



**Executive Committee Meeting**  
**Wednesday, June 2, 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>May 2021</i>	2 minutes	Approval
Finance Report	5 minutes	Acceptance
Regional Initiatives <i>Connect Mid-Columbia</i> <i>Housing</i> <i>USDA National Scenic Area Application</i>	20 minutes	Recommendation
Grant Applications	10 minutes	Approval
Deputy Director Reports	12 minutes	Information
Executive Director Report	10 minutes	Information
Other New Business; Committee Members Updates		
Adjourn		

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

MCEDD is inviting you to a scheduled Zoom meeting.

Topic: MCEDD Executive Committee Meeting

Time: June 2, 2021 04:00 PM Pacific Time (US and Canada)

**Join Zoom Meeting**

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

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MCEDD is an equal opportunity lender, employer and provider.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, MAY 5, 2021  
4:00 PM  
ZOOM TELECONFERENCE**

**ATTENDANCE**

*Attending:* Les Perkins, Bob Hamlin, Eric Proffitt, Ken Bailey, Leana Kinley, Joe Dabulskis  
*Staff:* Jessica Metta (Executive Director), Dana Woods (Finance Manager), Lauren Hernandez (Office Administrator), Jill Brandt (Administrative Assistant), Carrie Pipinich (Deputy Director of Economic Development), Kate Drennan (Deputy Director of Transportation)

**CALL TO ORDER**

Bob Hamlin called the meeting to order at 4:00 p.m. A quorum was present. A round of introductions took place.

**EXECUTIVE COMMITTEE MINUTES**

**Eric Proffitt** motioned to approve the April 2021 Executive Committee meeting minutes as presented. Les Perkins seconded the motion. Motion carried unanimously.

**FINANCE REPORT**

Dana Woods presented the financials. Total Cash balance as of 3/31/2021 was \$6,088,102.70, a minimal change from the previous month. Accounts Receivable balance was \$145,630.27. An AR balance from last year was discovered that created an overstatement that will need adjustment in the books. Current Net Position was \$11,901,424.01. YTD revenue is at 150.9% of budget. Total expenses for the month of March are at 72.3% of budget. Building Costs appear to be slightly over budget which is mainly attributed to the costs associated with installing the hands-free door system. Part of the cost for this installation was covered with a Safety Grant that was received from SDIS and the rest was covered with a CARES grant.

Dana noted the financials for Mt. Hood Economic Alliance have been included in the packet and in the format that the MHEA board usually sees them in. She also stated Pauly Rogers & Co., an accounting firm located in Tigard, has expressed an interest in providing a response to MCEDD's Auditor RFP. Staff will move forward with sending the RFP to additional agencies listed on the State of Oregon Municipal Auditors list. Dana stated staff continues to work on FY22 budget preparation as well as making sure that the QuickBooks balance sheet is ready for the Caselle transition.

*Discussion: Bob Hamlin asked if there is a date the auditing contract needs to be signed by. Dana replied the contract should be signed in time to give the auditor time to finish auditing FY21 and report on time. Les Perkins noted the Farmer's Irrigation District has experience with losing an auditor for three years and the State was very understanding when circumstances were communicated to them. He also noted that if an RFP was issued and had no responses, then the ability to direct contract is permitted. Ken Bailey advised continued contact with the state and keeping the paper trail clear. Les added that he has observed that it is currently a statewide issue to find auditors. Eric agreed that all sectors*

*in past few years have experienced difficulty finding qualified staff because older generations are retiring and there are not enough skilled workers left to fill those jobs.*

Dana stated she will wrap up the FY22 budget and then review the FY21 budget for any supplemental items to be reviewed at the June Board meeting. Dana also informed the Committee that the Caselle transition is moving forward and staff have been transitioned from the sales team to the implementation team. The implementation team will provide more insight into the timeline that can be expected and will further clarify the details of the software transition. The transition is currently expected to take 12 months.

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

### **SALARY SURVEY**

Jessica Metta thanked Leana Kinley and Ken Bailey for their help in reviewing the salary survey data at a subcommittee meeting. She noted the salary survey followed parameters from prior surveys in 2015 and 2018 by looking at the same data sources, with the addition of compiling information from comparable transit providers to include The Link's staff. The data focused on actual comparisons for region, size of company, and the positions themselves.

Leanna Kinley explained there was a large amount of data with large variations. She explained the subcommittee focused on finding the percent increase needed to get every position to mid-range and also looked at including a 2% COLA. Leanna noted some positions needed both a salary increase and a COLA increase to bring them up to the mid-range rate. Taking the budget into consideration, the subcommittee recommended a capping the increase for the higher paid positions at 10%, with the possibility for the increases to take place over multiple years according to scheduled steps. The subcommittee applied this framework to all positions equally and recommended a salary review on an annual basis to ensure that pay continues to be on track equitably with other similar organizations.

Ken Bailey stated regularly salary reviews are important, noting that MCEDD has had trouble attracting applicants for higher paid positions in the past few years. Leana explained that another goal is to ensure that MCEDD can retain employees who are at top of the salary schedule –good salaries translate directly to trained, qualified and happy staff.

The subcommittee recommended the following:

- Reviewing the data annually to ensure MCEDD stays on trend with market increases.
- Increasing the driver midpoint to \$18.06 over two years and the dispatch position at an equal percentage over two years, plus a COLA.
- Increasing the Loan Fund Manager position by 5% over two years, plus a COLA.
- Increasing the Deputy Director and Finance Manager positions by 10% each year for two years, inclusive of a COLA.
- Increasing the Executive Director position by 10% per year until MCEDD reaches a more equitable number, inclusive of a COLA this FY.
- Keep MCEDD's scale at six steps with 5% increases between steps.

- Considering adding certifications or additional duties that could increase the base pay of some positions by 2%.

