



**Executive Committee Meeting**  
**Wednesday, March 3, 2021**  
**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>February 2021</i>	2 minutes	Approval
Finance Report	5 minutes	Acceptance
Financial Software Transition	10 minutes	Decision
Executive Committee Vacancy	10 minutes	Recommendation
Emergency Succession Plan Update	5 minutes	Recommendation
COVID-19 Vaccination Policy	5 minutes	Recommendation
Deputy Director Reports	10 minutes	Information
Executive Director Report	10 minutes	Information
Other New Business; Committee Members Updates		
Executive Director Evaluation <i>Executive Session per ORS 192.660(i)</i> (performance evaluations of public officers and employees)	10 minutes	Evaluation
<i>Regular Session Reconvened</i>		
Executive Director Action	5 minutes	Decision
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: March 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, FEBRUARY 03, 2021  
4:00 PM  
ZOOM TELECONFERENCE

**ATTENDANCE**

*Attending:* Eric Proffitt, Ken Bailey, Steve Kramer, Bob Hamlin, Dave Sauter, Joe Dabulskis, Bill Schmidt

*Staff:* Jessica Metta (Executive Director), Dana Woods (Finance Manager), Lauren Hernandez (Office Administrator), Jill Brandt (Administrative Assistant), Carrie Pipinich (Senior Project Manager)

**CALL TO ORDER**

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

**EXECUTIVE COMMITTEE MINUTES**

**Ken Bailey motioned to approve** the December 2020 Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. Motion carried with one abstention (Dave Sauter).

**FINANCE REPORT**

Dana Woods presented the financials for the month of December 2020. Total Cash balance as of December 31, 2020 is \$5,680,617.25. Loans Receivable is down about \$900,000 from this time last year due to principal payments received. Current Net Position is \$11,844,266.85.

On the Operations Budget vs. Actual, Local Assessment shows zero revenue for the month of December, which is 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%.

Dana noted the shortage in Farebox Revenue will be reimbursed through the CARES Act. This money will show up in the Federal income line. Net income for the year is \$19,376.09.

**Bob Hamlin motioned to accept** the financials as presented. Ken Bailey seconded the motion. Motion carried unanimously. Steve Kramer noted his appreciation for Dana's summaries and her work on our team.

**FINANCIAL SOFTWARE TRANSITION**

Dana Woods provided a product comparison of several financial software programs. Dana noted all of the software programs on the product list are true fund accounting software as opposed to QuickBooks. A quote from Abila Cloud Accounting Software was received after the list was compiled. Dana explained Abila's initial cost would be \$29,000 with an annual fee of \$8,000, which includes upgrades and support. Dana noted some other annual fees do not include support and support would be billed per hour. MCEDD staff will need support during the first year of transition.

Dana explained most of the software on the list is cloud-based or web-hosted which is ideal for MCEDD, as there is no specific IT support staff member. Additionally, cloud-based will provide for added security compared to an on-site solution. Dana explained there is \$10,000 in this year's budget

intended for use to hire a consultant to assist MCEDD in software research. She noted the Executive Committee can make a recommendation or decision about taking the \$10,000 and applying it to the purchase of software this year with the remaining cost covered under a supplemental budget. The funds could also be used for a deposit, and the remaining cost could be factored into the FY22 budget. Dana stated it will take 6-12 months before the implementation process is complete.

*Discussion: Ken Bailey stated that staff should move forward when ready. Ken stated he assumed the cost would be \$20,000-30,000 for a base package fee plus annual fees, and that spending less than that may not be worth doing. He stated cloud-based seems the best solution for MCEDD as far as security and backup. Eric Proffitt asked if there is a known cost that be used to budget for next Fiscal Year. Dana replied a few companies require a 50% deposit, but the \$10,000 in this year's budget could be applied to that and the remainder of the cost could be put into next year's budget. Ken emphasized staff should decide and move forward in the next few months. Eric asked if Dana has worked with any of the software on the list. Dana replied she only has experience with QuickBooks. Joe Dabulskis noted Sherman County currently transitioned to Caselle. Dana noted City of The Dalles also uses Caselle. Jessica added the annual fee from the Caselle quote has dropped to \$13,000 from the \$22,000 originally quoted. Eric recommended peer review of community partners using the different software platforms as key for evaluation. The Committee agreed staff should return to the next Executive Committee meeting with 2-3 top options and recommend a preferred one for the Committee to consider for approval.*

### **BUSINESS OREGON GRANT RECEIPT**

Jessica explained Business Oregon has asked MCEDD to serve as a pass through for a \$60,000 grant to Devonshire Group to develop a biomass utilization camp in Hood River County. The grant would provide a 10% administration fee, which would cover MCEDD fully for grant reporting and tracking. Jessica stated she would review how Devonshire Group uses MCEDD's name in association with the project prior to use. Business Oregon has made their grant contingent on Devonshire Group receiving a USFS Wood Utilization Grant, and the decision for the USFS grant will not be known until May.

*Discussion: The Executive Committee expressed concern in how Devonshire Group uses MCEDD's name in association with the project and communicated MCEDD needs to approve use prior to use. Steve noted concern about the USFS grant stipulation and support for the project.*

**Steve Kramer motioned to approve** contracting with Business Oregon for a grant to support development of a biomass utilization campus in Hood River County. Eric Proffitt seconded the motion. Motion carried unanimously.

### **TRANSPORTATION GRANT APPLICATIONS**

Jessica Metta summarized the transportation grants for in FY21-23 to support operations. Two grants Wasco County will be the applicant for, and one grant MCEDD will be the applicant for. The 5311 Formula Grant for Rural Areas will support operations, preventative maintenance, and dial-a-ride service. The 5310 Enhanced Mobility grant will support public transportation for seniors and individuals with disabilities by funding eligible capital and preventative maintenance. Jessica noted the 5304 Statewide Transportation Planning Grant Program is a new grant MCEDD will apply for to support phase two of the Gorge Regional Transit Strategy.

**Steve Kramer motioned to approve** the MCEDD 5310 and 5304 applications and contracting with Wasco County to administer the 5311 and Special Transportation Fund applications if awarded. Ken Bailey seconded the motion. Motion carried unanimously.

### **SCENIC AREA FUNDS DISCUSSION**

Jessica explained that pathways have been identified for the \$2 million that was allocated but never appropriated for economic development in the National Scenic Area. Options moving forward include 1) MCEDD managing the fund for the region, 2) MCEDD distributing the funds to the OIB and WIB equally, and 3) MCEDD distributing the funds to OIB and WIB based on population or some other factor. At this time, it is believed that Klickitat County would be eligible to receive these funds even though they have not adopted a Scenic Area ordinance.

*Discussion: Ken Bailey stated that he has always understood the historical intention was to split the funds equally between the OIB and WIB. Bob Hamlin and Dave Sauter also noted support for this option. Bob Hamlin noted Skamania County EDC may not support Klickitat County receiving any of the funds. The Committee favored the option of splitting the funds equally between the OIB and WIB if the funds are received. Steve Kramer noted his skepticism in receiving the funds.*

### **STAFF STRUCTURE**

Jessica Metta explained MCEDD has an economic development section and a transportation section. While looking to fill the currently vacant Deputy Director position, there was confusion over the role of the position expressed both by the candidates and the community. In defining the responsibilities of the position to be hired, Jessica determined she needs the current senior project manager to focus on economic development, and the incoming Deputy Director duties to be focused on transportation. Therefore, Jessica has proposed tweaking the structure of MCEDD, redefining the (incoming) Deputy Director as the Deputy Director of Transportation, and changing the title of the current Senior Project Manager to the Deputy Director of Economic Development. This would require creation of this new position.

Jessica explained that there is an alternative to hiring the Deputy Director of Transportation and the Transportation Operations Manager positions at MCEDD. Columbia Area Transit has submitted a proposal to MCEDD to subcontract to operate the Link, so that MCEDD can focus on regional pieces. The proposal could just be short term while we are hiring, or longer-term. Jessica noted that existing staff is managing the vacancies alright in the short-term. In the long-term, Jessica stated that she feels the Link is not something that belongs only to MCEDD but also to its Wasco County partners and the community it serves. She feels it is important to better develop the relationship between the Link and CAT, and building a relationship through the joint pass and shared services would allow for continuing conversations as other regional transportation planning efforts arise. During the upcoming Gorge Transit Strategy and Wasco County Transportation Development Plan, consultants can assess what it might look like for the CAT to subcontract to operate the Link.

*Discussion: Eric Proffitt asked if the transportation sector fits in with MCEDD's economic development position or if it takes MCEDD further away from the organization's mission statement. He asked if transportation is beyond the scope of what MCEDD should be doing. Ken*

*Bailey stated economic development is the majority of MCEDD's focus, but a good portion of the transportation activity happening directly links to economic development. How the operation of transportation entity fits would be a good topic of conversation. Jessica noted there are other economic development districts in Oregon operating transit systems, such as Central Oregon Intergovernmental Council in Bend. Steve Kramer noted that he has heard similar concerns from his colleagues at Wasco County as Jessica previously stated about handing over the operation of the Link, as local control is a priority. He noted he is not against continuing the conversation but he supports moving forward with the hiring of the Deputy Director of Transportation and the Transportation Operations Manager.*

**Steve Kramer motioned to approve** the creation of a Deputy Director of Economic Development position. Ken Bailey seconded the motion. Motion carried unanimously. Ken Bailey noted that while the staff chart changes a lot, it does not reflect a change in the work that is happening.

### **EXECUTIVE COMMITTEE VACANCY**

Jessica Metta explained that with the resignation of Dana Peck, there is now an opening on the Executive Committee. She asked if the Nominating Committee should be involved in filling the spot and asked for direction on how to fill the vacancy.

*Discussion: Ken Bailey stated Jessica should come up with recommendations by March and present them to the Executive Committee at the March meeting. Bob Hamlin noted all eligible private sector members are qualified but is important to get someone who is committed to regularly attending meetings. The Committee discussed the importance of maintaining a Washington chamber representative member.*

### **CEDS COMMITTEE APPOINTMENT**

Jessica Metta noted Justin Leigh, Goldendale City Planner, is no longer available to be appointed to the CEDS Strategy Committee to fill the seat vacated by Dana Peck. Staff will continue recruitment to fill this position and will attempt to find another Washington representative.

### **SENIOR PROJECT MANAGER REPORT**

- 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.
- Staff completed the Wasco County Community Enhancement Project Process in December and presented a recommendation to the Wasco County Board of Commissioners for acknowledgement in January.
- Staff has been working with the City of Grass Valley regarding next steps for the development of a wastewater system.
- Staff continues to coordinate with the State and local partners on the re-designation of the Cascade Locks-Hood River Enterprise Zone.
- The Lenders Roundtable was rescheduled to February 3<sup>rd</sup> to support the SBDC and local chambers in hosting a PPP focused training as new funds have been released. The roundtable outlines available capital and flexibility in use for those funds.

- 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. 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.
- The GTA renewed their contract at the same rate. Staff held the January 27th Gorge Women in STEM book club and saw good attendance.
- 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.
- The Antelope Water Project is complete, and Antelope is waiting for an administrative closeout letter from Business Oregon.
- Bids for the Crystal Springs Water District were opened on January 12.
- MCEDD will make a proposal to the City of Hood River for support with grant administration for their stormwater line replacement project and concurrent training of City staff.

### **EXECUTIVE DIRECTOR REPORT**

Jessica Metta, Executive Director, highlighted the following:

- MCEDD has seen an increase in loan applications.
- The Oregon Investment Board videography project has started to release the final versions! There are five videos that will be released one per month in the MCEDD newsletter and then through social media.
- 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.
- The first meeting of the CEDS Steering Committee was held in January.
- 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. It looks like some funding is available for phase 2 for this.
- MCEDD issued the RFQ for five new buses for The Link. Four are replacements of some of the Link's aging vehicles and one represents an expansion.
- Jessica noted her annual review is coming up. She will work with the Executive Committee in preparation for this.

### **OTHER NEW BUSINESS/ GOOD OF THE ORDER**

Steve Kramer stated that FEMA grants are typically 25/75 allocations, but the new grant round would become 100% allocations retroactive to January 2020. He noted staff should be aware of upcoming grants to take advantage of.

Bill Schmidt reported the floor has been poured for the new industrial building in Dallesport. The building will show up on February 8<sup>th</sup> and construction is planned to begin on February 10<sup>th</sup>.

### **ADJOURN**

Meeting adjourned at 4:59 p.m.

