



Mid-Columbia Economic Development District

**Executive Committee Meeting**  
**Wednesday, November 2, 2022**  
**4:00 P.M.**

Join Zoom Meeting:

<https://us06web.zoom.us/j/82542485496?pwd=NEpYT0Y1bFh3aFZOVGg4MVI0WWZIZz09>

Or call 253-215-8782, Meeting ID: 825 4248 5496, Passcode: 487882

**AGENDA**

<b><u>Topic</u></b>	<b><u>Estimated Time</u></b>	<b><u>Item</u></b>
Call to Order, Introductions		
Executive Committee Minutes <i>September 2022</i>	2 minutes	Approval
Finance Report	5 minutes	Acceptance
Background Check Policy Update	5 minutes	Recommendation
Grant Applications Submitted/ Upcoming	10 minutes	Approval
Gorge Regional Transit Strategy Update	10 minutes	Discussion
Board Dashboard Review	10 minutes	Discussion
MCEDD Property Discussion	10 minutes	Discussion
Staff Reports <i>Deputy Director: Contract Approval</i> <i>Executive Director</i>	8 minutes	Approval, Information
Other New Business; Committee Members Updates		
Adjourn		

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

MCEDD is an equal opportunity lender, employer and provider.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, September 7, 2022  
4:00 PM  
ZOOM TELECONFERENCE**

**ATTENDANCE**

*Attending:* Eric Proffitt, Ken Bailey, Bob Hamlin, Dave Sauter, Leana Kinley, Joe Dabulskis

*Staff:* Jessica Metta (Executive Director), Carrie Pipinich (Dep. Director Economic Development), Jill Brandt (Administrative Assistant)

*Guest:* Carol Laughlin, Cascade Renewable Transmission

**CALL TO ORDER / INTRODUCTIONS**

Bob Hamlin called the meeting to order at 4:02 p.m. A round of introductions took place.

**EXECUTIVE COMMITTEE MINUTES**

Chair Hamlin called for any comments or questions on the minutes.

**Ken Bailey motioned** to approve the August 2022, Executive Committee meeting minutes as presented. Eric Proffitt seconded the motion. All voted in favor and the motion carried.

**POLICY UPDATES: Background Check**

Jessica opened the floor for discussion on the recommended changes in the packet. In the past year, there were some driver applicants for The Link whose background checks showed some violations, so clarity was sought at the April Executive Committee Meeting. The table for accidents and moving violations presented was shared by Leana and is used by the City of Stevenson to rate all applicants by the same standards.

*Discussion: Eric Proffitt stated that the statute of limitations for DOT for Commercial vehicles is 10 yrs. Leana agreed that Washington's law also states 10 years.*

*Eric asked if staff drive MCEDD vehicles or their own when going to offsite training. Jessica said Jesus is the only staff person who is allowed to drive a MCEDD vehicle (Link van) to training offsite, and others drive their own vehicles.*

*Eric suggested that MCEDD perform driving record checks for all staff who are driving for MCEDD, even their personal vehicle, could be appropriate if the employee is on the clock. Jessica noted that staff driving their own vehicles are currently required to provide up to date insurance proof which is kept on file.*

*Eric added that Oregon requires a safe driver training refresher course for every employee every four years. This is offered through the state, and not only lowers the insurance costs for employer, but can also be taken to the employee's personal insurance carrier to receive a 10% discount.*

*Dave Sauter explained that if a county vehicle is available in Klickitat, staff are encouraged to drive the county vehicle, rather than use a personal vehicle and put in for reimbursement. He added that Klickitat County has never asked for information on staff driving records when the employee is operating his/her personal vehicle. He further noted that he has never been required to submit proof of insurance to the county when travelling on county business.*

*Bob Hamlin provided information on Skamania County's policies. He explained that staff drive their personal vehicles because the County doesn't have any vehicles. All employees are required to take driver awareness seminars every 2 years. This helps raise awareness and is required for the general employment pool. Bob added that MCEDD's policy as it is written is workable, and he had nothing more to add.*

