as it was determined the board is broadly representative of the economic interests of the region. For the 2017 update, the MCEDD Board agreed to appoint a CEDS Strategy Committee to include additional formal members. This format worked well in 2017 and staff is again requesting this action.

Discussion: Dana Peck noted he is interested in being on the committee if the opportunity is open. Ken Bailey stated the process in 2017 worked well and he supports this format for the 2022 update. Steve Kramer stated the opportunity to participate should be opened up to the board to ensure diversity of participants. Dana Peck noted there are some dueling groups when approaching a regional strategy, and this update will be a good opportunity to collectively organize them. Joe Dabulskis asked for clarification on this statement. Dana noted OneGorge has taken the lead on bridge updates in the Gorge, and there is a tendency to lose sight of the fact that the CEDS process has an important purpose, especially when pursuing federal funds. Bob Hamlin stated OneGorge operates mostly on a state level, but the CEDS needs to be approached from the local level. Dana Peck added there is a positive path forward in working together, but MCEDD should be proactive. Jessica agreed to reach out to OneGorge and stated she intends to have the list of stakeholders and possible partners updated and ready to approve at the next MCEDD Board meeting.

Jessica explained the process of updating the CEDS will continue with monthly meetings focused on each section of the plan. The sections include topics such as the vision, goals, strategies, data and demographics, and more. The process will begin in March with a goal to have a draft to present at the 2021 symposium in November. The symposium will offer the opportunity for more public feedback, and then the MCEDD Board will adopt the CEDS in March 2022. Jessica noted the process will start virtually but will hopefully be conducted in person at some point if that becomes an option.

Dana Peck left the meeting.

PERSONNEL POLICY UPDATES

Jessica Metta explained it is necessary to update the Personnel Policy based on changing conditions, new rules, or places needing clarity. She noted she has received questions about if exempt employees can use flex time or if they have to use PTO. In talking with SDAO, they recommended not using specific language in the policy, as it could create issues. The language in the recommended change comes from the sample policy from SDAO.

Jessica explained the change for Fringe Benefits/Holidays is necessary, as the LINK has drivers who work on holidays to give NEMT rides. This change clarifies what drivers will be paid for worked hours versus the unworked holiday pay hours.

Discussion: Eric Proffitt asked if a driver works on a holiday, can they take that holiday leave on a different day. Jessica replied no. By working the holiday, the benefit is earning time-and-a-half pay. Eric asked if drivers volunteer to work holidays or if they are assigned. Jessica stated the holiday usually goes to part-time drivers on a rotating basis. They can turn down the work, but it is mostly expected that they take turns working holidays. Ken asked if a driver will be penalized for not taking holiday work. Jessica replied no, the work would just rotate to the next driver. Jessica added that there is usually at least one driver willing to work for the extra pay on a holiday.

Jessica reviewed the Inclement Weather benefit, noting the added language provides clarity and an opportunity to discuss emergency closures. The Cell Phone Use section clarifies MCEDD does not permit drivers to use cell phones while driving. Changes to the Bereavement Leave Act language are needed to meet reasons listed in the Oregon Family Medical Leave Act. Jessica explained the added policy language around the dress code is for clarity and to set clear expectations on how employees should present themselves to the public.

Discussion: Bob Hamlin stated dress codes tend to fluctuate and can be a moving target. Jessica asked if he recommended a more general policy. Bob replied that it is hard to put what qualifies as appropriate dress into words.

Steve Kramer motioned to recommend the policy changes as recommended by staff to the MCEDD Board of Directors. Bob Hamlin seconded the motion. Motion carried unanimously.

EXECUTIVE DIRECTOR REPORT

Jessica Metta, Executive Director, highlighted the following:

- The number of loan inquiries has increased lately with several potential applications in development.
- Staff held a meeting for the Mount Hood Economic Alliance Board of Directors, our first as their management staff. The meeting was to introduce MCEDD staff, share updates on the transition, and discuss a delinquent joint loan client. Israel attended a virtual meeting of a key communicators group in Clackamas County to promote the MHEA program. Staff are also working to update Board terms, insurance certificates and to transition their website.
- Jessica is coordinating with Skamania EDC to set the annual Bi-State Advisory Council meeting of OIB, WIB and partners. The meeting on December 15 will start the process to update the Economic Vitality Plan for the entities, set to be reviewed every five years.
- The 2020 Economic Symposium was a success with engaging presentations that stayed on schedule and about 145 participants. A follow up survey has been generating responses. Jane Allen is preparing a summary of the event that will be shared at the December full board meeting.
- Carrie and Jessica are building out the work plan for the 2021-2022 CEDS update as well as the workplan for the EDA CARES Act Planning grant. With new Project Manager Alice zaWitt starting on Nov. 30, staff are looking forward to redistributing projects and really focusing on these two big plans.
- Oregon counties have been given funds from the state to allocate to businesses. Each county was given at least \$500,000 with a per-capita amount in addition to that. Hood River and Wasco counties received approximately \$700,000. Sherman County received \$515,000. Staff has been supporting counties to discuss how to distribute those funds. MCEDD was contacted by Wasco and Hood River counties with requests to assist with the process. Jessica requested the Executive Committee approve MCEDD entering into IGAs with Hood River County and Wasco County to administer the funds. The funds allow for a 5% administrative cost. Staff feels this will be adequate, but if not, the EDA CARES Planning Grant can help backfill the deficit.

Ken Bailey motioned to authorize MCEDD to enter into IGAs with Hood River County and Wasco County to administer the state allocated funds. Steve Kramer seconded the motion. Motion carried unanimously.

Discussion: Ken Bailey asked if the community knows what opportunities MCEDD is available to help with. Jessica stated staff can send out a press release to outline how MCEDD is supporting the community and businesses during the pandemic. Ken stated the more the community knows about MCEDD's services, the more helpful MCEDD can be. Steve Kramer suggested using the Mid-Columbia Economic Resilience team to help spread the word as well as reaching out to Regional Solutions to ask for help promoting MCEDD's services.

- Jessica and Dana Woods are going through the annual insurance renewal process with SDAO.
- MCEDD's audit was held in October. The auditor stated the audit does have findings but expressed she feels comfortable with MCEDD staff as they move forward.

Discussion: Ken Bailey stated that considering all of the changes that happened to the organization, the board is not expecting the audit to be flawless.

OTHER NEW BUSINESS

Bill Schmitt reported the Port is looking for a new executive director and had 30 applicants.

ADJOURN

Meeting adjourned at 4:47 p.m.

Respectfully submitted, Lauren Hernandez, Office Administrator



FINANCIAL SUMMARY

As of December 31, 2020

Balance Sheet. Total Cash balance as of 12/31/2020 is \$5,680,617.25. Accounts Receivable (1202) balance of \$245,346.17. Loans Receivable (1300) continues to decrease due to principal payments received. December principal payments totaled \$46,642.59, thus reducing the Loans Receivable balance. Accrued Loan Payment (2030) of \$58,300.37 represents the total liability (P&I) through December 31, 2020. Accrued Interest Payable (2035) of \$162.84 represents interest accrued from FY20 for IRP loan liabilities. Current Net Position is \$11,844,266.85.