The subcommittee emphasized the above changes are recommended only as the budget will allow. Jessica presented several options from staff. Option A is to approve the increases as recommended by the subcommittee. Option B is to approve the increases as outlined with the exception of implementing the full driver and dispatcher increase in one year instead of over two. Staff discovered that the driver and dispatcher salary schedule had slightly less than 5% increases between steps. Option C corrects this error by using Option B but ensuring the steps are 5% apart.

*Discussion: Bob Hamlin noted that option B only affects two positions with no large overall difference. Jessica Metta pointed out that none of these options are currently built into the next year's budget. She explained that when the higher-paid positions came under review, the increases at the top levels needed were shown to be so much larger that the increase for the lower-paid positions was reconsidered and is now recommended to be done in one year. Ken Bailey added that the recommendation for an overall cap of 10% needs to be sent to the Budget Committee to ensure that it will fit into the budget.*

**Leana Kinley motioned to recommend** to the MCEDD Board the implementation of Option C. Les Perkins seconded the motion.

Ken Bailey asked for clarification if this is a recommendation to the Board or to the Budget Committee. He added that the Budget Committee may need to make an adjustment and going directly to the full Board at this point may be out of step. He asked if the salary schedule was adopted separately from the budget. Jessica replied that the salary schedule is included in the budget, and that the correct process for this recommendation is to go to the Budget Committee before going to the Board.

**Leana Kinley amended her motion to recommend** to the MCEDD Board the implementation of Option C through the budget process, knowing the Budget Committee might adjust the recommendation to fit the budget. Les Perkins seconded the motion. Motion carried unanimously.

### **DEPUTY DIRECTOR REPORT- ECONOMIC DEVELOPMENT**

Carrie Pipinich highlighted the following from her report:

- Sherman County Court passed the two additional housing incentives that were presented for approval.
- Wasco County received additional funding from the State related to COVID-19. Another round of business grants are becoming available. Staff will be working to distribute this funding to aid businesses still in need.
- Gorge Web Design is updating mcedd.org to include resiliency as a main menu item with subcategories that will integrate information about COVID response and recovery, business training, and MCEDD's resiliency work, to make this information accessible.
- There are two business training sessions in May on preparing businesses for economic disruptions and two sessions on cybersecurity. MCEDD has also been working with The Next Door, Inc. and the SBDC to provide the business resiliency training series in Spanish. There are four Spanish sessions of the series scheduled in May.
- Q-Life Strategic Planning process focused on broadband in Wasco County is underway.

- Biggs Water Project: The bid advertisement for construction is started. A pre-bid meeting will be held in Sherman County on May 20, and bids will be opened May 27.
- Cascade Locks Wastewater: The CDBG application is submitted. CDBG award decisions are expected at the end of June.

### **DEPUTY DIRECTOR REPORT - TRANSPORTATION**

Kate Drennan highlighted from her report:

- Beginning the week of April 27th, the Link is piloting a new bus stop at One Community Health. Currently in consideration is a stop serving the homeless shelters on Bargeway.
- Staff worked with a local charter high school to accommodate transporting local students to CGCC for classes, helping adapt the schedule to fill a crucial community need that the school district was not able to accommodate.
- The Link continues to offer free rides to vaccines.
- Staff is currently developing a response to an RFP from Wasco County to continue providing Public Transportation Services via The Link.
- An RFP with a statement of services for the GORge Pass Marketing Campaign has been issued and a planning meeting is set for May 7.

### **EXECUTIVE DIRECTOR REPORT**

Jessica Metta highlighted the following from her report:

- Wasco County stated its intention to consider not implementing a National Scenic Area ordinance. Jessica submitted a letter explaining that the consequence of refusing the ordinance would be that Wasco County would no longer be eligible for OIB funding. This would negatively impact MCEDD's contract with OIB, and would mean that businesses in Wasco County, and the County itself, would be ineligible to apply for OIB funding. Wasco County received a lot of other public feedback and has decided to move forward with updating the scenic ordinance for the County. Jessica noted that Hood River County also has agreed to continue with the ordinance although they had similar concerns as Wasco County. Jessica offered to support their requests for more staff funding from Oregon for this work through MCEDD and the OIB. The Executive Committee agreed with this offer of support.
- Loan program staff participated in a webinar "Putting Revolving Loan Funds to Work: Focusing on Access to Capital for Small & Minority-Owned Businesses." The webinar provided examples of funds with different underwriting criteria to support minority-owned businesses. As a result, Jessica is considering an earmark request for MCEDD to start a microloan/minority loan program to aid small minority-owned businesses. The deadline to request funding is this Friday.

*Discussion: Les Perkins expressed his support in pursuing this funding opportunity if there is an identified need that can be filled. Bob Hamlin supported the idea of smaller loans that move quickly, with limited criteria to that would provide a systematic and equitable framework to judge the applications by.*

- Jessica brought a request to the OIB at their April meeting to consider whether her husband John Metta would be eligible to apply for an OIB loan. He is ineligible to apply for MCEDD funding as stipulated in the MCEDD Conflict of Interest Policy. OIB, as a state-run board, follows the state's conflict of interest procedures. The state has directed that Jessica must declare her conflict of interest and recuse herself from any involvement with

the loan application or process. The OIB was willing to consider the application with the provisos that Jessica recuse herself from involvement, that she inform the MCEDD Board, and that they agree as well. Jessica will provide the OIB with the recommendation of the Executive Committee.

*Discussion: Les Perkins stated that he is fine with this application so long as Jessica remains transparent, declares the conflict of interest, and stays out of the application process. Ken Bailey noted that because MCEDD has the staffing capacity, Jessica can remain totally uninvolved. He recommended turning the application over to the Loan Program manager and Deputy Director of Economic Development to manage. Jessica added that the commercial lenders on the OIB had offered their assistance to Israel with this application. Eric asked if Jessica was involved with her husband's business. Jessica replied that she is not and there are several other partners in the business. She noted that usually the OIB does ask applicants for a spousal guarantee and will likely ask Jessica to be Guarantor. Leana and Joe agreed with the process to allow the application.*

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

Leana Kinley noted May 14 is the bid opening for Stevenson's lift station and they are concerned how PVC price increases could affect the bid. Eric Proffitt noted that the risk level for Wasco County drops down from extreme on Friday. Hood River County is also going to the low-risk category. Ken Bailey noted that OSHA is not taking any consideration for vaccinated people and still requires everyone to wear masks in public, regardless of their vaccination status. Bob Hamlin commented on the widespread vaccine hesitancy he has encountered, noting that there is plenty of vaccine available at this point. Les Perkins agreed that Hood River County has more vaccine than demand. The Committee discussed the prevalence of resistance to vaccination.