*Jessica clarified that the Board is suggesting that the current policy, which now states that driving record checks are required only for folks driving MCEDD owned vehicles, should be changed to include all staff who are driving for MCEDD purposes, even in their own personal vehicle. The Board responded with consensus agreement, heads nodding yes.*

*Bob asked about the motivation for examining this policy. Jessica replied that SDAO suggested developing a policy of what is and is not OK on background checks for hiring. She added that MCEDD has gone case by case up till now. Clarifying this policy will put expectations in place that are equal for all.*

*Dave Sauter agreed that having a written policy whenever possible is good, so that it can be used to maintain consistency and to keep expectations fair.*

*Bob asked if approval was needed to move forward. Jessica stated that she will move forward with the recommended change that driving checks will occur for all MCEDD employees driving, even in their own vehicles, if they are on the clock. She will also add the 10-year time limit on major violations.*

**Leana Kinley motioned to recommend approval of the policy to the Board with the updates as presented by staff. Eric Proffitt seconded the motion. All voted in favor, and the motion passed.**

### **PRIVATE SECTOR APPOINTMENTS**

Private Sector Appointments for both the Full MCEDD Board and the Loan Administration Board were reviewed. The application for the new Forestry Seat was presented for discussion and a recommendation to approve to move to the full Board for voting at the upcoming September meeting. Jessica stated that all of the existing private sector reps wish to continue for another year. This was also the case with the Loan Administration Board. The new forestry seat was advertised with one application received from Garret Stump, CEO of WKO. WKO is the largest employer in forestry in the region.

**Dave Sauter motioned to recommend that the current slate of private reps on the Board and Loan Administration Board all be reappointed, with the addition of Garret Stump as the new Forestry Rep to the Board. Eric Proffitt seconded the motion. All voted in favor, and the motion passed.**

## **FY22 ANNUAL REPORT**

Jessica gave a brief overview of the draft of full report that was included in the packet. She asked for any comments, questions, or changes.

*Discussion: It was noted that the draft still needs Bob Hamlin's signature. Bob approved the draft, liked the color scheme and all of the information presented. Ken and Dave both approved the draft. Jessica credited the staff who developed the report. Bob asked about print distribution, and Jessica replied that there will be about thirty to be printed and distributed out to the region's cities, ports and counties.*

**Leana Kinley motioned to recommend** that the report be submitted to the Full Board for approval at the September meeting. Dave Sauter seconded the motion. All voted in favor, and the motion carried.

## **GILLIAM COUNTY DRAFT PROPOSAL**

Jessica reviewed this topic and requested further discussion, specifically to address the two no votes from Board members on this issue at previous meetings. Judge Joe Dabulskis was present, Steve Kramer was away out of town, and Judge Ferrar was not present due to illness.

The draft proposal will go before the full Board this September for discussion. Any changes or refinements will be addressed over the next quarter, and the vote to add Gilliam County to the District will occur at the December meeting.

The proposal will add one seat onto the Board for Gilliam County that will also report for the Cities. There will not be a separate cities seat. The Gilliam County Commissioner will join the Executive Committee, and also the Loan Administration Board once MCEDD's lending district includes Gilliam County. Both the Oregon Chambers and the Ports reps will expand to include Gilliam County. These changes are indicated in the draft bylaws shown in the packet. The assessment of the proposed one-time joining fee was opened up for discussion.