*Respectfully submitted, Lauren Hernandez, Office Administrator*



## FINANCIAL SUMMARY

As of January 31, 2021

Balance Sheet. Total Cash balance as of 1/31/2021 is \$5,784,033.60, a slight increase from the previous month. Accounts Receivable (1202) balance of \$341,200.77. Loans Receivable (1300) continues to decrease due to principal payments received. January principal payments totaled \$50,997, thus reducing the Loans Receivable balance. Accrued Loan Payment (2030) of \$68,469.70 represents the total liability (P&I) through January 31, 2021. Current Net Position is \$11,991,541.76.

Operations Budget vs. Actual. Total Revenues for the month of January are at 89% of budget. Federal income continues to appear to be significantly under budget, mainly due to the EDA Cares Act RLF. There is \$770,000 budgeted as Federal Income, but those funds are only received as loans from that fund are approved. To date, there has only been one approved loan in that fund in the amount of \$20,750. YTD revenue is at 107.8% of budget. Total expenses for the month of January are at 84.4% of budget. The Bonds and Insurance budgeted amount appears to be about half of what it was for the prior fiscal year, which would partially account for the overage of that line. Additional overage would be due to rate increases as well as additional facilities (Bus Barn and Bus Shelters) being added to the coverage. YTD expenses are at 76.5% of budget.

Respectfully Submitted,

Dana Woods  
Finance Manager

## Mid-Columbia Economic Development District

## Balance Sheet

As of January 31, 2021

	Jan 31, 21	Jan 31, 20
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>1000 · Bank Demand Deposits</b>		
<b>1010 · MCEDD Checking</b>		
10372 · MCEDD Micro Loan Checking	7,205.00	0.00
10601 · LINK Cash	455,133.76	1,206.40
1010 · MCEDD Checking - Other	12,911.96	209,800.99
<b>Total 1010 · MCEDD Checking</b>	475,250.72	211,007.39
<b>1015 · MCEDD MM</b>		
15372 · MCEDD Micro Loan MM	4,761.39	26,859.37
15601 · LINK MM	258,001.45	154,333.15
1015 · MCEDD MM - Other	34,900.32	253,417.07
<b>Total 1015 · MCEDD MM</b>	297,663.16	434,609.59
<b>1020 · IRP</b>		
1021 · IRP - Sherman	85,695.29	80,882.46
1022 · IRP - WA	51,105.63	25,530.40
1020 · IRP - Other	102,329.58	153,362.79
<b>Total 1020 · IRP</b>	239,130.50	259,775.65
<b>1030 · Loan Funds</b>		
1036 · EDA RLFs	308,386.98	146,950.15
1045 · Reg Strat	143,470.70	52,024.83
1050 · RBEG-OR	154,535.37	41,785.86
1055 · RBEG-WA	96,326.05	3,735.84
1057 · RBEG-KL	123,136.80	43,973.83
1067 · CDBG Microenterprises	108,366.11	84,433.87
1030 · Loan Funds - Other	53.66	-0.01
<b>Total 1030 · Loan Funds</b>	934,275.67	372,904.37
1031 · Housing RLF	1,499,045.19	1,804,583.21
1070 · National Scenic Fund	1,501,531.29	1,227,456.32
<b>Total 1000 · Bank Demand Deposits</b>	4,946,896.53	4,310,336.53
<b>1100 · CDS</b>		
1121 · IRP Reserve	96,006.93	96,072.01
1100 · CDS - Other	0.00	-8.14
<b>Total 1100 · CDS</b>	96,006.93	96,063.87
1122 · IRP - DDM Product	740,980.14	452,812.88
1125 · LINK Petty Cash	150.00	150.00
<b>Total Checking/Savings</b>	5,784,033.60	4,859,363.28
<b>Accounts Receivable</b>		
1202 · Accounts Receivable	341,200.77	154,867.12
1205 · Interfund Loan Receivable	70,450.49	0.00
<b>Total Accounts Receivable</b>	411,651.26	154,867.12
<b>Other Current Assets</b>		
<b>1200 · Receivables &amp; Accruals</b>		
1210 · Accrued Revenue	6,418.75	10,000.00
1240 · Prepaid Expenses	11,237.37	9,160.98
1260 · Accrued Loan Interest	29,267.83	33,728.72
<b>Total 1200 · Receivables &amp; Accruals</b>	46,923.95	52,889.70

**Mid-Columbia Economic Development District**  
**Balance Sheet**  
As of January 31, 2021

	<u>Jan 31, 21</u>	<u>Jan 31, 20</u>
<b>1300 · Loans Receivable</b>		
<b>1330 · MCEDD Loans Receivable</b>		
1337 · EDA Cares RLF	20,750.00	0.00
1320 · IRP	1,679,066.79	1,985,547.79
1321 · IRP - Sherman	152,812.13	161,793.58
1322 · IRP - WA	270,124.92	297,933.94
1336 · EDA RLFs	515,746.44	629,620.93
1345 · Reg Strat	31,791.57	122,905.18
1350 · RBEG-OR	151,819.06	283,973.02
1355 · RBEG-WA	0.00	93,834.09
1357 · RBEG-KL/SK	-6.30	84,794.10
1367 · CDBG Microenterprises	0.00	24,346.72
1371 · Housing RLF	564,676.60	242,618.59
1372 · MCEDD Micro Loan	14,500.59	0.00
<b>Total 1330 · MCEDD Loans Receivable</b>	<u>3,401,281.80</u>	<u>3,927,367.94</u>
1370 · OIB Loans Receivable	1,408,036.96	1,750,939.40
<b>Total 1300 · Loans Receivable</b>	<u>4,809,318.76</u>	<u>5,678,307.34</u>
<b>1400 · Loan Payments Holding</b>		
1467 · CDBG Microenterprises	-12.40	0.00
1475 · OIB	261.05	0.00
<b>Total 1400 · Loan Payments Holding</b>	<u>248.65</u>	<u>0.00</u>
<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	-15,257.43
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
<b>Total 1500 · Allowance for Doubtful Loans</b>	<u>-365,879.52</u>	<u>-305,951.87</u>
<b>Total Other Current Assets</b>	<u>4,490,611.84</u>	<u>5,425,245.17</u>
<b>Total Current Assets</b>	<u>10,686,296.70</u>	<u>10,439,475.57</u>
<b>Fixed Assets</b>		
<b>1600 · Fixed Assets</b>		
1610 · Building/Land	1,216,060.00	1,216,060.00
1605 · Vehicles	164,627.00	164,627.00
1650 · Accumulated Depreciation	-75,418.00	-75,418.00
<b>Total 1600 · Fixed Assets</b>	<u>1,305,269.00</u>	<u>1,305,269.00</u>
<b>Total Fixed Assets</b>	<u>1,305,269.00</u>	<u>1,305,269.00</u>
<b>Other Assets</b>		
<b>87 · Due To/From Internal Accounts</b>		
88 · Due From Accounts	1,517,495.92	142,624.99
94 · Due To Accounts	-1,517,519.86	-142,624.99
<b>Total 87 · Due To/From Internal Accounts</b>	<u>-23.94</u>	<u>0.00</u>
<b>Total Other Assets</b>	<u>-23.94</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><u>11,991,541.76</u></u>	<u><u>11,744,744.57</u></u>

**Mid-Columbia Economic Development District**  
**Balance Sheet**  
As of January 31, 2021

	Jan 31, 21	Jan 31, 20
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2010 · A/P General	13,030.00	0.00
2005 · Interfund Loan Payable	70,450.53	0.00
<b>Total Accounts Payable</b>	83,480.53	0.00
<b>Other Current Liabilities</b>		
2030 · Accrued Loan Payment	68,469.70	67,957.79
2035 · Accrued Interest Payable	162.84	257.82
2050 · PTO - Accrued	57,299.21	50,619.87
2070 · Health Insurance Payable	-20,320.82	-23,868.72
2080 · Life & Disability Payable	-267.53	-772.99
2090 · WC SAIF Ins	4,349.72	-6,369.01
<b>2100 · Payroll Liabilities</b>		
2110 · Federal Payroll Liability	-187.49	-187.49
<b>2120 · State Payroll Liabilities</b>		
<b>2115 · OR- SUTA Payroll Liabilities</b>		
2105 · WBF Payroll Assessment	158.86	158.44
2115 · OR- SUTA Payroll Liabilities - Other	109.36	93.09
<b>Total 2115 · OR- SUTA Payroll Liabilities</b>	268.22	251.53
2120 · State Payroll Liabilities - Other	94.85	71.25
<b>Total 2120 · State Payroll Liabilities</b>	363.07	322.78
2100 · Payroll Liabilities - Other	420.74	0.00
<b>Total 2100 · Payroll Liabilities</b>	596.32	135.29
2800 · Deferred Revenue	17,583.30	11,304.20
<b>Total Other Current Liabilities</b>	127,872.74	99,264.25
<b>Total Current Liabilities</b>	211,353.27	99,264.25
<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	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
<b>Total Long Term Liabilities</b>	1,608,242.53	1,712,522.73
<b>Total Liabilities</b>	1,819,595.80	1,811,786.98
<b>Equity</b>		
3100 · Fund Balances	4,224,238.85	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	405,011.35	332,240.52
<b>Total Equity</b>	10,171,945.96	9,932,957.59
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,991,541.76</b>	<b>11,744,744.57</b>

**Mid-Columbia Economic Development District**  
**Budget vs. Actual FY21**  
**July 2020 through January 2021**

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	730,597.81	550,595.75	180,002.06	132.7%
4010 · Trans Frm/To Fund (MATCH)	0.00	2,000.00	-2,000.00	0.0%
4012 · Trans From/To Fund (SUPPORT)	-6,739.73	14,583.43	-21,323.16	-46.2%
4100 · Federal	360,329.94	486,601.09	-126,271.15	74.1%
4200 · State	405,013.00	327,975.70	77,037.30	123.5%
4300 · Local Match	77,500.00	52,499.99	25,000.01	147.6%
4400 · Local Assessment	62,710.00	39,340.00	23,370.00	159.4%
4500 · Contract Reimbursement	403,789.29	331,963.12	71,826.17	121.6%
4600 · Loan Interest	153,456.35	195,358.51	-41,902.16	78.6%
4700 · Loan Processing Fees	8,121.38	16,391.69	-8,270.31	49.5%
4705 · Loan Filing Fees	0.00	2,683.40	-2,683.40	0.0%
4710 · Loan Late Fee	985.12	2,420.84	-1,435.72	40.7%
4750 · Investment Interest	921.19	341.30	579.89	269.9%
4800 · Other Revenue	3,847.21	5,028.35	-1,181.14	76.5%
4803 · Sponsor Donations	500.00			
4805 · Farebox Revenue	8,843.64	22,026.69	-13,183.05	40.1%
<b>Total Income</b>	<b>2,209,875.20</b>	<b>2,049,809.86</b>	<b>160,065.34</b>	<b>107.8%</b>
<b>Gross Profit</b>	<b>2,209,875.20</b>	<b>2,049,809.86</b>	<b>160,065.34</b>	<b>107.8%</b>
<b>Expense</b>				
66900 · Reconciliation Discrepancies	-485.00			
5000 · Personnel Expense	667,643.45	883,157.70	-215,514.25	75.6%
6110 · Travel & Conference	1,184.43	15,633.47	-14,449.04	7.6%
6190 · Event Services	0.00	9,291.69	-9,291.69	0.0%
6200 · Equipment	2,079.72	13,611.55	-11,531.83	15.3%
6300 · Supplies	12,476.09	27,056.89	-14,580.80	46.1%
6400 · Professional Services	51,301.66	139,850.69	-88,549.03	36.7%
6500 · Vehicle Costs	42,542.03	50,901.69	-8,359.66	83.6%
6600 · Communications	16,023.83	29,652.01	-13,628.18	54.0%
6700 · Building Costs	16,853.90	11,513.88	5,340.02	146.4%
6800 · Bonds & Insurance	16,338.50	3,376.35	12,962.15	483.9%
6900 · Other Materials & Supplies	7,492.17	11,889.26	-4,397.09	63.0%
9000 · Indirect Spread	-21,293.26	-29,748.89	8,455.63	71.6%
9100 · Capital Purchase	172,180.28	103,028.35	69,151.93	167.1%
9600 · Transfer to/from Source	-12,408.00	1,166.65	-13,574.65	-1,063.6%
<b>Total Expense</b>	<b>971,929.80</b>	<b>1,270,381.29</b>	<b>-298,451.49</b>	<b>76.5%</b>
<b>Net Ordinary Income</b>	<b>1,237,945.40</b>	<b>779,428.57</b>	<b>458,516.83</b>	<b>158.8%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	71,185.31	71,179.50	5.81	100.0%
7500 · Carryover to Next Year	589,174.00	588,958.00	216.00	100.0%
<b>Total Other Expense</b>	<b>660,359.31</b>	<b>660,137.50</b>	<b>221.81</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>-660,359.31</b>	<b>-660,137.50</b>	<b>-221.81</b>	<b>100.0%</b>
<b>Net Income</b>	<b>577,586.09</b>	<b>119,291.07</b>	<b>458,295.02</b>	<b>484.2%</b>