#### **ADJOURN**

The meeting adjourned at 4:54 p.m.

*Respectfully submitted, Jill Brandt, Administrative Assistant*



## FINANCIAL SUMMARY

As of April 30, 2021

### **Balance Sheet**

Total Cash balance as of 4/30/2021 is \$6,149,192.39, an increase of \$61,089 from the previous month. Accounts Receivable (1202) balance is \$404,269.03. The accounts receivable balance is cyclical and the significant increase from prior month is simply due to some quarterly invoices being sent out in April. Loans Receivable (1300) increased in the month of April due to the closing of some new loans. April principal payments totaled \$298,339.90, a higher than normal amount due to loan payoffs in IRP and EDA. Accrued Loan Payment (2030) of \$97,673.35 represents the total liability (P&I) through April 30, 2021. Current Net Position is \$12,254,277.93.

### **Operations Budget vs. Actual**

Total Revenues for the month of April are at 175.6% of budget. YTD revenue is at 155.2% of budget. Total expenses for the month of April are at 88.4% of budget. The Supplies line (6300) appears to be over budget due to the planned purchase of equipment to support the ROI Grant. This equipment was necessary to support the remote classroom for business training opportunities. The purchased equipment is reimbursable through the grant and funds will be requested during our next reporting period. Vehicle costs were higher than anticipated due to brakes being replaced on two vehicles.

### **Other Updates**

- We have received one response to our RFP for audit services. Unfortunately, it is about \$10,000 over our last contract amount. The RFP closes on May 28.

Respectfully Submitted,

Dana Woods  
Finance Manager

**Mid-Columbia Economic Development District**  
**Balance Sheet**  
As of April 30, 2021

	<u>Apr 30, 21</u>	<u>Apr 30, 20</u>
<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	9,170.00	1,310.00
10601 · LINK Cash	233,267.58	-38,402.18
1010 · MCEDD Checking - Other	43,909.77	265,279.54
<b>Total 1010 · MCEDD Checking</b>	<u>286,347.35</u>	<u>228,187.36</u>
<b>1015 · MCEDD MM</b>		
15372 · MCEDD Micro Loan MM	4,729.51	5,398.49
15601 · LINK MM	458,001.45	258,001.45
1015 · MCEDD MM - Other	134,934.43	74,800.16
<b>Total 1015 · MCEDD MM</b>	<u>597,665.39</u>	<u>338,200.10</u>
<b>1020 · IRP</b>		
1021 · IRP - Sherman	90,231.68	46,276.92
1022 · IRP - WA	221,094.14	22,622.05
1020 · IRP - Other	100,621.29	176,570.10
<b>Total 1020 · IRP</b>	<u>411,947.11</u>	<u>245,469.07</u>
<b>1030 · Loan Funds</b>		
1036 · EDA RLFs	329,477.82	167,646.82
1045 · Reg Strat	144,806.88	53,527.14
1050 · RBEG-OR	160,676.90	47,392.06
1055 · RBEG-WA	96,298.37	4,598.86
1057 · RBEG-KL	122,894.83	44,138.67
1067 · CDBG Microenterprises	108,249.06	106,736.53
1030 · Loan Funds - Other	0.00	16.01
<b>Total 1030 · Loan Funds</b>	<u>962,403.86</u>	<u>424,056.09</u>
1031 · Housing RLF	1,507,825.83	1,478,870.49
1070 · National Scenic Fund	1,553,331.89	1,335,226.89
<b>Total 1000 · Bank Demand Deposits</b>	<u>5,319,521.43</u>	<u>4,050,010.00</u>
<b>1100 · CDS</b>		
1121 · IRP Reserve	96,047.12	96,072.01
1100 · CDS - Other	0.00	-8.14
<b>Total 1100 · CDS</b>	<u>96,047.12</u>	<u>96,063.87</u>

**Mid-Columbia Economic Development District**  
**Balance Sheet**  
As of April 30, 2021

	<u>Apr 30, 21</u>	<u>Apr 30, 20</u>
1122 · IRP - DDM Product	733,473.84	148,100.78
1125 · LINK Petty Cash	150.00	150.00
<b>Total Checking/Savings</b>	<b>6,149,192.39</b>	<b>4,294,324.65</b>
<b>Accounts Receivable</b>		
1202 · Accounts Receivable	404,269.03	186,971.46
1205 · Interfund Loan Receivable	66,462.71	0.00
<b>Total Accounts Receivable</b>	<b>470,731.74</b>	<b>186,971.46</b>
<b>Other Current Assets</b>		
1200 · Receivables & Accruals		
1210 · Accrued Revenue	10,000.00	7,150.00
1240 · Prepaid Expenses	11,379.82	10,732.84
1260 · Accrued Loan Interest	31,570.61	55,634.75
<b>Total 1200 · Receivables &amp; Accruals</b>	<b>52,950.43</b>	<b>73,517.59</b>
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1337 · EDA Cares RLF	220,750.00	0.00
1320 · IRP	1,716,534.42	2,292,060.19
1321 · IRP - Sherman	149,152.55	197,737.59
1322 · IRP - WA	100,939.55	296,449.46
1336 · EDA RLFs	309,267.68	619,021.73
1345 · Reg Strat	31,364.36	122,520.45
1350 · RBEG-OR	148,184.74	282,536.85
1355 · RBEG-WA	0.00	93,303.47
1357 · RBEG-KL/SK	0.00	84,794.10
1367 · CDBG Microenterprises	0.00	2,738.70
1371 · Housing RLF	560,893.44	565,635.01
1372 · MCEDD Micro Loan	12,914.49	18,980.37
<b>Total 1330 · MCEDD Loans Receivable</b>	<b>3,250,001.23</b>	<b>4,575,777.92</b>
1370 · OIB Loans Receivable	1,379,466.74	1,626,896.23
<b>Total 1300 · Loans Receivable</b>	<b>4,629,467.97</b>	<b>6,202,674.15</b>