*Discussion: Bob Hamlin asked what the current fees were that Gilliam pays to GEODC. Jessica replied none, and that EDDs are all organized differently. She added that Judge Ferrar was not concerned about the costs, and the County will pick up any costs that will be assessed.*

*Ken asked for more clarification about lending. Jessica explained that Gilliam has its own loan funds which they have not asked MCEDD to administer. If they do request this service, it will be done as a contract with a fee the same as the OIB and MHEA. Jessica explained that the Board Resolution will include expanding MCEDD's lending territory with EDA and USDA funds to include covering Gilliam County. She added that the process may take a while.*

*Bob wanted to know what kind of projects Gilliam funds and if it is only small business. Jessica replied that the County has not funded much recently and is sitting on the money right now.*

*Joe asked why Gilliam wants to leave the GEODC. Jessica replied that the primary reason is that most of their service needs are met from our district. They are aligned economically and culturally with Sherman County, and also share many similarities to Klickitat County. Many of the state services that they receive are lumped into the same districts with our counties.*

*Some of the hesitation expressed was that they have not been great partners in the past, such as with the North Central Public Health District and issues with NORCOR. These issues are not a concern for MCEDD. Joe agreed that these issues were the basis of his expressed reservation.*

*Eric asked if there will be any trial period or review after a year, five years, and will there be an exit clause. Ken responded that the EDA process is very complicated, so reconsidering and undoing this change is not an option. If Gilliam does not want MCEDD's services, they will not ask for them.*

*Bob observed that culturally Gilliam fits with MCEDD's counties. He appreciated Joe's candor that the county can be hard to deal with. Ken agreed, noting that we can be that way too. Bob recommended keeping on track and moving forward if the concerns brought by Joe and Steve have been addressed and everyone else feels OK.*

*Joe stated that was fine with Gilliam joining, but that his concerns needed to be heard and considered during the process.*

*Ken resumed the discussion on the joining fee. Staff expenses are estimated at roughly \$1600 to date. Leana endorsed option B because of its rationale.*

*Eric added that there will be more admin support required moving forward, changing documents, meetings with county, with EDA, getting approval from the governor's office. He suggested an upper level of \$5000, noting that a higher number can always be lowered if it has been overestimated. This is preferable to lowballing the number and coming up short.*

*Jessica agreed that expenses could reach \$5000 but could be less. Ken suggested adding in a clause stating that unexpected expenses may be negotiated so that if something unusual comes up MCEDD won't be left short.*

**Ken Bailey motioned** to move this proposal to the September Full Board meeting agenda for discussion and approval to continue with the process of adding Gilliam County to the District. Dave Sauter seconded the motion. All voted in favor, and the motion passed.

### **STAFF REPORTS;**

**Carrie Pipinich** reported on highlights of her work over the past quarter.

- There has been a lot of interest in access to EV charging. Jacque has been working in Sherman County on this, in Grass Valley. There is big funding for this type of project from the state.
- Dufur has approached MCEDD to work together on an update for the town's vision action plan. In reviewing the 2016 update, there have been many projects in that plan that have been accomplished. The update is currently in the stage of forming a steering committee.
- On the RFQ for the Brownfield assessment grant that was approved to move forward last month is closing on the 20<sup>th</sup>. There are some applicants.
- On Rural Capacity Building Grants: staff outreach has been looking for local community projects where MCEDD can assist with grant writing. Nonprofits that have projects that need grant writing assistance are also eligible.

- The broadband survey remains open by local PUD requests. There are some 306 responses now. The first Consortium meeting will be held on Friday, September 9<sup>th</sup>.
- GTA events this fall include the Tech Showcase, which is partnered this year with the AUVSI fall symposium.
- On the Innovation Hub grant, there have been two responses so far.
- Solarize Hood River campaign is underway. The first meeting will be held tomorrow night.

**Jessica Metta** reported on some of her work.

- The resiliency profiles for each county in the District are complete and posted onto the MCEDD website.
- Investigating Business Oregon's State Small Business Credit Initiative as a resource to add to MCEDD's RLF.
- In Transportation, Laura Reed has been offered the new Field Supervisor position. However, she cannot start until there are some new drivers.
- MCEDD received \$5000 from the Ford Family Foundation for a DEI consultant. The contract will be moving forward. The Board will be involved with this at some point.
- There is a Board Practices Assessment scheduled for October 5th.
- Kate Drennan needs to be removed as a check signer for MCEDD. This will require a formally recorded motion to present to the bank as verification.