Operations Budget vs. Actual. Total Revenues for the month of December are at 62.5% of budget. Federal and State income appear to be under budget, but this is simply a timing issue of revenue that is received on a quarterly basis. Local Assessment (4400) shows zero revenue for the month of December, which is a bit deceiving. Local Assessments are invoiced in July of each year, so the revenue shows up in July. Year to date, Local Assessment revenue is at 98.5%. Total expenses are at 69.7% of budget. Vehicle costs are at 158% of budget due to repairs and maintenance costs. The overage (\$3,960.76) is mainly because of snow tires and graphics for the two new buses which MCEDD is expecting reimbursement for. General operating expenses continue to be under budget.

Respectfully Submitted,

Dana Woods
Finance Manager

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

	<u>Dec 31, 20</u>	<u>Dec 31, 19</u>
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking		
10372 · MCEDD Micro Loan Checking	6,550.00	0.00
10601 · LINK Cash	330,778.56	-54,790.19
1010 · MCEDD Checking - Other	56,636.02	117,904.11
Total 1010 · MCEDD Checking	<u>393,964.58</u>	<u>63,113.92</u>
1015 · MCEDD MM		
15372 · MCEDD Micro Loan MM	4,899.48	27,939.74
15601 · LINK MM	258,001.45	204,333.15
1015 · MCEDD MM - Other	34,892.73	253,397.27
Total 1015 · MCEDD MM	<u>297,793.66</u>	<u>485,670.16</u>
1020 · IRP		
1021 · IRP - Sherman	86,554.98	80,121.27
1022 · IRP - WA	52,440.31	25,037.96
1020 · IRP - Other	110,438.00	257,803.35
Total 1020 · IRP	<u>249,433.29</u>	<u>362,962.58</u>
1030 · Loan Funds		
1036 · EDA RLFs	279,654.08	144,956.77
1045 · Reg Strat	143,195.14	53,105.65
1050 · RBEG-OR	153,955.60	42,216.04
1055 · RBEG-WA	96,398.78	4,375.76
1057 · RBEG-KL	123,200.74	44,963.96
1067 · CDBG Microenterprises	108,376.92	84,158.45
1030 · Loan Funds - Other	160.75	-0.01
Total 1030 · Loan Funds	<u>904,942.01</u>	<u>373,776.62</u>
1031 · Housing RLF	1,497,528.27	1,800,810.14
1070 · National Scenic Fund	1,514,144.95	1,210,624.45
Total 1000 · Bank Demand Deposits	<u>4,857,806.76</u>	<u>4,296,957.87</u>
1100 · CDS		
1121 · IRP Reserve	96,031.33	96,072.12
1100 · CDS - Other	0.00	-8.14
Total 1100 · CDS	<u>96,031.33</u>	<u>96,063.98</u>

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

	<u>Dec 31, 20</u>	<u>Dec 31, 19</u>
1122 · IRP - DDM Product	726,629.16	290,345.77
1125 · LINK Petty Cash	150.00	150.00
Total Checking/Savings	5,680,617.25	4,683,517.62
Accounts Receivable		
1202 · Accounts Receivable	245,346.17	165,334.24
1205 · Interfund Loan Receivable	73,109.01	0.00
Total Accounts Receivable	318,455.18	165,334.24
Other Current Assets		
1200 · Receivables & Accruals		
1210 · Accrued Revenue	-3,581.25	0.00
1240 · Prepaid Expenses	14,190.59	891.48
1260 · Accrued Loan Interest	25,399.02	31,979.64
Total 1200 · Receivables & Accruals	36,008.36	32,871.12
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1337 · EDA Cares RLF	20,750.00	0.00
1320 · IRP	1,687,300.05	2,039,931.04
1321 · IRP - Sherman	152,812.13	163,149.64
1322 · IRP - WA	270,464.59	298,561.56
1336 · EDA RLFs	542,337.67	633,789.00
1345 · Reg Strat	31,924.42	123,034.28
1350 · RBEG-OR	152,922.01	284,173.22
1355 · RBEG-WA	0.00	94,015.29
1357 · RBEG-KL/SK	0.00	84,794.10
1367 · CDBG Microenterprises	0.00	25,317.49
1371 · Housing RLF	565,124.79	242,779.99
1372 · MCEDD Micro Loan	15,015.16	0.00
Total 1330 · MCEDD Loans Receivable	3,438,650.82	3,989,545.61
1370 · OIB Loans Receivable	1,421,671.93	1,771,557.49
Total 1300 · Loans Receivable	4,860,322.75	5,761,103.10

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

	Dec 31, 20	Dec 31, 19
1400 · Loan Payments Holding		
1437 · EDA CARES Act RLF	-72.60	0.00
1420 · IRP	-133.22	0.00
1421 · IRP - SH	288.30	0.00
1422 · IRP - WA	80.00	0.00
1436 · EDA RLFs	82.60	0.00
1457 · RBEG-KL/SK	-6.30	0.00
1467 · CDBG Microenterprises	-12.40	0.00
1475 · OIB	86.38	0.00
Total 1400 · Loan Payments Holding	312.76	0.00
1500 · Allowance for Doubtful Loans		
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	-15,257.43
1536 · EDA RLFs Allowance	-33,468.48	-41,277.39
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	-48,906.65
Total 1500 · Allowance for Doubtful Loans	-365,879.52	-305,951.87
Total Other Current Assets	4,530,764.35	5,488,022.35
Total Current Assets	10,529,836.78	10,336,874.21
Fixed Assets		
1600 · Fixed Assets		
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
Total 1600 · Fixed Assets	1,305,269.00	1,305,269.00
Total Fixed Assets	1,305,269.00	1,305,269.00
Other Assets		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	1,504,203.15	142,624.99
94 · Due To Accounts	-1,504,227.08	-142,624.99
Total 87 · Due To/From Internal Accounts	-23.93	0.00
Total Other Assets	-23.93	0.00
TOTAL ASSETS	11,835,081.85	11,642,143.21

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

	Dec 31, 20	Dec 31, 19
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2005 · Interfund Loan Payable	73,109.02	0.00
Total Accounts Payable	73,109.02	0.00
Other Current Liabilities		
2030 · Accrued Loan Payment	58,300.37	57,842.79
2035 · Accrued Interest Payable	162.84	257.82
2050 · PTO - Accrued	57,299.21	50,619.87
2070 · Health Insurance Payable	-21,157.40	-23,868.83
2080 · Life & Disability Payable	-276.61	-766.10
2090 · WC SAIF Ins	4,121.77	-7,237.66
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-187.49	-187.49
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	86.41	308.84
2115 · OR- SUTA Payroll Liabilities - Other	8.86	244.99
Total 2115 · OR- SUTA Payroll Liabilities	95.27	553.83
2120 · State Payroll Liabilities - Other	255.59	235.92
Total 2120 · State Payroll Liabilities	350.86	789.75
2100 · Payroll Liabilities - Other	433.02	0.00
Total 2100 · Payroll Liabilities	596.39	602.26
2800 · Deferred Revenue	4,249.97	-2,029.13
Total Other Current Liabilities	103,296.54	75,421.02
Total Current Liabilities	176,405.56	75,421.02
Long Term Liabilities		
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	495,323.28	521,941.86
2823 · IRP Loan Payable - WA \$310,000	258,740.95	269,206.32
2824 · IRP Loan Payable - SH \$200,000	159,779.14	166,603.11
Total Long Term Liabilities	1,608,242.53	1,712,522.73
Total Liabilities	1,784,648.09	1,787,943.75