**Mid-Columbia Economic Development District**  
**Balance Sheet**  
As of April 30, 2021

	<u>Apr 30, 21</u>	<u>Apr 30, 20</u>
<b>1400 · Loan Payments Holding</b>		
1422 · IRP - WA	442.30	0.00
1436 · EDA RLFs	1,326.90	0.00
1467 · CDBG Microenterprises	-12.40	-12.40
1475 · OIB	1,263.71	0.00
<b>Total 1400 · Loan Payments Holding</b>	<u>3,020.51</u>	<u>-12.40</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	0.00	-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>-356,434.03</u>	<u>-305,951.87</u>
<b>Total Other Current Assets</b>	<u>4,329,004.88</u>	<u>5,970,227.47</u>
<b>Total Current Assets</b>	<u>10,948,929.01</u>	<u>10,451,523.58</u>
<b>Fixed Assets</b>		
<b>1600 · Fixed Assets</b>		
1610 · Building/Land	1,216,060.00	1,216,060.00
1605 · Vehicles	164,627.00	164,627.00
1650 · Accumulated Depreciation	-75,418.00	-75,418.00
<b>Total 1600 · Fixed Assets</b>	<u>1,305,269.00</u>	<u>1,305,269.00</u>
<b>Total Fixed Assets</b>	<u>1,305,269.00</u>	<u>1,305,269.00</u>
<b>Other Assets</b>		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	2,004,358.51	142,624.99
94 · Due To Accounts	-2,004,278.59	-142,624.99
<b>Total 87 · Due To/From Internal Accounts</b>	<u>79.92</u>	<u>0.00</u>
<b>Total Other Assets</b>	<u>79.92</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><u>12,254,277.93</u></u>	<u><u>11,756,792.58</u></u>

**Mid-Columbia Economic Development District**  
**Balance Sheet**  
As of April 30, 2021

	Apr 30, 21	Apr 30, 20
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2010 · A/P General	701.92	2,772.21
2005 · Interfund Loan Payable	66,462.77	0.00
<b>Total Accounts Payable</b>	67,164.69	2,772.21
<b>Other Current Liabilities</b>		
2030 · Accrued Loan Payment	97,673.35	96,945.70
2035 · Accrued Interest Payable	162.84	257.82
2050 · PTO - Accrued	57,299.21	50,619.87
2070 · Health Insurance Payable	-21,914.98	-5,031.85
2080 · Life & Disability Payable	-351.96	-193.83
2090 · WC SAIF Ins	3,891.98	-5,588.96
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-187.49	-187.49
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	193.46	156.96
2115 · OR- SUTA Payroll Liabilities - Other	123.38	80.55
<b>Total 2115 · OR- SUTA Payroll Liabilities</b>	316.84	237.51
2120 · State Payroll Liabilities - Other	92.15	274.61
<b>Total 2120 · State Payroll Liabilities</b>	408.99	512.12
2100 · Payroll Liabilities - Other	262.47	0.00
<b>Total 2100 · Payroll Liabilities</b>	483.97	324.63
2800 · Deferred Revenue	17,583.29	15,554.20
<b>Total Other Current Liabilities</b>	154,827.70	152,887.58
<b>Total Current Liabilities</b>	221,992.39	155,659.79
<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	253,479.49	263,997.61
2824 · IRP Loan Payable - SH \$200,000	159,779.14	166,603.11
<b>Total Long Term Liabilities</b>	1,602,981.07	1,707,314.02
<b>Total Liabilities</b>	1,824,973.46	1,862,973.81

**Mid-Columbia Economic Development District**  
**Balance Sheet**  
As of April 30, 2021

	<u>Apr 30, 21</u>	<u>Apr 30, 20</u>
<b>Equity</b>		
<b>3100 · Fund Balances</b>	4,224,238.85	4,224,238.85
<b>3110 · Carryforward Balance</b>	-117,089.67	-94,957.37
<b>3900 · Retained Earnings</b>	5,659,363.57	5,471,435.59
<b>Net Income</b>	662,791.72	293,101.70
<b>Total Equity</b>	<u>10,429,304.47</u>	<u>9,893,818.77</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>12,254,277.93</u></u>	<u><u>11,756,792.58</u></u>