**Leana Kinley motioned** to remove Kate Drennan as a signer for MCEDD. Ken Bailey seconded the motion. All voted in favor and the motion passed.

#### **OTHER NEW BUSINESS/ COMMITTEE MEMBERS UPDATES**

No business was brought forward.

#### **ADJOURN**

Bob Hamlin adjourned the meeting at 4:46 pm.

*Respectfully submitted by Jill Brandt, Administrative Assistant*



## FINANCIAL SUMMARY

As of September 30, 2022

### Balance Sheet

Total Cash balance as of 9/30/2022 is \$7,406,435.99. Accounts Receivable (1202) balance is \$526,647.73, with about half of that being transportation related. MCEDD Loans Receivable balance is currently \$3,008,454.82. There were two new MCEDD loan closed during the month of September and one loan payoff in the IRP fund. Current Net Position as of 9/30/22 is \$14,168,444.47.

### Operations Budget vs. Actual

Total Revenues for the month of September are at 70.8% of budget. Contract reimbursement is over the anticipated budget amount as the second payment of the ROI Grant was received in September. Loan interest received for the month of September was over the anticipated budget amount due to the loan payoff in the IRP fund. Moving some funds to the LGIP has proven to be beneficial as the Investment interest line is at 513% of budget. Total expenses for the month of September are 66.5% of budget. Personnel expenses for the month of September are 82.6% of budget. There was an adjustment made to the Allowance for Doubtful loans in September which resulted in the \$21,248.84 Bad Debt Expense. At the auditor's recommendation, the Allowance for Doubtful loans is adjusted as new loans are funded or loans are paid off, so you will most likely see these adjustments more frequently throughout the year.

### Other Updates

- The Caselle transition is moving forward. The MCEDD finances have proven to be a bit of a challenge for their team. At this point, it is looking like the "pre-live" training in Utah could happen in December.

Respectfully Submitted,

Dana Woods  
Finance Manager

## Mid-Columbia Economic Development District

## Balance Sheet

As of September 30, 2022

10/26/22

Accrual Basis

	Sep 30, 22	Sep 30, 21
<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	11,466.87	2,798.58
10601 · LINK Cash	528,458.57	-274,298.03
1010 · MCEDD Checking - Other	265,495.77	374,641.57
<b>Total 1010 · MCEDD Checking</b>	<b>805,421.21</b>	<b>103,142.12</b>
<b>1015 · MCEDD MM</b>		
15372 · MCEDD Micro Loan MM	2,405.68	3,813.48
15601 · LINK MM	0.00	458,001.45
1015 · MCEDD MM - Other	10.67	35,006.45
<b>Total 1015 · MCEDD MM</b>	<b>2,416.35</b>	<b>496,821.38</b>
<b>1020 · IRP</b>		
1021 · IRP - Sherman	148,290.64	104,635.10
1022 · IRP - WA	54,231.15	55,072.11
1020 · IRP - Other	38,994.43	90,298.97
<b>Total 1020 · IRP</b>	<b>241,516.22</b>	<b>250,006.18</b>
<b>1030 · Loan Funds</b>		
1036 · EDA RLFs	132,600.95	486,497.32
1037 · EDA CARES RLF	144,976.66	0.00
1045 · Reg Strat	52,258.37	149,453.39
1050 · RBEG-OR	46,728.51	174,140.85
1055 · RBEG-WA	17,633.58	95,843.49
1057 · RBEG-KL	28,437.44	129,786.89
1067 · CDBG Microenterprises	32,713.80	108,513.50
<b>Total 1030 · Loan Funds</b>	<b>455,349.31</b>	<b>1,144,235.44</b>
1031 · Housing RLF	88,755.50	1,831,326.59
1070 · National Scenic Fund	175,842.47	1,656,875.00
1120a · LGIP - IRP	1,356,495.31	0.00
1130a · LGIP Loan Funds	1,107,254.42	0.00
1131 · LGIP Housing RLF	1,259,130.43	0.00
1171 · LGIP National Scenic Fund	1,509,892.42	0.00
<b>Total 1000 · Bank Demand Deposits</b>	<b>7,002,073.64</b>	<b>5,482,406.71</b>
<b>1100 · CDS</b>		
1121 · IRP Reserve	96,047.12	96,047.12
<b>Total 1100 · CDS</b>	<b>96,047.12</b>	<b>96,047.12</b>
1122 · IRP - DDM Product	308,165.23	920,178.30
1125 · LINK Petty Cash	150.00	150.00
<b>Total Checking/Savings</b>	<b>7,406,435.99</b>	<b>6,498,782.13</b>
<b>Accounts Receivable</b>		
1202 · Accounts Receivable	526,647.73	753,731.65
1205 · Interfund Loan Receivable	43,865.78	59,816.41
<b>Total Accounts Receivable</b>	<b>570,513.51</b>	<b>813,548.06</b>
<b>Other Current Assets</b>		
<b>1200 · Receivables &amp; Accruals</b>		
1210 · Accrued Revenue	-31,875.00	-31,250.00
1240 · Prepaid Expenses	2.50	490.47