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

	<u>Dec 31, 20</u>	<u>Dec 31, 19</u>
Equity		
3100 · Fund Balances	4,224,990.95	4,224,238.85
3110 · Carryforward Balance	-116,667.81	-94,957.37
3900 · Retained Earnings	5,659,363.57	5,471,435.59
Net Income	282,747.05	253,482.39
Total Equity	<u>10,050,433.76</u>	<u>9,854,199.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,835,081.85</u></u>	<u><u>11,642,143.21</u></u>

Mid-Columbia Economic Development District
Budget vs. Actual FY21
December 2020

	Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010 · Trans Frm/To Fund (MATCH)	0.00	17,935.16	-17,935.16	0.0%
4012 · Trans From/To Fund (SUPPORT)	-6,575.55	2,083.33	-8,658.88	-315.6%
4100 · Federal	6,666.67	57,609.66	-50,942.99	11.6%
4200 · State	0.00	85,296.74	-85,296.74	0.0%
4300 · Local Match	20,000.00	6,916.68	13,083.32	289.2%
4400 · Local Assessment	0.00	5,220.00	-5,220.00	0.0%
4500 · Contract Reimbursement	103,526.78	40,459.00	63,067.78	255.9%
4600 · Loan Interest	21,344.41	27,908.33	-6,563.92	76.5%
4700 · Loan Processing Fees	-12.23	2,341.67	-2,353.90	-0.5%
4705 · Loan Filing Fees	0.00	383.32	-383.32	0.0%
4710 · Loan Late Fee	81.33	345.84	-264.51	23.5%
4750 · Investment Interest	97.16	45.18	51.98	215.1%
4800 · Other Revenue	0.00	718.33	-718.33	0.0%
4805 · Farebox Revenue	2,126.99	3,146.67	-1,019.68	67.6%
Total Income	147,255.56	250,409.91	-103,154.35	58.8%
Gross Profit	147,255.56	250,409.91	-103,154.35	58.8%
Expense				
5000 · Personnel Expense	98,526.47	122,644.73	-24,118.26	80.3%
6110 · Travel & Conference	67.40	2,025.00	-1,957.60	3.3%
6190 · Event Services	0.00	41.67	-41.67	0.0%
6200 · Equipment	232.48	1,736.16	-1,503.68	13.4%
6300 · Supplies	3,194.40	3,573.56	-379.16	89.4%
6400 · Professional Services	7,404.43	13,781.19	-6,376.76	53.7%
6500 · Vehicle Costs	11,488.63	7,271.67	4,216.96	158.0%
6600 · Communications	1,909.95	4,145.50	-2,235.55	46.1%
6700 · Building Costs	1,888.82	1,080.77	808.05	174.8%
6800 · Bonds & Insurance	280.00	482.33	-202.33	58.1%
6900 · Other Materials & Supplies	1,842.99	1,558.18	284.81	118.3%
9000 · Indirect Spread	-2,921.43	-4,251.23	1,329.80	68.7%
9100 · Capital Purchase	0.00	14,718.33	-14,718.33	0.0%

Mid-Columbia Economic Development District
Budget vs. Actual FY21
December 2020

	<u>Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9600 · Transfer to/from Source	-6,204.00	166.67	-6,370.67	-3,722.3%
Total Expense	117,710.14	168,974.53	-51,264.39	69.7%
Net Ordinary Income	29,545.42	81,435.38	-51,889.96	36.3%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	10,169.33	10,168.50	0.83	100.0%
Total Other Expense	10,169.33	10,168.50	0.83	100.0%
Net Other Income	-10,169.33	-10,168.50	-0.83	100.0%
Net Income	19,376.09	71,266.88	-51,890.79	27.2%

Mid-Columbia Economic Development District
Budget vs. Actual FY21
 July through December 2020

	<u>Jul - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	730,597.81	514,353.00	216,244.81	142.0%
4010 · Trans Frm/To Fund (MATCH)	0.00	109,611.04	-109,611.04	0.0%
4012 · Trans From/To Fund (SUPPORT)	-7,985.65	12,500.10	-20,485.75	-63.9%
4100 · Federal	258,382.52	385,658.08	-127,275.56	67.0%
4200 · State	260,856.00	511,780.56	-250,924.56	51.0%
4300 · Local Match	77,500.00	41,499.96	36,000.04	186.7%
4400 · Local Assessment	62,710.00	32,370.00	30,340.00	193.7%
4500 · Contract Reimbursement	323,759.27	242,754.11	81,005.16	133.4%
4600 · Loan Interest	131,539.12	167,450.18	-35,911.06	78.6%
4700 · Loan Processing Fees	8,089.33	14,050.02	-5,960.69	57.6%
4705 · Loan Filing Fees	0.00	2,300.08	-2,300.08	0.0%
4710 · Loan Late Fee	1,232.25	2,075.00	-842.75	59.4%
4750 · Investment Interest	821.57	296.12	525.45	277.4%
4800 · Other Revenue	3,847.21	4,310.02	-462.81	89.3%
4803 · Sponsor Donations	500.00			
4805 · Farebox Revenue	7,836.42	18,880.02	-11,043.60	41.5%
Total Income	<u>1,859,685.85</u>	<u>2,059,888.29</u>	<u>-200,202.44</u>	<u>90.3%</u>
Gross Profit	1,859,685.85	2,059,888.29	-200,202.44	90.3%
Expense				
66900 · Reconciliation Discrepancies	-485.00			
5000 · Personnel Expense	551,880.39	735,870.06	-183,989.67	75.0%
6110 · Travel & Conference	1,158.44	12,150.12	-10,991.68	9.5%
6190 · Event Services	0.00	1,750.02	-1,750.02	0.0%
6200 · Equipment	1,605.38	10,417.04	-8,811.66	15.4%
6300 · Supplies	7,659.56	21,441.64	-13,782.08	35.7%
6400 · Professional Services	28,293.46	100,359.06	-72,065.60	28.2%
6500 · Vehicle Costs	36,025.58	43,630.02	-7,604.44	82.6%
6600 · Communications	13,505.57	24,923.16	-11,417.59	54.2%
6700 · Building Costs	13,613.17	6,513.38	7,099.79	209.0%
6800 · Bonds & Insurance	280.00	2,894.02	-2,614.02	9.7%
6900 · Other Materials & Supplies	4,991.84	9,456.08	-4,464.24	52.8%