**Mid-Columbia Economic Development District**  
**Operations Budget vs. Actual YTD**  
 July 2020 through April 2021

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	731,019.67	550,595.75	180,423.92	132.8%
4012 · Trans From/To Fund (SUPPORT)	12,120.91	-4,166.60	16,287.51	-290.9%
4100 · Federal	793,169.16	1,626,096.76	-832,927.60	48.8%
4200 · State	3,232,558.37	544,216.68	2,688,341.69	594.0%
4300 · Local Match	82,500.00	75,000.02	7,499.98	110.0%
4400 · Local Assessment	62,710.00	55,750.00	6,960.00	112.5%
4500 · Contract Reimbursement	564,594.57	509,048.48	55,546.09	110.9%
4600 · Loan Interest	229,760.28	279,083.42	-49,323.14	82.3%
4700 · Loan Processing Fees	14,944.72	23,416.68	-8,471.96	63.8%
4705 · Loan Filing Fees	1,248.85	3,833.36	-2,584.51	32.6%
4710 · Loan Late Fee	1,147.72	3,458.34	-2,310.62	33.2%
4750 · Investment Interest	1,231.81	476.74	755.07	258.4%
4800 · Other Revenue	8,679.61	7,183.34	1,496.27	120.8%
4805 · Farebox Revenue	15,726.16	31,466.70	-15,740.54	50.0%
<b>Total Income</b>	<b>5,751,411.83</b>	<b>3,705,459.67</b>	<b>2,045,952.16</b>	<b>155.2%</b>
<b>Gross Profit</b>	<b>5,751,411.83</b>	<b>3,705,459.67</b>	<b>2,045,952.16</b>	<b>155.2%</b>
<b>Expense</b>				
5000 · Personnel Expense	1,151,374.94	1,447,710.63	-296,335.69	79.5%
6110 · Travel & Conference	3,634.73	25,083.52	-21,448.79	14.5%
6190 · Event Services	0.00	12,583.40	-12,583.40	0.0%
6200 · Equipment	4,362.80	25,278.36	-20,915.56	17.3%
6300 · Supplies	27,371.09	38,735.92	-11,364.83	70.7%
6400 · Professional Services	113,754.35	254,637.20	-140,882.85	44.7%
6500 · Vehicle Costs	75,547.63	72,716.70	2,830.93	103.9%
6600 · Communications	22,645.45	48,735.22	-26,089.77	46.5%
6700 · Building Costs	32,912.49	31,693.74	1,218.75	103.8%
6800 · Bonds & Insurance	16,338.50	4,823.34	11,515.16	338.7%
6900 · Other Materials & Supplies	9,980.62	16,938.74	-6,958.12	58.9%

**Mid-Columbia Economic Development District**  
**Operations Budget vs. Actual YTD**  
**July 2020 through April 2021**

	<u>Jul '20 - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6950 · Grants Disbursed	2,633,539.97			
9000 · Indirect Spread	0.00	-11,315.20	11,315.20	0.0%
9100 · Capital Purchase	172,180.28	147,183.34	24,996.94	117.0%
9600 · Transfer to/from Source	2,000.00	1,666.66	333.34	120.0%
<b>Total Expense</b>	<u>4,265,642.85</u>	<u>2,116,471.57</u>	<u>2,149,171.28</u>	<u>201.5%</u>
<b>Net Ordinary Income</b>	1,485,768.98	1,588,988.10	-103,219.12	93.5%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	101,693.30	101,685.00	8.30	100.0%
7500 · Carryover to Next Year	613,930.00	613,714.00	216.00	100.0%
7600 · In-Kind Contractual	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<u>715,623.30</u>	<u>715,399.00</u>	<u>224.30</u>	<u>100.0%</u>
<b>Net Other Income</b>	<u>-715,623.30</u>	<u>-715,399.00</u>	<u>-224.30</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>770,145.68</u></u>	<u><u>873,589.10</u></u>	<u><u>-103,443.42</u></u>	<u><u>88.2%</u></u>

**Mid-Columbia Economic Development District**  
**Operations Budget vs. Actual**  
**April 2021**

	<u>Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	0.00	0.00	0.00	0.0%
4012 · Trans From/To Fund (SUPPORT)	0.00	2,083.32	-2,083.32	0.0%
4100 · Federal	214,219.07	97,609.66	116,609.41	219.5%
4200 · State	137,636.00	49,421.66	88,214.34	278.5%
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	44,019.66	45,729.84	-1,710.18	96.3%
4600 · Loan Interest	21,211.63	27,908.29	-6,696.66	76.0%
4700 · Loan Processing Fees	4,837.19	2,341.66	2,495.53	206.6%
4705 · Loan Filing Fees	916.52	383.32	533.20	239.1%
4710 · Loan Late Fee	0.00	345.83	-345.83	0.0%
4750 · Investment Interest	106.30	45.13	61.17	235.5%
4800 · Other Revenue	981.36	718.33	263.03	136.6%
4805 · Farebox Revenue	2,309.67	3,146.67	-837.00	73.4%
<b>Total Income</b>	<u>426,237.40</u>	<u>242,703.72</u>	<u>183,533.68</u>	<u>175.6%</u>
<b>Gross Profit</b>	426,237.40	242,703.72	183,533.68	175.6%
<b>Expense</b>				
5000 · Personnel Expense	133,711.04	144,770.79	-11,059.75	92.4%
6110 · Travel & Conference	1,312.87	2,508.32	-1,195.45	52.3%
6190 · Event Services	0.00	708.34	-708.34	0.0%
6200 · Equipment	232.48	2,527.82	-2,295.34	9.2%
6300 · Supplies	6,702.13	3,873.56	2,828.57	173.0%
6400 · Professional Services	31,367.48	23,696.50	7,670.98	132.4%
6500 · Vehicle Costs	10,757.21	7,271.67	3,485.54	147.9%
6600 · Communications	1,067.63	4,868.49	-3,800.86	21.9%
6700 · Building Costs	1,111.61	4,761.47	-3,649.86	23.3%
6800 · Bonds & Insurance	0.00	482.33	-482.33	0.0%
6900 · Other Materials & Supplies	126.62	1,683.15	-1,556.53	7.5%
9000 · Indirect Spread	0.00	-1,132.60	1,132.60	0.0%
9100 · Capital Purchase	0.00	14,718.33	-14,718.33	0.0%

**Mid-Columbia Economic Development District**  
**Operations Budget vs. Actual**  
**April 2021**

	<u>Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9600 · Transfer to/from Source	0.00	166.67	-166.67	0.0%
<b>Total Expense</b>	<u>186,389.07</u>	<u>210,904.84</u>	<u>-24,515.77</u>	<u>88.4%</u>
<b>Net Ordinary Income</b>	239,848.33	31,798.88	208,049.45	754.3%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	10,169.33	10,168.50	0.83	100.0%
7600 · In-Kind Contractual	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<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>229,679.00</u></u>	<u><u>21,630.38</u></u>	<u><u>208,048.62</u></u>	<u><u>1,061.8%</u></u>

## Memorandum

**Date:** May 27, 2021  
**To:** MCEDD Executive Committee  
**From:** Jessica Metta, Executive Director  
**Re:** Regional Initiatives

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### Overview

Staff has been involved with several regional conversations around transportation and housing where a role for MCEDD has been highlighted. I would like Executive Committee feedback on engaging in these initiatives. I also have updates for Executive Committee feedback related to the USDA application for the \$2 million for the National Scenic Area.