## Mid-Columbia Economic Development District

## Balance Sheet

As of September 30, 2022

10/26/22

Accrual Basis

	Sep 30, 22	Sep 30, 21
1260 · Accrued Loan Interest	14,298.65	14,351.24
<b>Total 1200 · Receivables &amp; Accruals</b>	<b>-17,573.85</b>	<b>-16,408.29</b>
<b>1300 · Loans Receivable</b>		
1330 · MCEDD Loans Receivable		
1320 · IRP	971,184.60	1,690,748.58
1321 · IRP - Sherman	75,000.00	139,302.28
1322 · IRP - WA	83,434.42	93,627.12
1336 · EDA RLFs	201,012.62	289,635.45
1337 · EDA Cares RLF	732,213.18	347,185.64
1345 · Reg Strat	28,823.75	30,654.21
1350 · RBEG-OR	17,874.64	141,248.04
1371 · Housing RLF	750,000.00	238,636.87
1372 · MCEDD Micro Loan	11,866.61	20,184.92
1373 · USDA NSA	137,045.00	0.00
<b>Total 1330 · MCEDD Loans Receivable</b>	<b>3,008,454.82</b>	<b>2,991,223.11</b>
1370 · OIB Loans Receivable	1,238,382.50	1,243,204.47
<b>Total 1300 · Loans Receivable</b>	<b>4,246,837.32</b>	<b>4,234,427.58</b>
<b>1400 · Loan Payments Holding</b>		
1420 · IRP	750.00	0.00
1436 · EDA RLFs	-1,911.67	0.00
<b>Total 1400 · Loan Payments Holding</b>	<b>-1,161.67</b>	<b>0.00</b>
<b>1500 · Allowance for Doubtful Loans</b>		
1520 · IRP Allowance	-38,961.53	-101,230.49
1521 · IRP - SH Co	-3,000.00	-8,728.41
1522 · IRP - WA	-3,337.38	-5,836.48
1536 · EDA RLFs Allowance	-8,040.50	-18,154.76
1537 · EDA RLF CARES Allowance	-29,288.53	-16,375.77
1545 · Reg Strat Allowance	-1,152.95	-1,865.36
1555 · RBEG Allowance	-766.44	-8,729.68
1571 · Housing RLF Allowance	-30,000.00	-33,440.72
1572 · MCEDD Micro Allowance	-474.66	0.00
1573 · USDA NSA Allowance	-5,481.80	0.00
1575 · OIB Allowance	-49,535.30	-133,666.93
<b>Total 1500 · Allowance for Doubtful Loans</b>	<b>-170,039.09</b>	<b>-328,028.60</b>
<b>Total Other Current Assets</b>	<b>4,058,062.71</b>	<b>3,889,990.69</b>
<b>Total Current Assets</b>	<b>12,035,012.21</b>	<b>11,202,320.88</b>
<b>Fixed Assets</b>		
1600 · Fixed Assets		
1605 · Vehicles	773,440.00	377,037.00
1610 · Land	172,681.00	172,681.00
1620 · Buildings	1,453,177.00	1,442,782.00
1650 · Accumulated Depreciation	-267,195.00	-196,822.00
<b>Total 1600 · Fixed Assets</b>	<b>2,132,103.00</b>	<b>1,795,678.00</b>
<b>Total Fixed Assets</b>	<b>2,132,103.00</b>	<b>1,795,678.00</b>