Mid-Columbia Economic Development District
Budget vs. Actual FY21
 July through December 2020

	<u>Jul - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9000 · Indirect Spread	-14,149.26	-25,497.66	11,348.40	55.5%
9100 · Capital Purchase	172,180.28	88,310.02	83,870.26	195.0%
9600 · Transfer to/from Source	-12,408.00	999.98	-13,407.98	-1,240.8%
Total Expense	<u>804,151.41</u>	<u>1,033,216.94</u>	<u>-229,065.53</u>	<u>77.8%</u>
Net Ordinary Income	1,055,534.44	1,026,671.35	28,863.09	102.8%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	61,015.98	61,011.00	4.98	100.0%
7500 · Carryover to Next Year	579,677.00	579,461.00	216.00	100.0%
Total Other Expense	<u>640,692.98</u>	<u>640,472.00</u>	<u>220.98</u>	<u>100.0%</u>
Net Other Income	<u>-640,692.98</u>	<u>-640,472.00</u>	<u>-220.98</u>	<u>100.0%</u>
Net Income	<u>414,841.46</u>	<u>386,199.35</u>	<u>28,642.11</u>	<u>107.4%</u>

Memorandum

Date: January 27, 2021
To: MCEDD Executive Committee
From: Dana Woods, Finance and Operations Manager
Re: Financial Software Transition

Overview

The MCEDD Board for over a year has discussed the need to transition our financial software from Quickbooks, which we have outgrown. Our last few audits have noted issues as a result of outgrowing Quickbooks and the Board has been supportive of staff moving forward with a new financial software. With the Executive Director and Finance and Operations Manager transitions in 2020, this project has been delayed. Staff is now bringing options to the Executive Committee for consideration.

Research

As a starting point, MCEDD reached out to other Oregon Economic Development agencies to find out which financial software they use and if they are satisfied with it. We also solicited the opinion of Summer Sears, who was the Interim Finance Manager for MCEDD for approximately 3 months. Her opinion was valuable because she is familiar with the complexity of MCEDD's finances. Using the feedback that was received, software demos were requested from 5 different suppliers. One item of note is that it seems that most of these suppliers are moving towards a cloud-based solution so only one of them would give us a quote for an "on-premise" application.

We did find that the initial cost, along with the annual fees, varied significantly among the applications that we looked at. We also learned that the \$10,000 that was budgeted in FY21 was not for software and conversion costs, but for a consultant to assist MCEDD in the financial software research. As a point of reference, we currently pay \$670 per year for Quickbooks payroll subscription, with an upgrade required every three years at an additional cost of \$600.

Partner Information

Northeast Oregon Economic Development District uses Cougar Mountain / Denali Fund Accounting and seems to be happy with it, although they say that they may not be using it to its full potential.

Central Oregon Intergovernmental Council uses Sage Mas 90, which according to Sage, is an outdated product. Their recommendation for our application is the Sage INTACCT product. They are moving away from "on-premise" applications.

Wasco County uses Tyler Technologies and is currently in the process of an upgrade. Based on the size of their budget, their Tyler Technologies application would be a different version than what we would use. Munis is the application designed for organizations with annual budgets greater than \$26.5 million. We looked at the InCode application which is for organizations with an annual budget of less than \$26.5 million.

Caselle is the software that Summer Sears initially recommended. She is familiar with it and feels that it would do everything that MCEDD needs. The City of The Dalles currently uses Caselle, and is happy with it.

Product Comparison

Software Company	Location	Initial Cost / Implementation	Annual Fee	Notes
Cougar Mountain Software / Denali Fund Accounting	Web hosted	\$18,186	\$5,140	Includes 4 hrs data conversion. *3-user license * 20 hrs annual customer support *16 hrs online training and setup *2 hrs of Crystal Reports training. Detailed data conversion estimated at 40-60 hrs @ \$100/hr.
Caselle	Web hosted	\$22,310	\$22,692	Includes data conversion * 3 users/workstations * Included training would take place at Caselle in Provo, UT
Tyler Technologies - InCode	Web hosted	\$40,930.00	\$16,712	Includes conversion (current year), training and implementation. Additional fee for historical conversion.
Tyler Technologies - InCode	On premise/ server	\$66,920.00	\$6,498	Includes Licenses, conversion (current), training and implementation. Additional fee for historical conversion.
Sage - INTACCT	Cloud based	\$26,000 - \$39,000	\$26,000	Does not have an integrated payroll system - requires separate payroll provider system - additional annual fee for payroll provider software.
Springbrook Software	Cloud based	\$35,500 plus estimate of \$46,305 implementation	\$35,500	Includes estimate of 343 hours of implementation and training.

Request

Staff sought demos of the products listed above if available. I feel that many of them would meet the needs of MCEDD, and that cost is the largest consideration. We are expecting to have an additional quote to present at the meeting. Staff is requesting additional time to research options and is asking for Board recommendation on whether to try to fit it into the budget this fiscal year or plan on incorporating it into next year's budget. A supplemental budget for this fiscal year is already anticipated.

Memorandum

Date: January 27, 2021
To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
Re: Business Oregon Grant Contract

Overview

Business Oregon has asked that we serve as a pass through for a \$60,000 grant to the Devonshire Group to develop a biomass utilization campus in Hood River County. Please see the information attached from Business Oregon.

Business Oregon would provide us with a 10% admin fee, which would cover us fully for grant reporting and tracking. Funds would be distributed as one lump payment to Devonshire Group. I have communicated with Business Oregon and Devonshire Group that I want to review how they use MCEDD's name in association with this project prior to use.

Since sharing this information in early January, Business Oregon has made their grant contingent on Devonshire Group successfully receiving a USFS Wood Utilization Grant. Decisions on that grant will not be known until May.

Request

Approve contracting with Business Oregon for a grant to support development of a biomass utilization campus in Hood River.



December 31, 2020

Jessica Metta
Executive Director
Mid-Columbia Economic Development District
802 Chenoweth Loop Rd, The Dalles, OR 97058

Dear Director Metta,

The following is a project summary and proposal for MCEEDD's consideration regarding the development of a Biomass Utilization Campus (BUC) in Hood River County. The proposed project advances several local and regional economic and business development goals and helps set the table for impacts across Oregon and the Northwest. We appreciate your thought and consideration.

Project Summary

Business Oregon was approached by the United States Forest Service (USFS) and Oregon Department of Forestry (ODF) regarding the work of The Devonshire Group, a small Oregon-based consulting firm, and its advancement of a Biomass Utilization Campus in Hood River County. Over the last 12-18 months, Devonshire has been working with and convening a broad stakeholder group of forest product companies, economic development organizations, and state and federal forestry agencies to explore the concept of establishing campuses across Oregon, beginning in Hood River. A BUC is a centralized and interegrated hub with multiple operators where feedstock is aggregated and converted into various marketable end products. Business Oregon is eager to support the Hood River County pilot campus and leverage its success for additional campuses across Oregon, including Oakridge, Prineville, and the Santiam Canyon in 2021.