### Transportation

At the April meeting of One Gorge, discussion focused on the need for a regionally coordinated list of priorities for all forms of transportation in preparation for anticipated federal funding. In 2016, there was a similar desire from regional partners. At that time, MCEDD convened a new initiative that we called Connect Mid-Columbia. Regional partners met over five months. The purpose was to bring partners together to:

- Inventory and prioritize transportation project needs and regional issues;
- Develop regional consensus and provide a mechanism to jointly advocate for regional priorities;
- Provide a space to inform and educate about projects, funding options and upcoming issues;
- Enhance the regional Comprehensive Economic Development Strategy as a tool to promote high priority transportation projects or issues to state/ federal funders.

In 2016, this work ended just as the full CEDS update was beginning. I brought up the idea to the CEDS Steering Committee to refresh the Connect Mid-Columbia initiative in coordination with the full CEDS update and they were supportive. Some of the same partners would be engaged for both Connect Mid-Columbia and the CEDS update. Additionally, it could have some capacity concerns with staff to do both simultaneously, however it feels like we should address the regional need. *Executive Committee feedback is requested.*

### Housing

At the CEDS public sessions, much of the conversation has been about the housing availability and affordability issues. This is also one of the top issues in the COVID-19 Needs Assessment that we recently completed. There has been some suggestion of MCEDD getting involved in convening conversations to support solutions to the problems. We traditionally have not had much of a role in housing, partly because of a lack of funding to do the work since our EDA grants do not support housing.

Currently, Mid-Columbia Housing Authority, Mid-Columbia Community Action Council and Washington Gorge Action Program are advancing an affordable housing forum and we could align or support these efforts. Mid-Columbia Housing Authority welcomes MCEDD's involvement and encourages a focus on "needed housing" versus workforce or affordable

housing to highlight development of housing at levels that our existing workforce can afford. My thought is to request contributions from our five counties of ARPA funds to support our work in this. A very draft scope could include:

- Convening regional governments, organizations and other partners around the topic of needed housing, in partnership with MCHA, MCCAC, WGAP
- Identifying regional research that could help define the problem and/or identify solutions. Subcontracting with a consultant if necessary.
- Sharing information about innovative solutions.
- Coordinating regional action plans, building off solutions identified by individual communities.

***Executive Committee feedback is requested on the desire to have MCEDD be more engaged in the housing conversation, thoughts on requesting ARPA funds from our counties for this work, general timing, and any pitfalls.***

### **USDA Application**

On May 20, the USDA released their Notice of Funding Opportunity for \$2 million in Rural Business Development Grants available for rural coastal communities in National Scenic Areas that have been devastated by wildfires. The application deadline is July 6. I have been reaching out to partners to inform them of our intentions for this fund and to ask that they consider letters of support. I have also been communicating with USDA staff on our application and have run into hurdles with how I had intended to apply.

USDA would not allow MCEDD to apply for the funds and pass them through to the Oregon and Washington Investment Boards (OIB and WIB). They want the ultimate recipient to apply for the funds. OIB and WIB are not legal entities – they are committees of their respective states. I had conversations with Business Oregon about applying on behalf of OIB, and it would be impossible given the application deadline. I am having many conversations about all the possibilities related to who the applicant is and how the funds would be administered, and plans are not yet firm. ***I will plan to share the most viable solution at the Executive Committee meeting for your feedback.*** I also expect to have a resolution to apply for the grant at the June 17 full Board Meeting.

## Memorandum

**Date:** May 27, 2021  
**To:** MCEDD Executive Committee  
**From:** Carrie Pipinich, Deputy Director of Economic Development  
**Re:** Resource Assistance for Rural Environments

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### **Action Requested**

Recommendation: I am requesting authority to accept a RARE participant to serve with MCEDD in advancing the objectives of key MCEDD strategies. I am also requesting authority for applying for a portion of matching funds through The Ford Family Foundation.

Alternative A: Do not approve engaging in supporting a RARE participant.

### **Overview**

The Resource Assistance for Rural Environments (RARE) program, administered by the University of Oregon, is designed to increase the capacity of rural communities to improve their economic, social, and environmental conditions through the assistance of members who live and work in communities for 11 months. Each RARE participant is a college graduate (with a bachelor's or graduate degree). The RARE program provides initial selection and screening and the community partner conducts interviews for final selection of the participant at their site.

In order to support hosting a RARE participant, we have applied to be a host site and were approved. We are beginning development of our full position description for the participant. There is a \$23,500 matching funds requirement from the host agency to place, train, and support a full-time RARE member. However, there is an option for up to \$10,000 through The Ford Family Foundation to support this match.

MCEDD has hosted multiple AmeriCorps RARE participants in the past and currently hosts RARE participant Jane Allen. RARE participants have supported cluster analysis, cluster implementation, and our CEDS process, among other efforts. MCEDD has also benefited from alumni of the RARE program as employees. More information about the program is available at <http://csc.uoregon.edu/rare/>

### **RARE Participant's Proposed Role**

The RARE participant would primarily support the Project Management team and report to the Deputy Director of Economic Development. Key roles include:

- Support the economic resiliency initiatives and Economic Needs Assessment implementation as opportunities arise to move key strategies identified. This would include things like support for any additional business grants, engaging with partners around implementation in key areas identified in the needs assessment, supporting additional business training opportunities as they arise, and generally engaging with the Project Management team as they work to implement the EDA CARES Act scope of work.

- Provide support for MCEDD's 2021/2022 major update to the CEDS as well as the Economic Symposium.

### **Opportunities and Costs**

The RARE program presents an inexpensive means to gain a full-time qualified person. The opportunity for what could be achieved in hosting this person for the region is described in the "RARE Participant's Proposed Role" above.