**Mid-Columbia Economic Development District**  
**Budget vs. Actual FY21**  
**January 2021**

	Jan 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4012 · Trans From/To Fund (SUPPORT)	1,979.83	2,083.33	-103.50	95.0%
4100 · Federal	6,666.67	97,609.66	-90,942.99	6.8%
4200 · State	121,657.00	49,421.66	72,235.34	246.2%
4300 · Local Match	0.00	7,500.01	-7,500.01	0.0%
4400 · Local Assessment	0.00	5,470.00	-5,470.00	0.0%
4500 · Contract Reimbursement	59,700.06	41,750.67	17,949.39	143.0%
4600 · Loan Interest	21,240.15	27,908.33	-6,668.18	76.1%
4700 · Loan Processing Fees	30.00	2,341.67	-2,311.67	1.3%
4705 · Loan Filing Fees	0.00	383.32	-383.32	0.0%
4710 · Loan Late Fee	0.00	345.84	-345.84	0.0%
4750 · Investment Interest	99.41	45.18	54.23	220.0%
4800 · Other Revenue	0.00	718.33	-718.33	0.0%
4805 · Farebox Revenue	1,007.22	3,146.67	-2,139.45	32.0%
<b>Total Income</b>	<u>212,380.34</u>	<u>238,724.67</u>	<u>-26,344.33</u>	<u>89.0%</u>
<b>Gross Profit</b>	212,380.34	238,724.67	-26,344.33	89.0%
<b>Expense</b>				
5000 · Personnel Expense	124,004.92	141,036.33	-17,031.41	87.9%
6110 · Travel & Conference	25.99	2,341.67	-2,315.68	1.1%
6190 · Event Services	0.00	708.34	-708.34	0.0%
6200 · Equipment	341.98	2,527.82	-2,185.84	13.5%
6300 · Supplies	3,760.55	3,873.56	-113.01	97.1%
6400 · Professional Services	23,031.20	23,696.53	-665.33	97.2%
6500 · Vehicle Costs	8,791.45	7,271.67	1,519.78	120.9%
6600 · Communications	1,896.32	4,868.50	-2,972.18	39.0%
6700 · Building Costs	3,739.25	4,570.60	-831.35	81.8%
6800 · Bonds & Insurance	8,704.00	482.33	8,221.67	1,804.6%
6900 · Other Materials & Supplies	272.88	1,683.18	-1,410.30	16.2%
9000 · Indirect Spread	-243.34	-1,376.90	1,133.56	17.7%
9100 · Capital Purchase	0.00	14,718.33	-14,718.33	0.0%
9600 · Transfer to/from Source	0.00	166.67	-166.67	0.0%
<b>Total Expense</b>	<u>174,325.20</u>	<u>206,568.63</u>	<u>-32,243.43</u>	<u>84.4%</u>
<b>Net Ordinary Income</b>	38,055.14	32,156.04	5,899.10	118.3%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	10,169.33	10,168.50	0.83	100.0%
<b>Total Other Expense</b>	<u>10,169.33</u>	<u>10,168.50</u>	<u>0.83</u>	<u>100.0%</u>
<b>Net Other Income</b>	<u>-10,169.33</u>	<u>-10,168.50</u>	<u>-0.83</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>27,885.81</u></u>	<u><u>21,987.54</u></u>	<u><u>5,898.27</u></u>	<u><u>126.8%</u></u>

## Memorandum

**Date:** February 24, 2021  
**To:** MCEDD Executive Committee  
**From:** Dana Woods, Finance and Operations Manager  
**Re:** Financial Software Transition

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### Overview

After presenting the findings of our Financial Software research to the MCEDD Executive Committee at the February meeting, MCEDD staff was tasked with bringing a final recommendation back to the Committee at the March meeting. Staff narrowed the proposals down to two candidates and did additional review of each product. Contact was made with current users of each software to inquire about what they felt the strengths and weaknesses were and if there were any difficulties encountered during the transition. The two are outlined below:

#### **Option 1: Abila MIP**

Abila MIP cloud-based software has an initial cost of \$21,932.50, which includes licensing (2 users – 1 executive view user), current year data conversion, training and implementation. Annual maintenance and support fee would be \$7992. Staff spoke with Doug Kohnke of Clackamas County Children’s Commission about the product and he seemed pleased with its abilities.

#### **Option 2: Caselle**

Caselle has an initial cost of \$22,310.00, which includes licensing (3 users), current year data conversion, training and implementation. Annual maintenance and support fee would be \$12,996. This is considerably lower than their initial quote of \$22,692 per year. Staff spoke with Caselle users at the City of The Dalles and Sherman County, who seemed pleased with its abilities. We also took into consideration the recommendation of Summer Sears, who provided interim financial support for MCEDD, so she is familiar with the challenges that are present with the current financial software and recommended Caselle.

### Recommendation

Based on our initial findings, along with the additional review, it is staff’s recommendation to move forward with transitioning to Caselle. We feel that having local community partners that use this software could be a valuable resource during the transition process. Executive Committee approval is requested.

# MIP Cloud

Proposal for:

## Mid-Columbia Economic Development District



Prepared for:

Dana Woods | Finance Manager  
**Mid-Columbia Economic Development District (MCEDD)**  
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The Dalles, OR 97058  
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Phone: (541) 296-2266

Submitted: 2/1/2021

Submitted by:

**Michael Miller, Account Executive**  
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## Executive Summary

### Thank you for considering our MIP Cloud solution!

We appreciate the opportunity to earn your business. This proposal will provide you with an overview of the MIP Cloud solution and relevant pricing we propose for your organization: **Mid-Columbia Economic Development District (MCEDD)**.

### Brief History of MIP

**1982** - MIP Fund Accounting was created by a company called Micro Information Products in Austin, TX. Fast-forward to today, and we are still headquartered in Austin TX, home base for our Product Development, Technical Support and Sales & Marketing teams proudly serving over 5,500 nonprofit organizations.

**2001** - Sage acquires MIP and the name MIP was replaced when Sage rebranded its product line(s).

**2013** - Sage Nonprofit Solutions became Abila, which acknowledged that there was a recognition in the nonprofit and governmental financial management communities that MIP set the standard for functionality and support. So, in 2013, Abila brought back the name, "MIP" for its suite of fund accounting and financial software products. From 2013-2015, Abila acquired Avectra, a leading provider of web-based CRM solutions for associations and nonprofits and Peach New Media which pioneered online continuing education and online learning solutions (Freestone™). With these acquisitions, Abila became one of the largest software providers serving the nonprofit, association, and government sectors, which dramatically expanded its client base and technology offerings.

**2017** - Abila was acquired by Community Brands Holdings, LLC (Community Brands). Community Brands is a leading technology company that designs software and services to empower purpose-driven organizations to succeed faster, grow stronger, and reach their full potential. *The company was formed by merging four association and nonprofit technology leaders: Abila, Aptify, NimbleUser, and YourMembership.* It has since continued to add to its ever-expanding portfolio of products, enabling it to accelerate the right innovation at the right time for its customers.



Purpose-built to meet unique needs of nonprofit financial management



True, multi-dimensional charts of account



Advanced security, clear audit trail, and fraud protection



Cloud-based or on-premises deployment



Budgeting, forecasting, and financial transparency to stakeholders at all levels



Easily integrates with other mission-critical systems



MIP Cloud is a permanent solution that can be scaled to organizational growth. It not only satisfies the demand of greater volume and complexity, but it is designed to meet all the nonprofit-specific requirements. For example, revenues are tagged as to their restricted nature upon transaction entry and automatically display in the statements of activities and financial position. Areas of special financial interest can be segregated into self-balancing funds where required by regulation or best practices.

This proposal features a fully integrated, inclusive cloud suite, so your organization will never have to worry about hardware, patch, or upgrade cycles. Maintenance, backups, and iron-clad security are baked into our Abila cloud solution, far surpassing nonprofit industry standards.

MIP Cloud’s dashboard is financial transparency at your fingertips. The dashboard offers easy-to-use; clean, clear graphical representations of data; and mobile operability for on-the-go access to financials. Find the information you need quickly with MIP Cloud’s Reports page, which presents a list of preset reports users need and use most. Pull Balance Sheets, Statement of Revenues and Expenditures, Statement of Cash Flow, and more with a single click. No longer do you need to run and comb through countless auxiliary reports to get the financials you need. Sorting features, customizable formatting, and drill-down functionality give you even greater transparency into the numbers.

Transaction entry is very efficient. You will save time and improve accuracy with transaction entry tools and shortcuts. Distribution Codes allow you to memorize and recall frequently entered transactions, and Automated Offset create completing entries based on information you provide. System notification if a transaction exceeds the available budget. Built-in data integrity checks are available.

We strive to be the easiest company in the industry with which to do business and work hard to provide a straightforward customer experience from implementation, on. Customers can easily get answers from our seasoned in-house consultants, as well as Online Chat, Knowledgebase, and Support Center. Users can also share best practices with one another via Online Forums and our User Community.

## Cost | Budget

Below is a summary of the Cloud (Subscription) software solution and appropriate services for implementation & training. If additional information is required or an adjustment to the modules or services is needed, please let me know and I will send a revised proposal.

**To place an order for the solution configured in this proposal, please complete an Order Form to be sent via DocuSign from Michael Miller, [michael.miller@communitybrands.com](mailto:michael.miller@communitybrands.com)**

**Pricing and estimates set forth in this proposal are good through 3/31/2021 5:00 PM CST**

### SOFTWARE

<b>MIP CLOUD - Subscription Licenses for 2 Accounting Users, 1 Executive View User</b>			
<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Annual Total</b>
MIP Cloud Users included in 1-User Bundle	1	2,400.00	\$2,400.00
Additional MIP Cloud Users	1	600.00	\$600.00
Executive View Users	0	240.00	
General Ledger		Included	
Accounts Payable		Included	
Accounts Receivable Reporting		Included	
Bank Reconciliation		Included	
Budget Management		Included	
Data Import/Export		Included	
Forms Designer		Included	
MIP Cloud Dashboards		Included	
Reports Manager		Included	
Grants Administration		Included	
Electronic Funds Transfer		Included	
Advanced Security		828.00	\$828.00
Accounts Receivable Billing		1,068.00	\$1,068.00
Allocation Management		1,308.00	\$1,308.00
Payroll		1,788.00	\$1,788.00
Direct Deposit		Included	
Maintenance and Support		Included	
<b>ANNUAL Cost of Software and Support</b>			<b>\$7,992.00</b>

## SERVICES

<b>CLIENT SERVICES</b>			
Description	Qty	Unit Price	Total
Project Management			\$1,732.50
Discovery			\$742.50
Database Design	1	495.00	\$495.00
Database Build	1	495.00	\$495.00
Modules Setup and Implementation			\$1,732.50
Go-Live and Post Go-Live Assistance			\$495.00
Hosting Setup			\$785.00
Payroll Historical Data Import (Quarters)*	1	1,485.00	\$1,485.00
Payroll Implementation and Employee Setup			\$2,970.00
Data Import - Level I**	1	1,100.00	\$1,100.00
Remote Custom Training			\$9,900.00
<b>ONE-TIME Total Cost of Client Services</b>			<b>\$21,932.50</b>

\*Additional quarters are \$1,485 per

\*\*Other data import options available – see Data Import Options/Cost overview

Note: Payment option for Client Services listed below is outlined in an Order Form sent via DocuSign:

- Invoice for 100% upfront, or
- Invoice 50% upfront, with remaining balance billed at the following intervals: 25%, 15% and 10% upon go-live.

## Proposed Solution

This proposal encompasses modules/services listed on pages 4-5. After discovering what MIP Cloud can do for your organization, you may decide that you need additional modules or services, which will be added to this proposal via an amendment.