The Challenge, The Opportunity

Current forest restoration and management practices challenge local economic development efforts within a wide range of forest byproducts. Current barriers include:

1. Federal Contracting – Many forest management projects, particularly those involving restoration and fire recovery, fail to receive bids beyond those that focus on large diameter woods, leaving many smaller diameter and woody biomass unused and hard to scale to market and end users cost effectively.
2. Removal and Transporation - Removing most woody materials is cost prohibitive without the aid of specialized equipment or haulers, representing a significant cost barrier for operators.

To address these challenges, Devonshire has established a contract with Mt. Hood National Forest to serve as a "Creative Contract Coordinator" to help companies navigate the bid process and improve communication functions between operators and USFS. Additionally, Devonshire is working on signing a long-term Forest Stewardship Contract with USFS that would allow them to play the same role in other forest districts across Oregon and the West. To address the removal and transporation issues, Devonshire is working with a Washington based company that has designed a specialty hauler that navigates challenging terrain and easily compacts forest products to efficiently get feedstock to the campus.

While many barriers and challenges exist, Business Oregon considers the collaborative and innovative solutions currently in place, and in the works, to be indicators of the projects potential and success.

About the Hood River Campus

Devonshire has signed a two-year contract with the Port of Hood River for the use of the old Hannel Site in Odell as the Hood River Campus location. Additionally, Devonshire has helped locate two forest product operators to the site already and have a third working through Department of Environmental Quality permitting, scheduled to begin operating in spring 2021. These operators represent both Oregon-based companies expanding and out-of-state operators, represnting a significant economic development opportunity for the region. Within the first year of campus operation, Devonshire expects to achieve the following outcomes:

- Site 3 companies/start-ups in campus;
- Generate ~40 direct jobs
- Remediate ~6,000 acres
- Create \$22mn in end product revenue;
- Generate \$101k in local and state tax revenue

The Request

Currently, Business Oregon has an investment vehicle, the Industry Competitiveness Fund (ICF), to support Devonshire Consulting Group but requires a third party fiscal agent to administer funds. Devonshire has requested a one-time grant of \$60,000 from this fund that would allow them to continue convening stakeholders, recruit and help establish forest product operators in Hood River, and establish a long-term revenue strategy through the acquisition of a USFS Wood Utilization Grant (\$250,000) and a USFS Forest Stewardship Contract to aid their expansion work across Oregon. Business Oregon is requesting MCEDD consider being the fiscal agent for this project and is considerate of the need for administrative support and proposes a 10% fee for your efforts. Funds are expected to be expended within 6-8 months from contract signing.

We appreciate your consideration of this proposal and look forward to hearing from you. If you have questions regarding the content of the project and request, please do not hesitate to contact Michael Held at Michael.held@oregon.gov or 971-599-9489.

Sincerely,

Michael Held
Regional Development Officer
Business Oregon

Memorandum

Date: January 27, 2021
To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
Re: Transportation Grants Applications

Overview

The historically foundational grants for The Link's dial-a-ride services for FY21-23 are open with deadlines approaching on March 1st. A summary of the grants is provided below. *We request a recommendation to apply for the two grants for which Wasco County is the applicant, and any thoughts on the grant for which MCEDD is the applicant.*

Special Transportation Fund: This state fund supports transportation services for people who are senior and people of any age with disabilities. This fund requires no match and is very flexible. Historically, we use this fund to match the other two grants. Wasco County would be the applicant.

5311 Formula Grants for Rural Areas: This program supports rural public transportation providers operating in areas with populations of fewer than 50,000 by financing operations, capital, project administration, preventive maintenance, planning, and mobility management projects. Match for operations projects: local share 43.92 percent, federal share 56.08 percent. Match for capital, administration, preventive maintenance, planning, and mobility management projects: local share 10.27 percent, federal share 89.73 percent. Eligible projects include operations, capital, project administration, preventive maintenance, planning, and mobility management. Projects must support general public transportation services. Historically, we use this fund to cover preventative maintenance for dial-a-ride service and support operations. Wasco County would be the applicant. New this year, Wasco County will need to issue an RFP for us to respond to.

5310 Enhanced Mobility for Seniors and Individuals with Disabilities: This federal fund source supports public transportation for seniors and individuals with disabilities by funding eligible capital, purchased service, and preventive maintenance projects for transportation providers. Match for operating projects: local share 50 percent, federal share 50 percent. Match for other projects: local share 20 percent, federal share 80 percent. Historically, we use this fund to cover dial-a-ride operations. MCEDD would be the applicant.

5304 Statewide Transportation Planning Grant Program: This federal fund source is available periodically and provides grants for planning projects that lead to improved mobility and accessibility for people in Oregon, more livable and economically vital communities, and efficient, connected, and coordinated public transportation systems. Grant recipients must provide 20 percent of the total project cost in local matching funds. This fund would cover a portion of the cost of the Gorge Regional Transit Strategy Phase II project, with other grants used as match. MCEDD would be the applicant.

Request

Approve the MCEDD 5310 and 5304 applications and contracting with Wasco County to administer the 5311 and Special Transportation Fund applications if awarded.

Memorandum

Date: January 27, 2021
To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
Re: Scenic Area Funds

Overview

Staff and regional partners for decades have been seeking a pathway to access the \$2 million that had been allocated but never appropriated for economic development in the National Scenic Area. With assistance from Senators Merkley, Wyden, and Murray, and Representative Walden, a pathway through USDA Rural Development was identified. Last year, this approach failed when the \$2 million was distributed nationally. Additional language has been added that leads us to believe we would be able to apply for the full \$2 million for the region.

If the available amount for the region is \$2 million, MCEDD would prepare an application to support accessing additional revolving loan funds for businesses in both the Oregon and Washington portions of the National Scenic Area. There are options of how to move forward: (1) MCEDD manages the fund for the region, (2) MCEDD distributes the funds to the Oregon and Washington Investment Boards equally, (3) MCEDD distributes the funds to the Oregon and Washington Investment Boards unequally based on population or some other factor. After discussions with Senator Merkley's staff, we believe these funds would not have the strings attached that make Klickitat County ineligible by not adopting a Scenic Area ordinance. At this point, to follow what I believe was a long-anticipated distribution, I would recommend option 2 above, while informing the WIB that we believe Klickitat County is eligible for the funds.

Request

Staff requests discussion from the Executive Committee on this item of regional importance.

Memorandum

Date: January 27, 2021
To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
Re: Staff Structure

Overview

The vacancy in the Deputy Director position provides an opportunity to reflect on what I need from that position and adjust the organization. MCEDD currently has two halves: transportation and economic development. When Amanda Hoey was Executive Director, my role as Deputy Director was to oversee the transportation division and she oversaw economic development. She adjusted that flow somewhat when she created the Senior Project Manager position.

I am proposing a retitling and adjustment of job descriptions to make it more clear how I would like to run the organization. The current Deputy Director position would become Deputy Director of Transportation. This person would oversee all aspects of the transportation division (mobility management and The Link). The current Senior Project Manager would become Deputy Director of Economic Development and would oversee all aspects of the economic development services we provide through our Project/ Program Managers. Please see the proposed organizational chart as an illustration.