While the match is higher than some other AmeriCorps programs, in return there is a great deal of screening and training provided through the University to get a qualified participant and to support development of that individual throughout their year. In order to address the matching requirement we would use our EDA CARES Act funding.

The primary cost is the supervisory time from MCEDD management staff in order to ensure the participant is successful in completing the scope of work. However, supervisory time will be far less than the amount of time we would otherwise need to expend directly administering these efforts if we did not have a RARE.

## Memorandum

**Date:** May 27, 2021  
**To:** MCEDD Executive Committee  
**From:** Carrie Pipinich, Deputy Director of Economic Development  
**Re:** OCF Thriving Entrepreneurs Grant Program

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### **Action Requested**

Recommendation: I am also requesting authority to apply for an Oregon Community Foundation Thriving Entrepreneurs Grant for up to \$25,000.

Alternative A: Do not approve applying for this grant.

### **Overview**

The Oregon Community Foundation has developed a new grant program focused on support for entrepreneurship in underserved communities, including women, people of color, those living in rural communities, or those working in under-resourced sectors. Staff is exploring developing a grant scope of work that would provide additional capacity for technical assistance for businesses seeking to access capital through our programs. The grant scope would include additional training for our Assistant Project Manager working in the loan programs as well as cover staff time from the loan program staff to support this technical assistance. This work would seek to supplement the support provided by the SBDC for broader business counseling and collaborate with the SBDC to ensure there is not duplication of services.

### **Opportunities and Costs**

This proposal presents several opportunities for the loan program.

- We have identified a need for additional support to move loan inquiries to funding. Providing this support could build stronger relationships with these potential clients and enhance our pipeline of loan prospects as well as support these small businesses in starting or expanding.
- The loan program is supported by revenues made off of interest and loan fees. At a time when we have had higher than normal pay offs and have a smaller portfolio, this provides an opportunity for some additional resources to support staffing.

There would be costs associated with grant management but with foundation resources these are usually fairly minimal.



**Transportation Division Report**

**Prepared for the June 2021 Executive Committee Meeting**

**LINK Transportation**

- New Stop: We have added a new stop on the Blue Line at Bargeway Road to serve the Pallet Housing Shelter site. This stop was requested by Mid-Columbia Community Action Council.
- We have posted a hiring notice for a full time and part time bus driver position. We listed the notice on our website and ran an ad in the local paper.
- The Link had a second catalytic converter stolen off our vehicle after someone cut through the fence surrounding the bus yard. We've been gathering estimates to add an additional security camera and the cost of converter shields or cages. We've reached out to other transit providers around the state who have had similar issues to brainstorm additional prevention ideas.
- Grants:
  - The Wasco County Public Transportation Advisory Committee has provided a recommendation to Wasco County to award the FTA 5310 funds for public transportation services to MCEDD/ The Link following a competitive procurement process.
  - We've received word that the other grants supporting The Link (FTA 5311, Special Transportation Fund, STIF Formula Funds) have been approved by the Oregon Transportation Commission, but we have not yet seen contracts. These begin July 1.

**Gorge TransLink Alliance and Mobility Management**

- ODOT formally approved grant awards mid-May. MCEDD will receive funds to continue funding the mobility management work of Kathy Fitzpatrick, along with an additional MCEDD employee to help with program development, deployment, and travel training on The Link and CAT buses. The same grants will fund Phase 2 of the Gorge Transit Strategy, including a combined \$200k from ODOT and WSDOT for consultant services to assist with the Strategy.
- Regional Marketing: MCEDD posted an RFP for a statement of services for the GORge Pass Marketing Campaign. The grant includes \$240,000 for consultant services to provide marketing services around regional transit messaging, branding, advertising, creation of collateral, distribution of passes, and so on. The team hopes to select the winning consultant team in early June.
- Wasco County Transit Development Plan (TDP): The project has kicked off with data gathering and existing conditions work. MCEDD will be reaching out to community members and stakeholders to invite them to participate in the Project Advisory Committee over the coming few weeks.
- The Gorge Regional Transit Strategy Phase 1 will be wrapping up a foundations memo to share with stakeholders in late May/early June.
- MCEDD continues to engage in the Vision Around the Mountain effort to better coordinate transit systems around Mt. Hood. The project team is finalizing the framework and implementation strategy.



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

**County Economic Development**

- Staff continued to support The Dalles Brownfield Assessment Coalition in preparing for the creation of an expanded brownfields advisory committee at its first meeting and preparing for next steps with public outreach.
- Staff held a meeting to inform taxing districts of the intention to redesignate the Cascade Locks-Hood River Enterprise Zone. The request for enterprise zone redesignation will be filed with the state prior to the existing zone's termination date of June 30, 2021.
- Staff presented the two new Sherman County housing incentives focused on property preparation (demolition and abatement) and new unit construction to the Sherman County Court and made final updates for consideration before adoption.
- Wasco County received \$360,000 in CARES Act funds from the state to support small businesses affected by the County's move to Extreme Risk starting April 30. Staff worked with the County to revise the business grant program from December with new priorities based on impacts to sectors in moving to Extreme Risk. Staff implemented the revised program, with applications opening May 7 and closing May 16. We received 90 applications and are still working on processing.
- In partnership with CGCC and the Port of The Dalles, the Wasco County EDC is beginning work with the Center on Rural Innovation to conduct an assessment and strategy development around opportunities to increase the economic impacts of the digital economy in the County. This effort is being supported by Google.
- Staff supported several requests for congressionally directed spending focused on health care services, broadband, and energy projects.