### CORE MODULES

#### General Ledger Module

A multi-fund, multi-fiscal period, double-entry fund accounting system that acts as the core of the MIP Fund Accounting software and is designed for organizations with a need to manage high transaction volume and includes a wide selection of standard features:

Flexible, table-driven chart of accounts structure to allow organizations to <b>track an unlimited number of funds, grants, departments, programs, cost centers</b> , or any other data required to meet reporting requirements right from the GL	<b>Transaction entry tools to help ensure accurate data</b> entry by allowing users to apply predefined distributions, automatic offsets to appropriate accounts, and validation rules to ensure the quality of data recorded in the GL
<b>Complete financial report writer</b> containing a full set of FAS 117-complaint default financial statements	<b>990 Worksheet</b> to reduce the pain and cost of filing federal return
<b>25 modules - all fully integrated with the GL</b> , starting with our bundle of Core Modules and flexibility to add/choose other modules as needed to meet your accounting needs.	

#### Accounts Payable Module

With an open subsidiary ledger system, Accounts Payable can pay invoices from multiple cash accounts in the same check run and still accurately track invoice amounts for individual projects, programs, or other account segments. The system can maintain important vendor information and designate default account codes from which the vendor is paid. Vendor payments can be posted to multiple 1099 box numbers on the same transaction. Edit payment amounts or applicable discounts for any vendor before printing checks.

#### Accounts Receivable Reporting Module

This module provides all the functionality necessary to track accounts receivable, without the added cost of billing functions. Enter amounts due or credit memos for individual A/R accounts. Print detailed or summary A/R ledgers by date, customer, or other user defined classification. Generate an aging report for monitoring outstanding balances and forecasting more accurate cash flow management.

#### Bank Reconciliation Module

This module provides an effective, easy way to reconcile your organization's bank account. Cash transactions processed from any module automatically appear as outstanding items in the Bank Reconciliation module.

#### Budget Management Module

This is a powerful planning and reporting tool for any organization to use when creating budgets for any time frame, including multiple fiscal years, and you can create customized budgets for individual grants,

programs, or account segments and then consolidate those budgets by posting budgets directly to the General Ledger. Using a spreadsheet format, you can quickly enter budget data, either populating the worksheet from historical budget data or actual data, or by entering appropriate budget amounts manually. Amounts entered either way can be modified, spread or cut and pasted within account ranges and dates as needed. Budget worksheets can also be modified using special criteria selections to increase or decrease monetary values by percentages, set amounts, or other means. Budget monitoring warns you when transactions exceed budgeted monetary amounts.

### **Data Import/Export Module**

The connectivity of this module makes it possible to import data from many external applications. With Data Import/Export, you have the flexibility to import data from comma separated variable (\*.csv) file format, automatically generate a session ID number, and apply a date mask to identify the format of any date.

### **Forms Designer Module**

This module allows you to easily customize virtually any printed accounting form, including adding a logo to your customer billing statements, using an auto-signature for check authorization, or generating your own stock check.

### **Reports Manager**

Reports Manager is a built-in proprietary report writer with more than 160 reporting templates capitalizes on the segmented account structure and enables user-based tailoring to generate the full spectrum of financial reports and FASB-compliant financial statements to stakeholders. Pull Balance Sheets, Statement of Revenues and Expenditures, Statement of Cash Flow, and more with a single click. Sorting features, customizable formatting, and drill-down functionality give you even greater transparency into the numbers.

### **Electronic Funds Transfer (EFT); *included with Accounts Payable module in MIP Cloud***

Improve your cash flow management by designating when payments are taken from your account, making cash flow predictable. Easily designate which vendors should receive electronic payments. Process electronic payments using the same easy-to-use select and pay processing method used for Accounts Payable checks. Easily transmit payments directly to your bank with an easy-to-use terminal interface that allows you to dial and send your electronic payments from within MIP system for more hassle-free cash flow management. Save staff time and effort and reduce costs by automatically sending payment notifications by e-mail to vendors.

### **Advanced Security**

Rest assured knowing that your critical data is secure while ensuring that key employees have unrestricted access to areas of the system to maintain productivity. Easily control entry and viewing access by individual program, department, general ledger code, and others for secure, distributed use of the system.

## **ADDITIONAL MODULES**

### **Accounts Receivable Billing**

It provides comprehensive tracking of your customers and donors and their receivables. Accounts Receivable Billing adds the ability to generate detailed customer invoices and statements. Whether providing goods or services for a fee, recording and collecting pledges, or checking on anticipated receipts,

the Accounts Receivable modules facilitate smooth processing and provide critical accounts receivable analysis information.

- Generate a single invoice on-the-fly or calculate, review, and adjust multiple invoices before printing. The system automatically generates the accounting entries.
- Create payment requests for your customers and donors with accounts receivable invoicing. Invoice as often as you need with multiple custom billing cycles.
- Accounts Receivable Billing includes many features to speed processing, including storage of commonly used charge calculations, customer processing groups, standard charges by customer and more.
- Create customer statements to inform your customers and donors of their account activity. Flexible accounts receivable analysis production sorting and print criteria let you define which customers receive statements.
- Create an unlimited number of charge codes that automatically calculate and distribute revenue according to multiple powerful calculation methods.
- Maintain and track billing history for an unlimited number of customers and billing groups.
- Match the unique needs of your organization with flexible configuration options.
- Use user-defined fields to accommodate your unique billing information collection needs for customers, charges, customer invoices and statements.

## **Payroll**

This nonprofit payroll module gives you a powerful tool to track employee service efforts, easily produce a timely and accurate nonprofit payroll and generate fully distributed accounting entries.

- Maintenance of detailed profiles of your employees including pay information, demographics, emergency contacts, review dates, and performance notes is simple. Managers can group employees by pay cycle or department to facilitate nonprofit payroll production, distribution, and reporting. This module also attaches key employee information such as I-9, W-4, and performance evaluations to individual records for centralized record-keeping.
- An unlimited number of customized nonprofit payroll codes can be created for earnings, benefits, deductions, worker's compensation, leave, and more. You design payroll codes to meet the needs of your organization, from leave-accrual policies to compensation plans.
- The nonprofit payroll module allows you to easily record the hours worked in each program and department during timesheet entry, so your costs are accurately distributed in the general ledger. Users have a choice to distribute earnings by percentages, dollar amounts or units. And fringe benefits and taxes can be allocated using the same criteria or their own separately defined criteria.
- Tax Forms and e-Filing by Aatrix® allows you to print or e-file federal and state tax forms.
- More than 250 approved payroll forms for all 50 states, including 941, W2, and 1095 are available, and the Payroll module automatically fills the forms with the correct data for review.
- With the use of tax worksheets, summary tax reports, and detailed tax accumulation histories, the module facilitates tax tracking and reporting in your organization's nonprofit payroll.
- Track and report labor hours and associated earnings across projects, grants, programs, and other dimensions and easily generate reports for auditors in one easy-to-read nonprofit payroll report.
- An unlimited number of payroll years are kept online for easy research on nonprofit payroll issues. There are many history-report options available for use of preconfigured reports or creating your own.

### **Direct Deposit (included with Payroll module with MIP Cloud)**

The Direct Deposit module lets you exercise more control over payroll processing disbursements while giving your employees the convenience of electronically depositing their pay. Direct Deposit, which integrates seamlessly with the General Ledger, is designed to complement the nonprofit Payroll module.

- Allow your employees to deposit pay into multiple bank accounts, including both checking and savings account types.
- Enjoy simple payroll processing with the ability to process checks and direct deposits in a single payroll processing step. The audit trail clearly tracks payment type issued to employees.
- Improve cash management by designating when payments are taken from your account for predictable cash flow.

### **Allocation Management**

The Allocations Management module performs your complicated allocations with the click of a button. Calculate, review, and generate allocation entries using a flexible, easy-to-understand toolset offered within your accounting system while maintaining a complete audit trail and eliminating the risk of spreadsheet errors.

- Allocate direct costs, indirect costs, interest earned, dividends, and more. The Allocations Management module lets you tailor allocations to fit your needs through flexible setup options. You can perform allocations on virtually any account balance at the program level, department level, grant level, or across multiple segments simultaneously and more.
- Skip the spreadsheet and perform allocations directly within your accounting software. Set up your allocations only once and use them as often as you need, ensuring accuracy and consistency.
- Establish allocation codes to set the calculation parameters you need. Generate allocation calculations that create general ledger entries. Even build sequential allocations dependent upon previous calculation results within a single calculation.
- Perform allocations based on transaction entry counts such as invoices entered or Purchase Orders issued, fixed percentages, unit measures such as square footage and number of employees, fixed dollar amounts, indirect cost rates or dynamic percentages such as relative account balances, weighted average daily balance, and even non-financial data collected using statistical fields. Perform allocation based on actual or budget amounts for any date range.
- Use the powerful calculation options available in the Allocations Management module to distribute costs to federal grants with accuracy and consistency.
- Limit allocations to avoid exceeding contractual indirect cost limits.
- Allocations Management includes a host of reports that allow you to view the impact of the allocation prior to accepting it.
- Run a comprehensive calculation register directly from the calculation screen to trace the steps performed within your allocation. Provides a comprehensive audit trail to support your allocation basis.
- Allocations Management allows you to retain source balances so that you can generate the reports you need.
- General Ledger entries generated by the Allocations Management module can easily be recalled for review, making audit reports a snap.

### **Executive View License**

Give your executives, key directors, and board members access to financial reporting, graphs, and the real-time data they need with Executive View licensing. This special license provides the ability for executives to collaborate in the budget preparation process and frees your accounting staff from running and distributing reports—all without the cost of purchasing full software seats. Only Executive View lets directors or program managers submit their proposed budgets directly in the system for review. In conjunction with the Budget module, this powerful tool allows for direct entry budget submissions from multiple departments. As such, organizations can consolidate submitted worksheets for organization-wide review and adoption.

- Provide inquiry tools to the appropriate budget or program managers requiring the data
- Empower executive users with the ability to not simply view each accounting financial report but add and create their own accounting financial report for analysis
- Executive View Users get a direct view of each accounting financial report of operating results and budget position through direct access to your MIP software without accounting transaction access — at a fraction of the price of purchasing full software seats.

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## Annual Maintenance & Support Coverage

At Community Brands, we're passionate about serving our customers and helping them fulfill their missions. That's why the Community Brands Maintenance and Support provides you with access to a variety of valuable services available from our support team.

With Community Brands, you receive professional assistance when you need it—whether by accessing our phone support, 24/7 online knowledgebase or our extensive network of business partners, certified consultants and authorized training centers.

You don't need to worry about incurring extra fees for services covered by your support plan. We are here for you. Again, you get:

- System upgrades and updates at no additional cost
- Access to Community and Support Forums
- Access to online Knowledgebase
- Unlimited phone, chat, and web support

**Our Customer Support analysts can assist you with getting the most value from your solution by:**

- Troubleshooting problems, you may encounter when installing or using software
- Providing clarification for aspects of the software you've been trained on, but need further clarification on
- Offering suggestions for the most effective ways to use the software
- Providing you with or directing you to the appropriate resources for assistance
- Providing guidance on how to recover from mistakes

**There are some topics not covered by our Maintenance and Support plan. The following topics lie outside the scope of your agreement:**

- Providing product training
- Performing software, product, application, or job-related activities (software installation, data entry, creating reports, etc.)
- Assisting with third party software\* (installation, training, trouble shooting, integration, etc.)
- Providing organization specific consulting or accounting advice.

Rest assured Community Brands can help you with topics that fall outside the scope of your Maintenance and Support agreement. Our own Client Services and Learning Services teams offer a wide variety of services to assist you with your organization's needs.

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## Client Services Statement of Work

The implementation and training of MIP Cloud software will be performed by Community Brands Client Services department. The Community Brands implementation approach is collaborative, where both the Implementation Consultant and the customer assume responsibilities to bring the project to a successful completion. The project will be very “hands-on” and will require a significant amount of effort from both parties to complete successfully. Projects typically take 4 to 6 months to complete. However, project timelines can vary widely based on a customer’s business schedule, the MIP modules purchased, and the type of data migration selected.

Each customer will be assigned a Project Manager and a dedicated Implementation Consultant. The Project Manager will manage the overall project progress and the Implementation Consultant will be responsible for the day-to-day activities of implementing and training of the MIP Cloud software. They will be the customer’s primary points of contact throughout the project.

Our Implementation Team will develop a detailed timeline with specific dates for the duration of the project. This project timeline will be presented to the customer for review and sign-off, and the agreed upon timeline will drive all activities throughout the project.

Below are the key milestones that are typical for an implementation of MIP.