Both Deputy Directors would provide other general support for me and be flexible as we often must shift projects based on contracts and staffing. The change to the current Deputy Director position is minor so I have adjusted the job description to focus on transportation experience. The change to the Senior Project Manager position feels more significant and I am requesting your discussion and approval.

There is an alternative on the transportation division. Columbia Area Transit (CAT) has submitted a proposal to more closely align with The Link by contracting with CAT for management instead of filling the Deputy Director of Transportation and Transportation Operations Manager positions. They have offered to serve as management in a temporary nature while we fill the positions, or ongoing instead of filling the positions. Information provided by CAT Executive Director Patty Fink is attached.

Ken Bailey and I met with Patty Fink and Leti Valle from the CAT Board. Following that meeting, I am having discussions with key partners to gather their thoughts, including Wasco County, the City of The Dalles and ODOT Public Transportation, as well as staff. I will share information and bring a recommendation to the Executive Committee for discussion.

Possible Requests

- 1) Agree to the creation of a Deputy Director of Economic Development position, OR retain the organizational structure as is.
- 2) Continue to recruit to fill the Deputy Director of Transportation and Transportation Operations Manager positions, OR direct staff to contract with CAT for management of The Link, temporary or permanent.



Board of Directors

Loan Administration Board

Budget Committee

Executive Committee

Transportation Administration Board

Executive Director

Deputy Director of Transportation

Deputy Director of Economic Development

Finance/Operations Manager

Transportation Operations Manager

Mobility Manager

Loan Fund Manager

Project Manager

Office Administrator

Program Manager

AmeriCorps RARE

Assistant Project Manager

Administrative Assistant

Dispatch/Schedulers

Drivers

Dear Jessica,

I heard your concerns during our call. We want to support LINK during this time and know that ultimately our collaboration will help serve staff, Wasco & Hood River communities and transit riders within the Gorge.

You've asked me to come up with some suggested options that allow LINK and CAT to enhance their coordination and move to a more integrated structure - one that allows both agencies to improve cost effectiveness, service efficiency and manage rider access and convenience.

A contractual arrangement seems like the easiest and most effective way to accomplish those goals within a short-time frame. This is not an unusual arrangement; many smaller transit agencies opt to contract all or part of their operations or management out. A contractual agreement can be all inclusive to address the full-service operation or just targeted to the specific need at hand (administration & management, etc.).

A contractual arrangement allows you to specify the scope and terms of the contract and allows you to terminate the agreement within an agreed upon time frame should you find that the contract is not meeting your needs or the needs of the community.

In that sense a defined contractual arrangement could address your two primary objectives (e.g., maintaining decision-making authority on how service is provided in Wasco County and maintaining your commitment to MCEDD staff: drivers & dispatch) by spelling out terms that feel comfortable to you. The other advantage is that it offers the opportunity to expand or reduce contract terms as appropriate.

In addition, a contractual relationship with CAT has the potential to leverage the amount and type of staff available in both agencies. By "sharing staff" through a contractual arrangement the overall costs to you could easily be less than what you spend now. This would allow you more resources to manage the growing need for regional coordination and oversight. For CAT the contractual arrangement would allow us to add additional resources to build our overall transit capacity and our ability to serve multiple new areas in Wasco County and between Wasco & Hood River Counties – which will also ultimately benefit you as the contracting agency.

Please trust that my Board and staff understand the difference and similarities in our communities. WE recognize that a strategic approach is needed to serve each community. This is an opportunity to grow together.

Here is a list of the available services we could provide. We would be happy to work with you to establish an effective mix of services based on your interest, needs and budget.

- **Field Supervisor**– would manage the day-to-day functions at LINK including driver schedules, bus assignments, vehicle maintenance, breakdown or accident management, on-going training, or certifications etc. CAT field supervisors are all familiar with the Ecolane system and can ensure the system runs smoothly, complaints are logged and responded to and driver concerns regarding vehicles, vehicle maintenance, schedules or leave are addressed.
- **Operations Manager** – would assist in system assessment, offer short and long-term efficiency improvements, deal with on-going driver issues, develop a capital replacement plan, provide a

detailed operations report (monthly/weekly). Hold weekly staff meetings (drivers/dispatch/field supervisors) Hire and replace drivers/dispatch, assist MCEDD staff or consultants with data gathering, offer detailed input on proposals or plans, create run cuts for drivers and establish an effective bidding process.

- **Grant Management & Planning** – would assist MCEDD Financial Officer with overall grant strategy for LINK, would track available grants, write grants and work with MCEDD Financial Officer to track, report and manage grants received. We could also manage the Wasco TMP process, assist with the regional planning process, or add input, assistance or coordinate with other planning or outreach efforts, including the regional mobility management & outreach efforts at MCEDD.
- **Drivers & Dispatchers** – CAT could fully integrate LINK Drivers and Dispatch into our system or simply be a back up or fill in for vacation, sick or normal driver attrition. Full integration would likely save LINK money – but would need to be done in a strategic and thoughtful matter (e.g., not right away).

In short, the CAT Board and I believe there are real tangible benefits to Wasco County specifically and the region in general through this type of arrangement. The integration of CAT and LINK is a way for MCEDD to develop and grow into a stronger and more effective convener and coordinator of transportation-related initiatives across the five-county region. This role would complement MCEDD's current function as the regional economic development district in that MCEDD would be positioned to:

- Advocate for Regional Transit Funding
- Manage and Coordinate Regional Marketing (including GORge Pass)
- Manage the Contractual Relationships & Distribution of Regional Transit Resources to providers (e.g. GORge Pass)
- Coordinate Transit Planning across jurisdictions
- Lead and Coordinate with Other Regional Non-Transit Stakeholders

Through MCEDD assuming the regional function, CAT can focus on expanding and enhancing transit services in the two counties while continuing to support MCEDD. This would ensure services are coordinated and equitable by allocating our respective resources to better reflect our organizational goals.

Memorandum

Date: January 27, 2021
To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
Re: Executive Committee Vacancy

Overview

With the resignation of Dana Peck from our Board, we have a private sector opening on the Executive Committee as well. I have been working with the Mount Adams and Skamania County Chambers to find a new Board member, but do not anticipate that person would jump into the Executive Committee.

The private sector Executive Committee seats are recommended annually by the Nominating Committee in the summer for appointment at the September Board meeting. Not being sure on how past mid-year private sector vacancies have been filled, I see a few options for filling the vacancy:

- 1) Staff would ask the Nominating Committee to ask all private sector members for interest. The Nominating Committee would recommend an appointment to the Executive Committee for confirmation by the Board.
- 2) Staff could ask all private sector members for interest and bring those directly to the Executive Committee for recommendation to the Board.