## Mid-Columbia Economic Development District

## Balance Sheet

As of September 30, 2022

10/26/22

Accrual Basis

	Sep 30, 22	Sep 30, 21
<b>Other Assets</b>		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	1,553,243.41	1,940,928.48
94 · Due To Accounts	-1,551,914.15	-1,940,928.46
<b>Total 87 · Due To/From Internal Accounts</b>	<u>1,329.26</u>	<u>0.02</u>
<b>Total Other Assets</b>	<u>1,329.26</u>	<u>0.02</u>
<b>TOTAL ASSETS</b>	<b><u>14,168,444.47</u></b>	<b><u>12,997,998.90</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2005 · Interfund Loan Payable	45,195.11	59,816.50
2010 · A/P General	22,673.05	373,221.22
<b>Total Accounts Payable</b>	<u>67,868.16</u>	<u>433,037.72</u>
<b>Other Current Liabilities</b>		
2030 · Accrued Loan Payment	29,572.58	30,001.62
2035 · Accrued Interest Payable	3,101.58	4,420.40
2050 · PTO - Accrued	64,990.25	69,518.56
2060 · Deferred Comp Payable	0.00	100.00
2070 · Health Insurance Payable	-8,971.00	-6,828.95
2080 · Life & Disability Payable	-285.91	-154.53
2085 · Retirement Payable	37.03	751.42
2090 · WC SAIF Ins	2,927.26	2,586.08
<b>2100 · Payroll Liabilities</b>		
2110 · Federal Payroll Liability	0.00	3,300.16
<b>2120 · State Payroll Liabilities</b>		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	123.34	247.41
2115 · OR- SUTA Payroll Liabilities - Other	-1,467.70	896.34
<b>Total 2115 · OR- SUTA Payroll Liabilities</b>	<u>-1,344.36</u>	<u>1,143.75</u>
<b>2120 · State Payroll Liabilities - Other</b>	<u>330.61</u>	<u>310.44</u>
<b>Total 2120 · State Payroll Liabilities</b>	<u>-1,013.75</u>	<u>1,454.19</u>
2180 · Payroll Liabilities - Prior Per	0.00	2.90
2100 · Payroll Liabilities - Other	45.31	243.41
<b>Total 2100 · Payroll Liabilities</b>	<u>-968.44</u>	<u>5,000.66</u>
2800 · Deferred Revenue	8,908.95	-0.01
2900 · Unavailable Revenue A/R	261,232.60	98,422.89
<b>Total Other Current Liabilities</b>	<u>360,544.90</u>	<u>203,818.14</u>
<b>Total Current Liabilities</b>	<u>428,413.06</u>	<u>636,855.86</u>
<b>Long Term Liabilities</b>		
2820 · IRP Loan Payable \$1million	285,323.06	324,527.78
2821 · IRP Loan Payable \$600,000	286,514.32	308,895.37
2822 · IRP Loan Payable \$750,000	468,438.51	495,323.28
2823 · IRP Loan Payable - WA \$310,000	237,517.85	248,185.46
2824 · IRP Loan Payable - SH \$200,000	145,925.80	159,779.14
<b>Total Long Term Liabilities</b>	<u>1,423,719.54</u>	<u>1,536,711.03</u>
<b>Total Liabilities</b>	<u>1,852,132.60</u>	<u>2,173,566.89</u>