### **Implementation Planning & Organization**

- Project Kick-off Meeting
- Establish implementation and project management team
- Collect Data from client (reports, polices/procedures)
- Pre-Meeting Planning

### **Discovery Meetings**

- Evaluate existing systems and understand goals of new solution
- Team reviews all business processes
- Team designs, develops and refines new business processes where required
- Customization requirements are identified for development
- Determine migration definition for data mapping

### **Customization & Interfaces**

- Identify customization requirements: special forms, reports, interfaces and customization are developed (as needed only)
- Make changes to programs following customer change control procedures

### **Project Planning**

- Develop overall project plan
- Develop implementation timeline
- Obtain formal approval

### **Setup Environment**

- Develop Chart of Accounts
- Create new database
- Import COA, users, security
- Setup Training database
- Convert data
- Perform all Training

### **User Acceptance Testing**

- Test, demonstrate and validate solution
- Test, verify all setups, data migrations, processes and customizations
- Prove the solution meets the business requirements
- Resolve all issues, make necessary corrections before continuing

### **Team Readiness Actions**

- Project team and end user(s) prepare for the go-live
- Final migration and startup schedules are refined
- Changes in user procedures and documents for training are completed

### **Legacy Data Migration and Go-Live**

- Finalize master record data that has been converted and loaded
- Customer does final month-end close on legacy system
- Final data migration is completed
- Obtain Client sign-off affirming project completion

### **Go-Live Support**

- Implementation Consultant provides Client with Community Brands Customer Support contact information

All Client Services work will be completed remotely unless otherwise specified in the contract.

## Services Scope Description

### **Project Management**

Community Brands shall designate a project manager who shall be available on a regular basis to provide oversight of the Project, report on general status, identify delays and issues for the project, and provide project tracking as appropriate to the phase of the Project. The Project Manager and Implementation Consultant shall jointly participate in meetings on a regular basis and shall generally be responsible for scheduling of resources and activities.

### **Initiation**

Once a Project Manager and Implementation Consultant have been assigned to the new project, they will initially reach out to the customer to introduce themselves, provide their contact information and coordinate a formal Implementation Project Kick-off call.

### **Project Kick-off Call**

The assigned Project Manager and Implementation Consultant will conduct a Kick-off call with key customer personnel to review the end-to-end MIP Project process. On this call, the Implementation Specialist and the customer will discuss the customer's current systems and processes in place today, identify key stakeholders within the customer organization, define goals and objectives for the new MIP Cloud software, discuss key milestones for the project, and review the contracted project scope. Project controls, communication plans, as well as Change Management will also be discussed. The topic of the overall project timeline will also be discussed, where the customer will identify any specific business-related activities that would conflict with the overall project schedule. This is an extremely dynamic approach where the customer is heavily engaged to ensure all requirements have been discussed.

### **Discovery Sessions**

To begin understanding how to best setup the new software, the Implementation Consultant will coordinate a series of discovery calls with the customer. These sessions will include a combination of phone calls, documents, questionnaires and templates for the customer to complete. Key items to discuss include application security, reporting requirements, GL Codes, data migration processes, Chart of Accounts design, and integrations to other systems. The Implementation Consultant will also perform a review of the customer's current business processes, as well as discuss and document current and future reporting needs from the new MIP Cloud software.

### **Develop a Project Timeline**

The Implementation Consultant will develop an initial project timeline which will include key milestones and a projected Go-Live date for the customer. The project will be scheduled to start based on the Implementation Consultant and customer resources availability, in addition to the customer's completion of Project prerequisites. The Project timeline will then be presented to the customer for review and approval. Once the project timeline has been agreed upon by both parties, a formal sign-off will be required from the customer. From that point forward all Project activities will be scheduled according to the agreed upon milestones and dates.

### **Develop a Communication Plan**

The Implementation Consultant will present to the customer a high-level communication plan for the project. The communication plan will generally consist of weekly or bi-weekly meetings throughout the

project as well as periodic Progress Reports to key customer stakeholders. This plan will be agreed upon by both parties but may change throughout the project, based on volume or timing of work scheduled to be performed.

### **Develop a Change Management Plan**

The Implementation Consultant will present to the customer the process for requesting any changes to the scope, price or timing of the project. All requested changes are to be submitted to the Implementation Consultant via a *Change Order Form*. The Implementation Consultant will review the Change Order process and discuss the potential impact of making changes after the project plan has been accepted.

### **Setup of the MIP Environment**

The Implementation Consultant will setup an MIP environment specifically for the customer. The consultant will create a new entity within the Abila Cloud environment, create all defined users within the application, setup the defined application security, and create a test environment (if applicable).

### **Build the customer database**

Using the information gathered, the Implementation Consultant will build a new Chart of Accounts (COA) and import the new COA into MIP. The consultant will then import Vendors and Customers into the system as well as create one (1) custom check form. The Implementation Consultant will train key users on how to log into the new MIP software and will review the application security with the key customer point of contact.

The Initial data imports do not include financial data and balances. This historical data will be imported during the Data Migration process.

***NOTE:** Prior to importing data into the new MIP system, it is recommended that the customer perform any needed data cleansing on their legacy data (i.e. removing duplicate records, correcting contact and address information, removing old customers and vendors). This is the responsibility of the customer. The Implementation Consultant can assist in this effort for an additional fee.*

### **Setup new dashboards**

The Implementation Consultant will setup the new MIP dashboard and discuss with the customer how to access and interpret the displayed data.

### **Integrations**

If the scope includes integrating MIP with any other applications, the Implementation Consultant will work with the customer to import data or develop the appropriate reports for exporting data to other software. The consultant will assist the customer in verifying the import or export results within MIP.

### **Modules Implementation**

The work during this phase is a continuation of the database build that has already been completed. This task will represent the culmination of data collection and configuration decisions leading to the implementation of a complete and functional accounting solution. This task may require our Client Services team to interact on a periodic basis with customer representatives trusted and empowered to make decisions for the organization. It is critical that these representatives understand the workflows of the accounting department and/or human resources.

All modules listed under *Proposed Solution* section of this agreement will be implemented according to the previously agreed upon project plan and will be documented along with expected due dates. The Implementation Consultant will work with the customer to establish deadlines and schedule conference calls to ensure the project is on track. During this phase, the Implementation Consultant will demonstrate any new forms and reports that are created for the customer.

### **Training**

Remote Custom Training – Remote Custom Training consists of a series of online meetings and video conferencing sessions to train the customer’s new MIP users. This remote training will typically be performed in 2- to 3-hour sessions per day over a period of 2 to 3 weeks. All custom remote training will be performed by the assigned Implementation Consultant, who will already be familiar with the Customer’s organization, accounting structure and business needs. The Implementation Consultant will develop a custom Agenda for the training sessions based on the MIP modules purchased and customer input. This Training Agenda will be presented and approved by the customer prior to beginning any training sessions. In addition, all Custom Training will be performed using the customer’s own database. Using a customer’s data during training has proven to enhance the overall training experience for the customer, as well as aids in the retention of the concepts being taught.

### **UAT (User Acceptance Testing)**

Once the customer’s Chart of Accounts has been created, the customer data has been imported, and the customer has completed training, the customer will then perform User Acceptance Testing with their data in MIP. In most cases, customers have not previously performed or had much exposure to any type of acceptance testing. The Implementation Consultant will provide help and guidance, which could include key content to look for in the data, key reports to run, and how to document the UAT process.

Should the customer identify data elements that are not correct, the customer is to document these items in a *User Acceptance Testing Modification Form*, which will be provided. The Implementation Consultant will then review the form to determine if the item is a change or addition to the original data entered into the Data Templates. If there was a problem with the migration process, the Implementation Consultant will go back to make the appropriate corrections. If the item is a change or addition to the original scope, additional fees may apply.

### **Go-Live**

This is the predetermined date that the customer formally begins using the MIP software in a production mode. Prior to Go-Live, the Implementation Consultant will coordinate with the customer to ensure that the system is ready for use, and they will also be available during this scheduled time to assist the customer with any last-minute questions or issues that may occur.

### **Transition to Support**

Shortly after Go Live, the Project Manager will coordinate a call to formally transition the customer to the Community Brands Support team. During the call, the customer will be introduced to key MIP Support personnel as well as review the various options available to contact Community Brands Support should the customer need assistance with the product moving forward. This signifies the completion of the implementation project.

### **Historical Data Migration**

The historical data migration is typically performed after Go-Live. Most customers choose to do this so they can begin using the new MIP software as soon as possible. Even though their system is Live, the historical data migration is still a very critical piece of work to complete in a timely manner.

The objective is to prepare and format legacy historical financial data for importing into MIP. The Implementation Consultant will provide the appropriate instructions, data files, and import forms for the customer to migrate data from the legacy system. Once the templates are completed by the customer, the consultant will ensure that all the historical data is properly imported into MIP.

**Level I Data Import\* (One-time Beginning Balance Import)** – Client Services will import a point in time single General Ledger Trial Balance into MIP Cloud. Based on the scheduled Go-Live date, the Implementation Consultant and customer will determine the best date to bring in the balance into the new MIP Cloud software. The customer will then run a Trial Balance from their legacy Accounting System and enter the required data into the Excel template provided by Client Services. The Implementation Consultant will work with the customer to import the Beginning Balance into MIP Cloud and verify accuracy with the customer.

**Payroll Historical Data Import\*** - \$1,485 per quarter

Client Services will import historical payroll data on a per quarter basis.

*\*additional data import levels are available, including Importing Historical Payroll Data, and can be added to this proposal. Priced separately.*

### Customer Responsibilities:

- Identify team members engaged in the Implementation project.
- Work with the Implementation Consultant to schedule the initial Project Kick-off call as well as other discovery sessions within a reasonable time during business hours.
- Providing workflow documents or diagrams for each area of the organization involved in the implementation project.
- Providing all documents regarding current batch processes, and/or interfaces with other applications included within the project.
- Provide the appropriate resources and skilled staff to successfully participate in the implementation project, as well as successfully use and manage the software upon completion.
- Complete and return all templates and questionnaires within a timely manner.
- Provide written approval of the proposed Project Management Plan for the MIP Implementation.
- Provide written approval of the proposed Change Management Plan.
- Provide a list of all usernames and passwords to be setup in the system.
- Acknowledgement that security settings within the MIP software are setup correctly.
- Input of all data into the forms Community Brands provides. Once complete, the Implementation Consultant will validate and import the customer's data file.
- Provide formal sign off-of all training agendas and timelines.
- Perform all User Acceptance Testing and, upon completion, a written sign-off that all data imported into MIP is correct.
- Have knowledge and access to the current legacy system to export data. Community Brands will not have access to the customer's legacy system.
- Perform the data crosswalk from the customer's legacy system to the new MIP format (i.e. Old Chart of Accounts to the new Chart of Accounts)
- Coordinating with the 3<sup>rd</sup> party vendors on behalf of Community Brands for any integrations with MIP.
- Coordinate within their organization for the scheduled Go-Live date. This may include the formal notification that MIP is now the database of record, the implementation of new internal business processes and/or new roles and responsibilities for key personnel.
- Extract historical data from the legacy system and import the data into the Community Brands provided templates.
- Verify that all historical financial data balances correctly BEFORE importing into MIP.
- Schedule the appropriate personnel to attend the Transition to Support call.

### Notes and Assumptions Regarding Client Services:

- Customer will cooperate with Community Brands and will provide safe and timely access to its premises and computer equipment, including remote access, adequate working space, facilities, and any other services, personnel, information, tools (including licenses), or materials that Community Brands may reasonably require to perform the Services.
- The Services will be performed under the direction and supervision of Customer personnel.
- The Services will be performed during standard business hours (Monday through Friday, 8 a.m. to 5 p.m. CDT) unless otherwise mutually agreed upon between Customer and Community Brands.
- All off-shift hours will be billed at time-and-a-half rates.
- If Customer cancels or reschedules less than ten (10) business days before the first day of the scheduled event, Customer shall pay 50% of the cost of the Service, plus all pre-paid travel expenses incurred by Community Brands.
- Customer agrees that any of the Client Services and/or learning services that are not used during the first 6 months following the date signed below will expire and no refund will be available for amounts previously paid.
- Customer will provide access to all hardware, software, licenses, and personnel necessary for Community Brands to provide the Services.
- If training services are provided, a day is equivalent to 8 hours and maximum number of attendees is 8.
- Travel expenses (applicable only if onsite services and/or training are requested by customer for this project): \$75/hour door-to-door travel time with a maximum of 8 hours per day, plus transportation, hotel, rental car, meals. **ONSITE SERVICES AND/OR TRAINING ARE NOT REQUIRED FOR THIS PROJECT.**

## MIP Cloud Details

MIP has partnered with Rackspace to provide secure and reliable hosting services. With this approach, users can determine who in the organization can have access to data online anytime, from any location without having to manage hardware and on-site software operations. Below we provide you with all the information you need to know about MIP Cloud.