MCEDD Board members who are not on the Executive Committee include:

- Mark Zanmiller, High Tech
- Marta Year Cronin, Higher Ed
- Tonya Brumley, OR Chambers
- David Griffith, OR Ports
- Buck Jones, Food and Beverage
- Rob Kimmes, Healthcare
- Scott Clements, Private Lending
- WA Chamber Vacancy
- Leana Kinley, Skamania Cities
- Jan Brending, Klickitat Cities
- Mike Foreaker, Wasco Cities
- Gordon Zimmerman, Hood River Cities
- Erik Glover, Sherman Cities

Request

Provide staff with direction on how to fill the Executive Committee vacancy.

Memorandum

Date: January 27, 2021
To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
Re: 2022 CEDS Strategy Committee Appointment

Overview

At the December 2020 MCEDD Board meeting, Dana Peck was appointed to the 2022 CEDS Strategy Committee. In January, he resigned from the MCEDD Board and committees. He has recommended Justin Leigh to replace him. Justin is a Goldendale City Planner as well as Co-Founder/ Brewer for Dwinell Ales in Goldendale. Dwinell Ales is a current MCEDD loan client but this does not prevent him from serving on this committee. Justin would provide a number of beneficial perspectives: small business, eastern Klickitat County, brewing, local economic development. I have spoken with him about the position and he is interested.

Request

Recommend to the Full Board appointment of Justin Leigh to the CEDS Strategy Committee in Dana Peck's seat.



Senior Project Manager's Report

Prepared for the February 2021 Executive Committee Meeting

County Economic Development

- Staff participated in the first core advisory team meeting and developed a draft Public Involvement Plan for the Dalles Brownfield Assessment Grant Coalition. This Plan is a requirement of the EPA grant supporting the brownfield assessment project.
- **Small Business Assistance Grant Program** – Staff supported Hood River and Wasco counties in developing and implementing business grant programs in December. Funds were awarded to counties by the State. Hood River County awarded grants to 107 businesses, totaling \$842,500. Wasco County awarded grants to 65 businesses, totaling \$728,320. In all, MCEDD staff processed nearly 500 applications for the two counties.
- Northern Wasco PUD started another round of COVID-19 Small Business Relief Program and staff has processed 63 applications to date through its role as the Wasco County Economic Development Commission (EDC).
- Staff completed the Wasco County Community Enhancement Project Process in December and presented a recommendation to the Wasco County Commission for acknowledgement in January. The process added priority issues in addition to projects this year, and focused on leveraging existing land assets within urban areas, housing, childcare, and broadband as key challenges facing Wasco County's economy.
- Little Wheats Daycare is developing a business plan with support from a consultant and is close to finalizing a plan. Staff have been attending monthly Board meetings to support development of the plan as well as to provide input on other items the Board discusses.
- Staff has been working with the City of Grass Valley regarding next steps for the development of a wastewater system. They are working through the contracting process with Curran McLeod. An application for Water/Wastewater technical assistance has also been submitted for funding. Staff is working with project partners to plan for robust community engagement.
- Staff gathered additional information to support the Biggs Service District in reviewing its SDCs and developing a capital improvement project list.
- Staff is working closely with the Sherman County Planner to support their project information gathering process. Staff is reaching out to the Cities and several other organizations to discuss project opportunities.
- Staff has started to coordinate with the State and local partners on the redesignation of the Cascade Locks-Hood River Enterprise Zone. After working with each of the sponsors or potential sponsors over the last several months staff submitted formal notice to Business Oregon that the zone would like to redesignate.

Resilience and Broadband

- **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 hosted an

Accessing Capital training in January. We have rescheduled the Lenders Roundtable to February 3rd at 1pm (see flyer at right) to support the SBDC and local chambers in hosting a PPP focused training as new funds have been released. In February we will also host two trainings on Cyber Security for Small Businesses. Staff is meeting with The Next Door Inc to determine their capacity to support Spanish language trainings for these programs. More details on upcoming trainings and registration can be found here: www.mcedd.org/business-trainings/.

- COVID-19 Economic Needs Assessment:** Staff has completed eight interviews with representatives of different industry sectors and economic development partners to gather information on COVID-19 impacts and opportunities or challenges in the coming year. There are approximately eight more interviews scheduled. This work will be compiled into a recovery framework that will help guide response to COVID-19 in our region over the short term as we incorporate longer term strategies into our CEDS update. Thank you to several of our Board members who have participated in this process!



Lender's Roundtable

February 3rd, 1:00 - 2:30pm (virtual)

Interested in applying for loans to support your business but not sure where to start? Curious about how COVID-19 has impacted lending? Don't miss this opportunity to meet with local lenders to discuss all this and more!

In this session you will hear from a variety of local lenders who will discuss the current lending environment, how to approach accessing financing with their programs, and COVID-19 impacts on lending.

For more information and to register, visit:
mcedd.org/business-trainings or
 contact jane@mcedd.org.

This training is part of a series of trainings on business resilience supported by:



MCEDD
Economic Development District



**AMERICA'S
SBDC
OREGON**



**THE DALLES AREA
CHAMBER OF COMMERCE**
The Dalles - Simply Successful!



**HOOD RIVER COUNTY
CHAMBER OF COMMERCE**

Support for the training comes from the Rural Opportunity Initiative program at Business Oregon and USDA Rural Business Development Grant program.

Industry Clusters

- Staff supported two GTA Board meetings (December and January). These were largely focused on renewing contracts for 2021, approving the GTA's anticipated budget for 2021, and revising and approving the GTA's work plan for 2021. We were pleased the GTA renewed their contract at the same rate,
- Staff supported two GTA events:
 - December's Geek Lunch, which featured a presentation by Niko Peha of Overwatch Imaging on their work on the 2020 wildfire season.
 - Preparation for the January 27th Gorge Women in STEM book club. The group has read *Broad Band: The Untold Story of the Women Who Made the Internet*. There will be a panel discussion facilitated by Jennifer Cloer, creator and producer of the Chasing Grace Project docuseries, as well as small group discussions on the book.

Energy

- Staff coordinated with Hood River Valley School District and other partners to help Forth submit a concept paper to the U.S. Department of Energy for a resilient school bus and microgrid system at Wy'East Middle School.

- Staff finalized questions and completed four interviews with Hood River County businesses to assess the impacts of outages on their operations. Additional interviews are scheduled in the coming few weeks.
- Staff reviewed and accepted Spark Northwest's response to MCEDD's Request for Proposal to research funding strategies to fund energy resilient systems. Staff drafted the contract and compiled existing resources to share with Spark Northwest to ensure their time is not spent duplicating current information.
- Staff met with project proponents driving efforts for a Goldendale combined-heat and power plant and microgrid to discuss funding and project development opportunities.

Infrastructure

- Antelope Water Project: This project is complete, and Antelope is waiting for an administrative closeout letter from Business Oregon.
- Biggs Water Project: The well drilling portion of the project is complete. The District is awaiting the final design for the remainder of the project from the engineer.
- Crystal Springs Water District: Construction continues on the Westside project. An advertisement for bids for the South Reservoir project was published in early December and bids were opened on January 12.
- Cascade Locks Wastewater: The project is still in design phase. MCEDD recently supported the City in developing their first disbursement requests for Business Oregon and USDA.
- City of Hood River: The City has requested MCEDD's support in training their staff on grant administration procedures. MCEDD will make a proposal to the City for support with grant administration for their stormwater line replacement project and concurrent training of City staff. Training will likely occur over several infrastructure projects in the City's Capital Improvement Plan over the next few years.