**Resilience and Broadband**

- The COVID-19 Economic Needs Assessment our RARE Project Coordinator Jane Allen has been working on has been finalized! A big thank you to her for all of her hard work on this effort. Staff is moving forward discussions around implementation.
- **Business Training:** The first three business training sessions hosted in Spanish by The Next Door with support from the SBDC have been well-attended. The final session will be on May 26. Additionally, working with the SBDC staff also supported completion of this series of trainings for the grant period and is working on collecting reporting information.
- **Resource Development:** Staff have been working with Immense Imagery to refine previously recorded videos of the training sessions to provide digestible, accessible resources for businesses at their own pace. In addition, MCEDD has contracted with Blue Marble Creative (graphic design) to create a template for a business profile that will be used highlight regional businesses and their resiliency. Staff have started interviewing local businesses for these profiles and will begin using them in our newsletter and working with other partners to increase awareness of strategies for more resilient small businesses in the region. MCEDD has also been working with Gorge Web Design to update the MCEDD website to better highlight these resources resiliency work we do.

- Staff has worked with the Oregon and Washington Broadband Offices to discuss opportunities to increase mapping efforts in Oregon with lessons learned from Washington. This will support our Oregon counties in accessing funding resources available if it moves forward. Staff is working to move forward several opportunities to better understand gaps in real broadband services in our counties in preparation for federal funding.
- National Telecommunications and Infrastructure Administration published the NOFO for their new pool of broadband infrastructure and staff is reviewing to better support communities interested in accessing this resource.

### **Industry Clusters**

- Staff supported the May GTA Board meeting. The meeting welcomed new board members and continued an ongoing discussion of strategic planning goals. Officer elections were also held at the May meeting – the existing officer slate was re-elected for 2021-2022.
- Staff supported the Gorge Women in STEM in a partnership event with the STEM Hub to offer members a viewing of *Picture a Scientist* and hosted a lunchtime discussion of the film and the group's experiences with gender-based discrimination in STEM.

### **Energy:**

- Staff is finalizing project work plans and an RFQ related to the Meyer Memorial Foundation weatherization and solarize efforts.
- Staff met with Columbia Gorge Community College (CGCC) staff to discuss opportunities to support energy workforce development. Energy Trust of Oregon is supporting CGCC in developing energy efficiency curriculum as part of its new construction trades program.
- Staff connected the City of Hood River and their development consultant to opportunities for incorporating energy resilience strategies into the proposed housing development at Rand Roads. Opportunities included Energy Trust of Oregon incentives and an electric car-share grant application.

### **Infrastructure:**

- Antelope Water Project: The City still needs to complete one funding requirement before the project can be fully closed out. They are responsible for developing a cross connection plan and submitting to OHA. The Oregon Association of Water Utilities sent a representative to Antelope to meet with the City to provide details on how to develop a plan.
- Biggs Water Project: Bids for construction of the distribution system will be opened May 27.
- Crystal Springs Water District: Construction continues on both the Westside and South Reservoir projects. Staff is completing weekly payroll reviews and interviews (currently remotely) for contractors working on both projects. The District will plan for getting on the August IFA Board agenda to request an increase in loan funds for the South Reservoir.
- Cascade Locks Wastewater: The City is awaiting a decision on a CDBG award, which is expected at the end of June.
- City of Hood River: Staff helped the City prepare and submit a pre-application to Business Oregon's Water/Wastewater Program. The City has now received an invitation to submit a full application and staff are helping with that as well. The environmental review for Phase 2 has been started and the City is coordinating with DEQ on those requirements. Finally, the City is doing an analysis of the impact of the increased water level around the footings of the City's elevated sewer line help determine how critical it is to complete Phase 2 this year.



Executive Director's Report

Prepared for the June 2021 Executive Committee Meeting

**Regional**

- Our third CEDS Session on May 26 had about 52 attendees. Skamania County Chair Tom Lannen provided an overview of Skamania County and then Robert Parker and Corum Kellum of the University of Oregon presented research on our key industries, areas of innovation, and suggested a focus for the future. The event ended with small group discussions about the data presented. The next meeting on June 30 will develop the SWOT analysis. ***Feedback from Board members who attended the session is welcome! Thank you for your engagement!***
- My work with Oregon Economic Development Districts has been busy, with meetings around statewide coordination of our broadband efforts and coordination of our COVID-19 action plans. We are also considering applying to The Ford Family Foundation for a capacity building grant for the organization that would allow OEDD to fund contracted staff support to spur the work of the entity forward. OEDD is also part of an Oregon statewide economic development mapping project.
- I engaged in regional outreach with a presentation to the Port of The Dalles Commission, the White Salmon Rotary, and met with the new Executive Director of Visit Hood River (the new name of the Hood River Chamber).

**Business Assistance**

- Israel closed a MCEDD loan of \$100,000 for Invictus Global Services Inc. in Bingen. We currently have two active new business applications and two active attainable housing applications that are working towards being presented for a decision by MCEDD, OIB or MHEA.
- I supported Hood River County in selecting Gil Kelley as a new representative to the Oregon Investment Board. We are now waiting on the Governor's appointment.
- I finalized the five-year update of the Economic Vitality Plan, which informs the work of the Bi-State Advisory Council. The Council is made up of the Oregon and Washington Investment Boards as well as staff from the Gorge Commission and USFS. The Council approved the plan on May 12. I have sent it to Business Oregon and Washington Department of Commerce for their signatures and forwarding to the USFS for their final approval. I'll be presenting the plan to the Gorge Commission, likely in August.
- The OIB video project is complete with four businesses highlighted in videos in English and Spanish, as well as one video of an OIB Board member discussing the COVID-19 relief loans. The Brigham Fish videos have been the most popular. We are looking for more ways to get use out of the videos for marketing the loan program.
- We held a meeting of the Mount Hood Economic Alliance board to receive a draft budget and approve a loan extension for Orchid Health, a current client in Clackamas County.
- I learned there was not a channel for MCEDD to request an earmark for a minority/ microloan revolving loan fund and did not submit the request as approved by the Executive Committee. Staff is still interested in setting up a pilot program using our existing funds, perhaps the recently defederalized-EDA RLF.

## **Facilities and Operations**

- Finalizing the budget took a lot of my time, and I am also working to update our COVID-19 procedures overall. *Executive Committee feedback on meetings in person is welcome.*