### System availability

- MIP guarantees system availability equal or exceeding 99.9% during each month.
- MIP products hosted in the Cloud are available from any device, pending there is an internet connection.
- It is important that users stay up to date on MIP system requirements and to ensure a stable internet connection for all users. This will provide users with a quality experience.

### Data center security

- Data Center locations are not disclosed.
- Access to the Data Center is tightly controlled and monitored in person and by closed-circuit video surveillance, inside and outside the facility, 24x7x365.
- Sensitive equipment such as customer servers, are housed in secure sub-areas within each data centers secure perimeter and each sub-area is subject to additional controls.
- Access to various areas of the Data Center is strictly controlled on a role-specific basis.
- MIP uses 2048-bit RSA, the standard on SSL encryption technology to protect and authenticate data transactions. Users will be able to set their own credentials with specific access to your data, depending on their given security access.

### Data center power supplies backup

- Power 135 Watts per square foot
- UPS— 9x2000 KVA systems, 328 panels for 30 min battery life
- Generators
  - 2 sets of 4x1500 KW Generators
  - 2 sets of 4x2000 KW Generators for 48-hour capacity
  - Generators auto start in case of power failure
  - 3 fuel suppliers under contract to deliver fuel as needed
- HVAC
  - 1,504,250 CFM for 7500 tons of cooling capacity
  - 5x1500 ton York YK chillers
- Networking
  - Multiple Tier-1 providers
  - 10-Gigabit Ethernet per carrier

## Data infrastructure

Rackspace guarantees a one-hour replacement for any piece of hardware that fails. Services are created so that there is always a backup available. However, geographic redundancy is not part of our solution. If our data center is destroyed the data is secure, but it will take some significant time to bring it back online.

- Clustered SQL 2012/2016/2019 SQL Servers in Active/Active mode on Windows 2012/2016/2019
- Hypervisor Servers running VMWare ESXi 5.1 Update 1 in HA mode
  - Hosting the following:
    - Windows 2012 Active Directory—never hosted on the same hypervisor
    - Windows 2008 Remote Desktop Servers
    - Windows 2012 R2 Remote Desktop Servers Windows 2016/2019 Web/API Servers
- HA Firewall — 2xCisco ASA 5510 Sec+
- HA Load balancer — 2x Big IP F5 1600
- Rackspace Intensive support provides the following with respect to MIP's specific architecture
  - System, 24/7 monitoring, regularly scheduled maintenance, onsite engineers.
  - Spare parts maintained onsite, maintenance contracts kept up to date, and reviewed annually
  - Functioning of all hardware components and replacement of any failed component

## Access to backup & backup planning

- Weekly Full Backups
- Daily Differential Backups
- We maintain 28 days of backups online, with additional backup information maintained offsite
- MIP Customers may request one free backup of their databases once a month through the MIP support team.
- A weekly backup of all the backups is made, encrypted and taken offsite on a four-week rotation; this is contracted through Rackspace.
- Hourly log backups
- Full backups of our operating systems are done on a weekly basis and maintained by Rackspace.

## Requesting SSAE16 audit

An SSAE16 Report (Service Organization Controls Report) is a report on Controls at a Service Organization which are relevant to user entities' internal control over financial reporting. This report is obtained via a request to support who in turn requests via Rackspace. We will need your name and contact information and a report will be sent directly to you.

## Platform support & system requirements

Operating System (Chose one)

Requirements for MIP Cloud

- Windows 10 (32-bit, 64-bit) Standard edition or greater
  - Windows 8.1 (32-bit, 64-bit) Standard edition or greater
  - Internet Bandwidth
    - Available memory as recommended for the operating system by Microsoft
- Supported Browsers
    - Microsoft Internet Explorer Version 11
    - Google Chrome (recommended)
    - Mozilla Firefox



*Caselle*® Hosted Software & Services Proposal

# **Mid-Columbia Economic Development District, CO**

**January 29, 2021**

(Valid for 90 days)

**From:**

**Wade Walker, Territory Manager  
pww@caselle.com**

**Caselle® Hosted Software & Services Proposal**  
**Mid-Columbia Economic Development District, OR**  
**January 29, 2021**

**Proposal Summary**

<b>License Type</b>	<b>Hosted</b>
<b>Total Training</b>	<b>\$10,050</b>
<b>Total Setup</b>	<b>5,950</b>
<b>Total Conversion</b>	<b>6,310</b>
<b>Total Investment</b>	<b>\$22,310</b>

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Hosted Maintenance & Support will be \$1,083 per month for three workstations.

I have read and agree to all terms & conditions proposed herein. I understand if Mid-Columbia Economic Development District is unable to provide data to Caselle in the requested format, additional fees will apply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

**Caselle® Hosted Software & Services Proposal**  
**Mid-Columbia Economic Development District, OR**  
**January 29, 2021**

**Proposal Detail**

<b>Caselle® Application Software</b>	<b>License Type</b>	<b>Training</b>	<b>Setup</b>	<b>Conversion</b>	<b>Total</b>
General Ledger	Hosted	\$2,250	\$700	\$300	\$3,250
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	4,000	4,000
miExcel GL	Hosted	Included	1,000	-	1,000
Payroll/Direct Deposit	Hosted	2,250	1,750	510	4,510
Electronic W2/1099	Hosted	Included	-	-	-
Timekeeping	Hosted	550	500	-	1,050
Human Resources	Hosted	550	-	-	550
Accounts Payable	Hosted	550	500	1,000	2,050
Purchases & Requisitions	Hosted	550	-	-	550
Cash Receipting	Hosted	550	500	-	1,050
Asset Management	Hosted	550	500	500	1,550
Project Accounting	Hosted	2,250	500	-	2,750
Three (3) Concurrent User Licenses	Included	-	-	-	Included
<b>Grand Total</b>	<b>Hosted</b>	<b>\$10,050</b>	<b>\$5,950</b>	<b>\$6,310</b>	<b>\$22,310</b>

**Notes:**

1. The training will take place at Caselle.
2. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.

*Caselle®* Hosted Software & Services Proposal  
Mid-Columbia Economic Development District, OR  
January 29, 2021

## Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

### ***Gathering Preliminary Data***

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
  - You may need to clarify the data, as needed, during the conversion process.
  - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

### ***Submitting Conversion Data***

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

### ***Data Conversion Timeline***

**The timeline begins when the requested data and all required preliminary information has been received by Caselle.** The timeline to complete an accurate data conversion can range from 120 – 180 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

### ***Scheduling Training***

**Important!** Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

**Caselle® Hosted Software & Services Proposal**  
**Mid-Columbia Economic Development District, OR**  
**January 29, 2021**

### Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

- General Ledger Setup**
- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
  - Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
  - Format five standard financial statements:
    - Balance Sheet with Revenue/Expenditures compared to budget
    - Allocation Reconciliation
    - Income Statement (All Funds)
    - Balance Sheet (All Funds)
    - Fund Summary Income Statement

**Note:** Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

- Data Conversion**
- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

**150** accounts are included

- Bank Reconciliation**
- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

**Data Conversion**

**8** bank accounts are included

**Caselle® Hosted Software & Services Proposal**  
**Mid-Columbia Economic Development District, OR**  
**January 29, 2021**

**Payroll/Direct Deposit Setup**

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
  - Transmittals
  - Standard State/Federal Reporting
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher and one transmittal voucher.
- Additional form set up, such as timesheets will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

**Data Conversion**

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.
- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.
- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

**30 employees are included**

**Timekeeping Setup**

- Establish activity codes and appropriate payroll overrides.
- Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
- Set up employee defaults for tasks, activities, and shifts.
- Set up applicable FLSA shifts.

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Mid-Columbia Economic Development District, OR  
January 29, 2021

- |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accounts Payable Setup         | <ul style="list-style-type: none"><li>• Establish vendor defaults.</li><li>• Format one check form with requested stub detail.</li><li>• Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.</li></ul>                                                                                                                                                                                                                                                                |
| Data Conversion                | <ul style="list-style-type: none"><li>• Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.<ul style="list-style-type: none"><li>– Exception: 1099 balances can be established, if provided.</li></ul></li></ul> <p><b>500 vendors are included</b></p>                                                                                                                      |
| Purchases & Requisitions Setup | <ul style="list-style-type: none"><li>• Format one purchase order form.</li><li>• Create a Checklist to document Purchase Order procedures.</li><li>• Additional custom purchase order form set up will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.</li></ul>                                                                                                                                                   |
| Cash Receipting Setup          | <ul style="list-style-type: none"><li>• Set up the General Ledger accounts for bank deposits and standard receipting revenue.</li><li>• Set up category and distribution codes.</li><li>• Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.</li><li>• Create default reports to assist in daily operation.</li><li>• Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.</li></ul>         |
| Asset Management Setup         | <ul style="list-style-type: none"><li>• Establish the default depreciation frequency and method, with the asset number format.</li><li>• Set up departments, classifications, and asset types.</li><li>• Create a Checklist to document procedures, including the asset creation and General Ledger updates.</li></ul>                                                                                                                                                                                          |
| Data Conversion                | <ul style="list-style-type: none"><li>• Asset number, description, department, classification, and type will be converted. The depreciation start date, life, and method of depreciation will be converted for each asset, if provided.</li><li>• Accumulated depreciation can be converted to ensure an accurate beginning balance.</li></ul>                                                                                                                                                                  |
| Project Accounting Setup       | <ul style="list-style-type: none"><li>• Set up organization settings and all system defaults.</li><li>• Determine job number mask with segments and values for all projects.</li><li>• Determine and set up General Ledger accounts for WIP, depreciation, accumulated depreciation, and clearing accounts for labor and purchases.</li><li>• Interface all applicable Caselle applications.</li><li>• Set up the Crew Rate, Departments, and Jobs for creation, approval, and completion procedures.</li></ul> |

## Memorandum

**To:** MCEDD Executive Committee  
**From:** Jessica Metta, Executive Director  
**Date:** February 23, 2021  
**Re:** Executive Committee Vacancy

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### Overview

With the resignation of Dana Peck from our Board, we have a private sector opening on the Executive Committee as well. As discussed at the February Executive Committee meeting, I reached out to MCEDD Board members who are not on the Executive Committee to inquire about their interest in joining the Committee. Three Board members expressed interest:

- Leana Kinley. Leana serves as City Administrator for Stevenson and represents Skamania County cities on the MCEDD Board. She served on the MCEDD Budget Committee as an at-large position and joined the MCEDD Board in 2018. She has continued to serve on the MCEDD Budget Committee in her Board role.
- Jan Brending. Jan serves as Clerk/ Treasurer for White Salmon and represents Klickitat County cities on the MCEDD Board. Jan has been on the MCEDD Board since 2003 and has served on the Executive Committee, Budget Committee and as past Board Chair.
- David Griffith. David serves on the Board for the Port of The Dalles and represents Oregon ports on the MCEDD Board. David has been on the MCEDD Board since 2018. He has not served on any MCEDD committees.

### Request

Provide a recommendation to the Full Board for filling of the Executive Committee vacancy.

## Memorandum

**To: MCEDD Executive Committee**  
**From: Jessica Metta, Executive Director**  
**Date: February 23, 2021**  
**Re: Emergency Succession Plan Update**

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### **Request**

Recommend approval of the updated Emergency Succession Plan to the Full Board.

### **Overview**

The Emergency Succession Plan is a document referenced by the Succession Policy and was created in March 2019. Considering the staffing reorganization which has happened since its creation, the Emergency Succession Plan is in need of an update where it refers to specific staff roles. An edited version with strikes and underlines is attached for your consideration. The Succession Policy itself is not in need of updates at this time.

## Mid-Columbia Economic Development District Emergency Succession Plan

### 1. Rationale

The Executive Director position is a central element in the organization's success. Therefore, ensuring that the functions of the Executive Director are well understood and shared among senior staff is important for safeguarding the organization against unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition when it is predictable and planned.

This document outlines a leadership development and emergency succession plan for the Mid-Columbia Economic Development District (MCEDD). This plan reflects MCEDD's Executive Succession Policy and its commitment to sustaining a healthy functioning organization. The purpose of this plan is to insure that the organization's leadership has adequate information and a strategy to effectively manage MCEDD and its affiliate organizations in the event the Executive Director is unable to fulfill her/his duties.

### 2. Plan Implementation

The Board of Directors authorizes the Board Chair to implement the terms of this emergency succession plan in the event of a planned or unplanned short-term absence.