Executive Director's Report

Prepared for the February 2021 Executive Committee Meeting

Business Assistance

- The Loan Administration Board and Oregon Investment Board both approved another six-months of interest-only payments for any clients needing flexibility based on COVID-19 closures in Oregon and Washington.
- The LAB approved a restructure for F&B 1 LLC, dba Pita Pit in January, and is considering a loan proposal for Tenzen Hot Springs in Stevenson on Feb. 2. The project would be funded in partnership with Skamania County EDC. In late January, we also received one new business loan application and a new attainable housing loan application. Another attainable housing application we received more than a year ago has received permits from the City of Hood River and will be presented soon to the LAB.
- We held a meeting for the Mount Hood Economic Alliance (MHEA) Board of Directors in December to discuss existing loan clients and COVID-19 relief.
- The Oregon Investment Board videography project has started to release the final version! There are five videos that will be released one per month in the MCEDD newsletter and then through social media. We were pleased also that contractor Immense Imagery is possibly able to fit Spanish-language translations into the project budget for all films. Ami Beaver has been working most closely to oversee this project.
- I have been working with Governor Brown's office and Multnomah County to recruit and appoint a new member for the OIB to fill a vacancy that has been open for about a year. Multnomah County has finally recommended Kirk Wright and we are waiting on the Governor's appointment.
- The OIB met this month to consider a loan modification request for Romul's West LLC. I have also been working with the OIB and other partners in the Bi-State Advisory Council on the five-year update of the Economic Vitality Plan for the entities.
- The EDA has announced how we can move forward with de-federalizing our EDA loans! This will provide greater flexibility in their use and reduced reporting. The process will require a resolution from the Board, which we will prepare for the March Board meeting.

Regional

- There was a news article in the Columbia Gorge News that highlighted our work with the Resiliency Team. At the recommendation of the Executive Committee, we have been working for find more ways to communicate the good work of our staff. You can read the article here: https://www.columbiagorgenews.com/hoodriver/regional-economic-developers-team-up-for-pandemic-response/article_80b212a2-552b-11eb-bddd-1f40dd999dee.html
- I am continuing to host monthly meetings of the Mid-Columbia Economic Resiliency Team with the January meeting focused on vaccinations. The February meeting will discuss child care, a public health update, and federal support.
- I have continued meeting with regional partners to deepen a connection as the new ED, including Klickitat County EDA staff, the Port of Klickitat, USFS Scenic Area, and staff with Sen. Murray and Sen. Merkley.

- We held the first meeting of the CEDS Steering Committee in January! RARE Jane Allen and Carrie Pipinich have been supporting the work to plan the community meetings, which start March 31 with a COVID-19 impact and resiliency discussion. We have also been working with the University of Oregon’s EDA-funded center on supporting research for the series. We have issued a press release about the process and are taking RSVPs. Details and registration link can be found on our website at: <https://www.mcedd.org/strategy/get-involved/>
- I presented at a Port of Cascade Locks “Gorge Economic Forum” on our work to support COVID-19 recovery. Staff also supported the Hood River Economic Development Group in compiling their 2021 CEDS project list at their January meeting.
- The Oregon Economic Development Districts have been meeting to coordinate our COVID-19 recovery plans funded by the EDA. We had a meeting in January to continue the conversation, check in on legislative priorities, and start development of the annual work plan. I am participating in some Oregon-state legislative outreach to introduce the EDDs.
- At the invitation of One Gorge, I was filmed as part of their 2021 legislative advocacy agenda. The video will be their annual outreach rather than in-person visits to Olympia and Salem. I discussed infrastructure projects on the CEDS list as well as our work in regional transportation.

Transportation

- Kathy Fitzpatrick completed the Wasco County Coordinated Human Services Transportation Plan with the final adoption by the Wasco County Commission in December. This is an important plan for informing The Link’s services through needs of transit-dependent populations.
- We supported Wasco County in adoption of their 2021-23 Statewide Transportation Improvement Fund Formula Plan, which is a significant source of funding for The Link. The next plan continues many of the services started over these last few years.
- Kathy Fitzpatrick held the third Working Group meeting for the Gorge Regional Transit Strategy in January with discussion about a draft vision statement, goals, as well as gaps and barriers to achieving the goals. About 40 people participated. There is one more Working Group meeting planned with the goal to have the MCEDD Board adopt the Strategy at the June Board meeting.
- Planning for two additional bus shelters for The Link continues, with possible sites in development on Klindt Drive and at The Next Door’s Kelly Ave. facility in The Dalles.
- We issued the RFQ for five new buses for The Link, a huge investment in the future of The Link! Four are replacements of some of our aging vehicles and one would represent an expansion. These are grant funded and we hope to receive the buses on July 1.
- Our staff involved in non-emergency medical transport (drivers and dispatchers) were eligible to receive the COVID-19 vaccine. About half elected to get the vaccine now. I participated in a webinar training on the vaccine and information if employers were to make the vaccine mandatory.
- We held a meeting of the Gorge Translink Alliance to discuss the draft Regional Transit Strategy as well as considerations for a transit pass that could be used on four of the county transportation providers (not Sherman County, but including The Link). CAT has agreed to ensure the program is at least revenue neutral for the providers for the first year as an encouragement to sign on. We would be joining to allow Gorge Pass holders to ride the routes in The Dalles.

Facilities and Operations

- We are pleased to welcome Jill Brandt as our new Administrative Assistant after holding interviews in January. She will be at the Executive Committee meeting for you to meet her, and will take over meeting administration from Lauren Hernandez.
- I held a Board orientation with Klickitat County Commissioner David Sauter.
- As indicated in an email to the Executive Committee, I have implemented a six-month trial period of flexible schedules. A handful of staff are working hours that result in every-other Friday off, and others are working adjusted hours to end earlier. I am not proposing a flexible schedule for myself at this time.
- Conducted evaluations of Israel, Dana, Ami, Carrie, and bus drivers Margaret and Jack.
- Two anomalies arose with our Personal Time Off for staff that resulted in me approving a few exceptions to the policy of rolling over 225 hours maximum at the end of the calendar year.
 - In December, we realized that Kathy Fitzpatrick should have been receiving since October more hours based on her years with MCEDD. Because she was already close to 225 hours, I approved rolling over the hours she hadn't known she accrued to 2021. We have implemented ticklers to ensure we do not miss PTO increases so this issue does not arise in the future.
 - Jacque Schei had planned to take off much of December to ensure she did not exceed the 225 hours but was needed to work in support of the Hood River and Wasco County business grant programs. I approved rolling over all of her hours into 2021 and required the use of those extra hours in January and February. I see this as an unusual issue that resulted from the unexpected County CARES funds with only three weeks to fully expend them by December 30.
 - I welcome any questions or feedback on these two policy exceptions.