- ◆ It is the responsibility of the Executive Director to inform the Board of Directors of a planned short-term absence, and to plan accordingly.
- ◆ As soon as feasible, following notification of an unplanned short-term absence, the Board Chair shall convene an Executive Committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed.

### 3. Priority Functions of the Executive Director at MCEDD

The full Executive Director job description is attached to this plan.

Among the duties listed in the position description, the following are considered to be the key functions of the Executive Director and have a corresponding temporary staffing strategy (see Section #4 for further guidance about temporary staffing).

#### Key Executive Director Functions Temporary Staffing Strategy

Leadership and Vision	Board Chair
Board Administration and Support	Deputy Director <u>of Economic Development</u>
Financial Management	Finance Director
Revolving Loan Program Administration	Loan Fund Manager
Transportation Program Administration	Deputy Director <u>of Transportation</u>
Grant Preparation, Reporting and Administration	Finance Director
Comprehensive Economic Development Strategy	Deputy Director <u>of Economic Development</u>

Community and Public Relations	Board Chair or designee
Spokesperson	Board Chair or designee

The positions assigned in the Temporary Staffing Strategy are based on MCEDD's organizational structure as of March ~~2019~~ 2021. In the event this plan is implemented and assigned positions are vacant or no longer available, the Board Chair shall select other staff to support each of the key Executive Director functions.

#### **4. Succession plan in the event of a temporary, planned or unplanned absence - Short-Term**

##### **a. Definitions**

- ◆ A temporary absence is one in which it is expected that the Executive Director will return once the events precipitating the absence are resolved.
- ◆ An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as vacation or a sabbatical.
- ◆ A temporary absence is 30 days or less.
- ◆ A temporary short-term absence is between 30 and 90 days.

##### **b. Temporary Staffing Strategy**

- ◆ For temporary planned or unplanned absences of 30 or fewer days, the Temporary Staffing Strategy described above may become effective.
- ◆ In the event of a temporary short-term planned or unplanned absence, the Executive Committee shall determine if the Temporary Staffing Strategy is sufficient for this period of time. If not, the Executive Committee shall take appropriate action in accordance with this plan.

##### **c. Appointing an Acting Executive Director**

- ◆ Based on the anticipated duration of the absence, the anticipated return date, and accessibility of the current Executive Director, the Executive Committee may appoint an Acting Executive Director, as well as continue to implement the Temporary Staffing Strategy.

##### **d. Standing Appointees to the Position of Acting Executive Director**

- ◆ The first position in line to be Acting Executive Director is the current Board Chair. If the current Board Chair accepts the position he/she will take a temporary leave from the Board of Directors.
- ◆ The second position in line is the Deputy Director of Economic Development.
- ◆ The ~~third~~ fourth position in line is the Deputy Director of Transportation.
- ◆ The ~~third~~ fourth position in line is a previous Board Chair.
- ◆ In the event the available staff is new to the position or fairly inexperienced with MCEDD, the Executive Committee may consider another appointee or the option of splitting executive duties among designated appointees.

##### **e. Cross-Training Plan**

- ◆ The Executive Director shall ensure cross-training for each staff position for each of the key functions of the Executive Director listed in Section 3.

**f. Authority and Restrictions of the Acting Executive Director**

- ◆ The Acting Executive Director shall have full authority for day-to-day decision making and independent action as the regular Executive Director.
- ◆ Decisions that shall be made in consultation with the Board Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking public policy positions on behalf of the organization.

**g. Compensation**

- ◆ Director-level staff appointed as Acting Executive Director may receive an end of year bonus or additional benefit. This shall be determined by the Executive Committee based on the duration of the assignment and available resources.
- ◆ If staff serves as Acting Executive Director for 6 months or more, the Executive Committee may consider a salary adjustment.
- ◆ A current or former board member appointed as Acting Director may enter into an independent contractor agreement, depending on the circumstances of their availability.

**h. Board Oversight and Support to the Acting Executive Director**

- ◆ The Acting Executive Director reports to the Board Chair. In the event the Board Chair becomes the Acting Executive Director, the Vice Chair shall be appointed Board Chair.
- ◆ The Executive Committee shall be alert to the special support needs of the Acting Executive Director in this temporary role. The Executive Committee shall convene monthly when an Acting Executive Director is appointed.

**i. Communications Plan**

- ◆ Within 48 hours after an Acting Executive Director is appointed, the Board Chair and the Acting Executive Director shall meet to develop a communications plan including the kind of information that will be shared and with whom. This includes notification of funding agencies for approval of the staffing changes.

**5. Succession plan in the event of a temporary, unplanned absence – Long-term**

**a. Definition**

- ◆ A long-term absence is 90 days or more.

**b. Procedures**

- ◆ Procedures and conditions to be followed shall be the same as for a temporary short term absence with the following addition:
  - The Executive Committee shall give immediate consideration, in consultation with the Acting Executive Director, to temporarily filling the management position left vacant by the Acting Executive Director, or reassigning priority responsibilities where help is needed to other staff. This is in recognition

that, for a term of 90 days or more, it may not be reasonable to expect the Acting Director to carry the duties of both positions.

- The Board Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the Acting Executive Director according to the organization's Performance Review Policy. A review shall be completed between 30 and 45 days.

## **6. Succession plan in the event of a PERMANENT planned or unplanned absence.**

### **a. Definition**

- ◆ A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

### **b. Procedures and Hiring an Interim Executive Director**

- ◆ The "Procedures for Succession" in the Succession Plan Policy shall be followed
- ◆ If an external consultant is hired, the Board Chair and Executive Committee shall negotiate an independent contractor agreement with a defined scope of work. The scope of the agreement shall be determined based on an assessment of the organization's needs at the time of the leadership transition.

### **d. Responsibilities of the Interim Executive Director**

- ◆ An interim Executive Director shall have full authority for day-to-day decision making and independent action as the regular Executive Director.
- ◆ Decisions that shall be made in consultation with the Board Chair and/or Executive Committee include staff hiring and terminations, financial issues, taking on a new project, and taking policy positions on behalf of the organization.

### **e. Board Oversight and Support to the Interim Executive Director**

- ◆ The interim Executive Director reports to the Board Chair.
- ◆ The Executive Committee shall be alert to the special support needs of the interim Executive Director in this temporary role. The Executive Committee shall convene at least monthly when an interim Executive Director is hired.
- ◆ The Board Chair and Executive Committee are responsible for gathering input from staff and reviewing the performance of the interim Executive Director according to the organization's Performance Review Policy. An initial review shall be completed between 30 and 45 days and 90 days thereafter.

## **7. Approvals and maintenance of record**

### **a. Emergency Succession Plan Approval**

- ◆ This emergency succession plan shall be approved initially by the Board of Directors.
- ◆ Thereafter, the Executive Committee shall review the plan and recommend amendments to the full Board as needed.

### **b. Signatories**

- ◆ At all times the Board Chair and Treasurer, in addition to the Executive Director, shall have signature authorization for checks and contracts for the organization.

**c. Maintenance or record**

- ◆ Copies of this plan shall be maintained in accordance with MCEDD's document retention requirements.

**d. Financial Considerations**

- ◆ It shall be the responsibility of the Executive Committee to review the organization's finances during an unplanned absence of the Executive Director.
- ◆ MCEDD maintains an operating reserve that the Board Chair is authorized to access with Executive Committee approval.

## Memorandum

**To: MCEDD Executive Committee**  
**From: Jessica Metta, Executive Director**  
**Date: February 23, 2021**  
**Re: COVID-19 Vaccination Policy**

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### **Request**

Recommend approval of the COVID-19 Vaccination Policy to the Full Board.

### **Overview**

Currently, the COVID-19 vaccine has been available to our staff involved with non-emergency medical transport (drivers and dispatchers) and staff who are regularly coming to the office to support them. Many have chosen to take the vaccine and a number have had to use Personal Time Off (PTO) after the second shot due to side effects. As a way to thank staff for getting the vaccine and encourage others to do so, I would like to provide an incentive by donating one day of my PTO to each person that gets the vaccine. MCEDD's PTO policy eliminates anything above 225 hours on January 1. My PTO bank could accommodate all 28 of MCEDD's employees and still have plenty of PTO for my own use this year.

The attached draft COVID-19 Vaccination Policy was created with a sample from the HR staff with the Special Districts Association of Oregon. It encourages the vaccine but does not make it mandatory, and outlines how the incentive program works, as well as Reasonable Accommodations for those exempt from the vaccine.

## **MCEDD COVID-19 Vaccination Policy- DRAFT**

### **1. Vaccinations**

In accordance with MCEDD's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families, our customers and visitors, and the community at large from COVID-19 and/or other similarly infectious contagions, viruses, or diseases that may pose a potentially serious, if not deadly, health risk to the population. To the extent COVID-19 or other types of infectious contagions, viruses, or diseases may be reduced by vaccinations, this policy seeks to mitigate the risk of possible exposure and infection by encouraging employees to be vaccinated. This policy may become mandatory in the future to reflect applicable law and/or the needs of the organization.

This policy will comply with all applicable laws, including consideration and provision of reasonable pregnancy, disability, or religious accommodations. Nothing in this policy is meant to change, modify, or otherwise interfere with MCEDD's decisions regarding coaching, performance management, discipline, termination or reductions in force.

### **2. Vaccinations are Encouraged**

COVID-19 and other similarly infectious contagions, viruses and diseases pose a direct threat to the health and safety of others and allowing infected employees to work onsite poses an undue hardship on MCEDD. Therefore, to protect the health and safety of our employees and customers, all employees are strongly encouraged to receive vaccinations against infectious contagions, viruses, and diseases (e.g., COVID-19 vaccine) as management may outline.

If you decline or refuse to get the recommended vaccination(s) for reasons other than pregnancy, disability, or religion, you may be required to employ heightened safety measures while working onsite such as wearing a mask and/or face shield (regardless of whether mandated by law), social distancing, sanitizing your work area on a regular schedule, and any other worksite specific safety precautions we may deem appropriate to mitigate the likely exposure and spread of infectious viruses and diseases.

As an additional safety measure, we may also choose to modify your hours working onsite for a limited time and/or where and when you can return to work if you have not been vaccinated. Decisions regarding scheduling will depend on various factors including, but not necessarily limited to, the nature and scope of your job duties, the potential risk of exposure to others, the availability of the vaccine, the availability of work, and the overall needs of your team and department. If you are not scheduled to work, the time off is considered unpaid and you may use your available accrued PTO. If you do not have paid time available, the time off will be unpaid.

### **3. Vaccine Incentive**

MCEDD has developed an incentive program to further encourage and reward employees who voluntarily receive the vaccination(s) management has outlined. The incentive(s) may be modified or discontinued at the sole discretion of MCEDD.

Upon providing written proof to MCEDD's Finance and Operations Manager that you received the COVID-19 vaccination (both doses, if applicable) within 45 days of it becoming available to you, you will receive an extra day of PTO. A similar reward or incentive may be offered in the future, but is not guaranteed, for vaccines related to other similarly infectious diseases. The Finance and Operations Manager will provide notice to employees of which vaccines are subject to this incentive program and when proof of vaccination must be provided to be eligible for the reward.

Employees who provide proof that they received the COVID-19 vaccination prior to the implementation date of this policy are similarly eligible for the incentive reward. New employees are eligible for the incentive reward upon providing proof of COVID-19 vaccination within 45 days of starting employment.

If you are willing to be vaccinated but are currently pregnant, disabled or otherwise experiencing a health condition or circumstances beyond your control that limits your ability to be vaccinated within the 45-day window, please speak with the Finance and Operations Manager about accommodation or extending your eligibility and deadline to earn the incentive reward.

Employees who decline to be vaccinated for reasons other than pregnancy, disability or a sincerely held religious belief are not eligible to earn the incentive reward.

### **4. Procedures**

Employees will be notified by the Finance and Operations Manager as to the type of vaccination(s) covered by this policy and the timeframe(s) for having the vaccine(s) administered. MCEDD will provide either onsite access to the vaccines or a list of locations to assist employees in receiving the vaccine on their own. MCEDD will pay the out of pocket costs an employee incurs for any required vaccinations.

If vaccinations are offered onsite, employees will be paid for time taken to receive their vaccinations. If you plan to receive your vaccination offsite, please notify your direct supervisor of your anticipated appointment date and time so that we can ensure coverage for your duties. If you need assistance in finding a vaccination location or scheduling an appointment, please speak with the Finance and Operations Manager.

### **5. Reasonable Accommodations**

If you are unable to be vaccinated due to pregnancy, disability, or because of a sincerely held religious belief, please speak with the Finance and Operations Manager as soon as possible after the

vaccination deadlines are announced to request an accommodation or waiver if you are interested in qualifying for the vaccine incentive. Employees may be asked to provide written verification of the need for an accommodation from their healthcare provider or religious leader. Accommodations will be granted only if they do not cause MCEDD undue hardship or pose a direct threat to the health and safety of others.



**Economic Development Division Report  
Prepared for the March 2021 Executive Committee Meeting**

**County Economic Development**

- Staff finalized the Public Involvement Plan for The Dalles Brownfield Assessment Grant Coalition and provided input on other materials.
- Staff supported Tooley Water District in completing an application to OHA's Sustainable Infrastructure Planning Program to identify the best strategy for addressing high nitrate levels in their primary well.
- Staff participated in discussions with the Center on Rural Innovation with local partners to explore opportunities to work through their assessment and strategy development focused on innovation economy opportunities for Wasco County with support from Google.
- Staff talked with the City of Rufus about their upcoming projects, which includes improvements to their community center roof and restarting discussions about challenges with their back-up well's pressure.
- Staff participated in a discussion with the Wasco County planning department regarding the FEMA flood plain map redrawing process and began discussing opportunities to mitigate potential hazards in key areas.
- Staff completed draft workplans for the Wasco County Economic Development Commission for 2021 in preparation for its March 4<sup>th</sup> meeting. Additional topics for the meeting will include two potential appointments and a proposal for the process to update the EDC's Strategic Action Plan in alignment with the CEDS.
- Staff participated in a North Central Regional Solutions Team Outreach meeting focused on projects in Mosier over the coming year. The community continues to focus on the Mosier Center joint use City Hall/Fire Hall project as well as planning for utilization of a tertiary wetland wastewater treatment facility to replace their damaged outfall pipe into the Columbia River.
- Staff handled several new inquiries for the Sherman County Housing Grant programs focused on both new rental units and rehabilitation of existing rental housing stock.
- Staff met with the John Day River Territory (JDRT) group to discuss their focus areas for 2021, which include sharing information about business resources in the area, spreading the word about safe travel opportunities in the territory, and organizational capacity building.
- Staff has heard from all Sponsoring and Consenting entities that they are interested in coordinating on the redesignation of the Cascade Locks-Hood River Enterprise Zone. Staff will be working with these partners to review the current Zone Maps to identify any revisions.
- Staff supported the City of Shaniko in drafting a pre-application for Business Oregon funding for technical assistance to complete a feasibility study for their water system. Staff will support a full application once Business Oregon has reviewed.
- Staff participated in conversations with Business Oregon and organizations in Wasco and Hood River counties about childcare needs and possible projects that may be eligible for

funding through the state's CDBG program, specifically CARES Act funds to address COVID-19 impacts. Staff will support development of applications as projects are identified.

### **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. Staff has begun planning with The Next Door Inc. and the SBDC to support Spanish language trainings for four of the five training topics supported by these grants. Additionally, there are trainings in March focused on Business Resilience Planning and Digital Marketing Strategies. More details on upcoming trainings and registration can be found here: [www.mcedd.org/business-trainings/](http://www.mcedd.org/business-trainings/).
- **Mobile Classroom:** With support from the Rural Business Development Grant from USDA RD staff has been researching and developing a purchase list for equipment. This would allow for improved video of training sessions while using an online meeting platform to support remote attendance when in person events are safe again.
- Staff met with Sherman County and a local technology company to explore opportunities around the mobile solar broadband repeater units that have been supporting expansion of the County's broadband systems into more rural areas.
- Staff has drafted a communications strategy for continuing to share COVID-19 recovery information as well as broader regional resiliency resources as a deliverable of the EDA CARES Planning Grant.
- **COVID-19 Economic Needs Assessment:** Staff has almost completed the interview process 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. Staff has also been working to gather relevant data and begin drafting the report that will be presented at the March 31<sup>st</sup> CEDS public session.
- Both the Senior Project Manager and the RARE participant attended a two and a half day training put on by the RARE program on "Strategic Doing." This is a framework focused on supporting complex, collaborative work with a network based and action-oriented approach.

### **Industry Clusters**

- Staff supported the February GTA Board meeting. This meeting focused on preparing an RFP for supporting the revision of GTA's strategic plan in 2021, approving an agreement with a local web contractor to take over management of GTAs websites, and discussing open board seats.
- Staff supported one GTA event:
  - February's Geek Lunch, which featured Ashley Thompson tree fruit expert at OSU Extension, who presented details on her research collaboration with 3M to develop biodegradable agricultural fabrics.

### **Energy:**

- Staff completed eight interviews with businesses assessing the impacts of power outages on their operations and is working on the final report.
- Staff is working with the Hood River County Emergency Manager to collect information on infrastructure vulnerabilities related to energy from critical facilities in Hood River County.

- Staff is preparing reports on the value of integrating energy resilience strategies into local community plans like the Natural Hazard Mitigation Plan (NHMP) and the Comprehensive Economic Development Strategy (CEDS).
- Staff hosted a Columbia Gorge Bi-State Renewable Energy Zone (CGBREZ) meeting reviewing the status of the Goldendale pumped storage project and other local projects, energy legislation, and the upcoming CEDS process.

### **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, scheduled to be delivered at the end of February. Once the package has been reviewed and approved by USDA, the District will advertise for bid proposals.
- Crystal Springs Water District: Construction continues on the Westside project. Bids for the South Reservoir project were opened on January 12. The lowest responsible bidder, Moore Excavation Inc., had a bid that was ~\$200,000 over the engineer's estimate. However, the total cost is ~\$1.2 million over the funding they currently have. The District is going to move forward with awarding a contract. They will also be requesting additional funds to cover the gap in financing, which will need to go to the Infrastructure Finance Authority Board for approval. This request will likely be on the IFA Board's June agenda.
- Cascade Locks Wastewater: The project is still in design phase. The City is interested in applying for CDBG funds to support the costs of the project. Initial discussions with Business Oregon that the project is likely eligible for funds. The City would like to apply during the spring cycle for CDBG funds and staff is helping them prepare the necessary documentation for an application.
- City of Hood River: The City has requested MCEDD's support in training their staff on grant administration procedures. MCEDD and the City have discussed support for their stormwater line replacement project and concurrent training of City staff. An agreement has been drafted and is expected to be signed soon. Training will likely occur over several infrastructure projects in the City's Capital Improvement Plan over the next few years.
- Cascade Locks Electrical Distribution System Hardening Project: The City was recently awarded EDA funds for a project to expand the electrical distribution capacity, decrease the risk of power interruptions and provide resiliency for the Port of Cascade Locks Industrial Park. The funding is from EDA's disaster supplemental funding to support regions that experienced a disaster in calendar year 2017, including the winter storms in this region in January and February of that year. The City has requested MCEDD's support for grant administration for the project and an agreement is currently being drafted.



**Executive Director's Report  
Prepared for the March 2021 Executive Committee Meeting**

**Business Assistance**

- The Oregon Investment Board approved a loan to Dog River Pet Supplies for their expansion in Hood River. This loan will close on Feb. 26.
- The LAB held several meetings, including a special meeting, to approve a loan proposal for Tenzen Hot Springs in Stevenson. Unfortunately, Tenzen decided not to close the loan after approval and much staff and Board time. The Pita Pit also decided not to move forward on their restructure approved by the LAB in January. Staff is considering whether an application fee makes sense in cases like these.
- The LAB will consider a loan for a White Salmon tech company on March 2. Staff also continues to work on the two attainable housing loan applications for preparation to LAB. One of the housing applications first needs approval by the Attainable Housing Advisory Committee sometime in March.
- We are working with other loan applicants for finalizing their applications, one for LAB and one for Mount Hood Economic Alliance (MHEA).
- We have adjusted loan program responsibilities with Ami Beaver in the new Assistant Project Manager position. Ami is getting more involved with drafting documents and processing applications to allow for Israel to focus on proposal development.
- 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. We heard recently the recommendation has been forwarded to the Governor and we hope for a quick approval.
- 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. An almost final plan is being reviewed by the USFS and Gorge Commission staff.
- I participated in a training webinar and started tasks to defederalize our EDA revolving loan fund. The process will require a resolution from the Board, which we will prepare for the March Board meeting. We will submit all the required information soon after getting the resolution. The decision could take 180 days.

**Regional**

- We held the second meeting of the CEDS Steering Committee in February to review outreach strategies, marketing language, and plans for the March and April meetings. Plans are continuing for the March 31 public meeting with a COVID-19 impact and resiliency discussion. The University of Oregon's EDA-funded center will provide some data presentations at that meeting, as well as research on our key industry sectors later in the series.
- Staff supported Hood River County in updating their 2021 CEDS project priority list. I also presented a MCEDD overview to Hood River Board of Commissioners and reached out to the other four counties to set up something similar.
- I have continued meeting with regional partners to deepen a connection as the new ED, including Sen. Wyden and Rep. Herrera Beutler.

- I am participating in a panel as part of the “Mighty Columbia” conference. The panel is discussing challenges facing large economic development projects along the river and I will focus on the Goldendale Pumped Storage project. I submitted a letter of support for this project to the Department of Ecology and have been asked by the new project reps if a brief presentation to the Executive Committee would be welcome. *Committee feedback is appreciated.*
- I worked with the three Washington Chambers of Commerce to identify Jonathan Lewis as being interested in joining the MCEDD Board as their representative. They submitted a letter making the position official. Jonathan had been vice president of the Goldendale Chamber and is now on their economic development committee. He works in facilities at Klickitat Valley Health and his background is in renewable energy installation.
- The Oregon Economic Development Districts are meeting in late February to develop their workplan and budget, coordinate our COVID-19 recovery plans funded by the EDA, and discuss legislation needing advocacy. I may have an update for the Executive Committee after the meeting.
- At the invitation of One Gorge, I was filmed as part of their 2021 legislative advocacy agenda. I will be participating in their virtual Gorge-ous Nights advocacy meeting in March.

### Transportation

- Kathy Fitzpatrick has worked hard to support vaccination events for the Native American communities in the Gorge, connecting people to transit for accessing the clinics. I participate in an outreach event to the Lone Pine In-Lieu site in The Dalles to promote The Link and help get people signed up for rides.
- I presented two transportation grant applications for Wasco County Board of Commissioner’s approval in February. Lauren Hernandez helped input information about the three transportation grants that the Executive Committee discussed in February and I will finish up the applications by the March 1 deadline. Kathy Fitzpatrick is also working on her 5304 application to support funding of the Phase 2 Gorge Regional Transit Strategy, also due March 1.
- Kathy Fitzpatrick continues to work on the plans for the final Working Group meeting for the Gorge Regional Transit Strategy, likely in April. We have extended the facilitation consultant’s contract to support the final meeting. The draft plan will be shared at the Transportation Administration Board meeting in April and the full Board in June for adoption.
- 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 finally have the final easement language required by the City of The Dalles and hope for approved permits and construction in March.
- I reviewed the responses to the RFQ for five new buses for The Link, selected a vendor and placed the order. These are grant funded and we hope to receive the buses on July 1.
- Plans continue for a transit pass that could be used on four of the county transportation providers (not Sherman County, but including The Link). The program is intended to be implemented July 1.
- The Commute Options work Kathy does to promote non-single occupancy vehicle travel to work now includes Hood River County, and she has been working to help sign up employers in the area to share this new benefit with their employees.

## **Facilities and Operations**

- I am grateful to Lauren and Ami for their work in training Jill Brandt as our new Administrative Assistant. She is coming up to speed!
- I will be holding a Board orientation with Klickitat County Commissioner David Sauter.
- I conducted evaluations of bus drivers Louis, Scott, Fred, Nancy and Antonio.
- I finalized the job description of the new Deputy Director of Economic Development and promoted Carrie to the position as of March 1.
- We held two rounds of interviews for the Transportation Operations Manager position and made a job offer. I hope to have news to share soon. We extended the Deputy Director of Transportation position until March 8 in hopes of attracting more applicants. We had only one application by the original deadline. We have increased the marketing budget for this posting. We also have a part-time driver position posted which has received no applicants.
- Unfortunately our auditor Yvonne Roberts had to cancel our contract after losing staff. We have enjoyed working with her. The RFP for a new auditor is posted through March for responses.
- Dana has started on the budget process for FY22! Lauren worked to set the Budget Committee Meeting date for May 20. The process and committee will be brought to the March Full Board meeting for approval.
- I will be taking off the week of March 22 for some vacation. I will be available by cell if needed, or please direct questions to Carrie.