## Mid-Columbia Economic Development District

## Balance Sheet

10/26/22

As of September 30, 2022

Accrual Basis

	<u>Sep 30, 22</u>	<u>Sep 30, 21</u>
<b>Equity</b>		
<b>3100 · Fund Balances</b>	5,243,201.85	4,836,403.85
<b>3110 · Carryforward Balance</b>	167,373.00	684,886.00
<b>3900 · Retained Earnings</b>	6,661,634.27	6,022,423.89
<b>Net Income</b>	244,102.75	-719,281.73
<b>Total Equity</b>	<u>12,316,311.87</u>	<u>10,824,432.01</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>14,168,444.47</u></u>	<u><u>12,997,998.90</u></u>

## Mid-Columbia Economic Development District

## Budget vs. Actual FY23

July through September 2022

10/26/22

Accrual Basis

	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	0.00	251,135.00	-251,135.00	0.0%
4010 · Trans Frm/To Fund (MATCH)	1,921.70	2,492.00	-570.30	77.1%
4012 · Trans From/To Fund (SUPPORT)	2,857.28	2,884.78	-27.50	99.0%
4100 · Federal	411,138.23	756,516.84	-345,378.61	54.3%
4200 · State	169,643.00	328,295.43	-158,652.43	51.7%
4300 · Local Match	74,824.24	28,749.94	46,074.30	260.3%
4400 · Local Assessment	85,949.00	21,620.25	64,328.75	397.5%
4500 · Contract Reimbursement	195,714.42	137,481.94	58,232.48	142.4%
4600 · Loan Interest	66,563.18	60,939.66	5,623.52	109.2%
4700 · Loan Processing Fees	20,205.01	10,477.22	9,727.79	192.8%
4705 · Loan Filing Fees	2,697.15	1,643.81	1,053.34	164.1%
4710 · Loan Late Fee	180.00	987.47	-807.47	18.2%
4750 · Investment Interest	20,833.50	4,660.22	16,173.28	447.0%
4800 · Other Revenue	11,358.70	46,914.75	-35,556.05	24.2%
4805 · Farebox Revenue	11,474.60	6,210.28	5,264.32	184.8%
<b>Total Income</b>	<b>1,075,360.01</b>	<b>1,661,009.59</b>	<b>-585,649.58</b>	<b>64.7%</b>
<b>Gross Profit</b>	<b>1,075,360.01</b>	<b>1,661,009.59</b>	<b>-585,649.58</b>	<b>64.7%</b>
<b>Expense</b>				
5000 · Personnel Expense	401,711.77	570,610.97	-168,899.20	70.4%
6110 · Travel & Conference	4,231.53	6,703.69	-2,472.16	63.1%
6190 · Event Services	169.98	1,975.03	-1,805.05	8.6%
6200 · Equipment	1,263.30	2,757.00	-1,493.70	45.8%
6300 · Supplies	5,907.36	6,306.09	-398.73	93.7%
6400 · Professional Services	88,819.31	188,752.20	-99,932.89	47.1%
6500 · Vehicle Costs	42,962.52	32,048.53	10,913.99	134.1%
6600 · Communications	4,152.49	9,849.00	-5,696.51	42.2%
6700 · Building Costs	12,445.52	14,617.70	-2,172.18	85.1%
6800 · Bonds & Insurance	12,852.50	5,481.47	7,371.03	234.5%
6900 · Other Materials & Supplies	5,852.44	11,781.84	-5,929.40	49.7%
9000 · Indirect Spread	0.00	35,577.58	-35,577.58	0.0%
9100 · Capital Purchase	0.00	15,382.03	-15,382.03	0.0%
9600 · Transfer to/from Source	1,921.70	499.97	1,421.73	384.4%
<b>Total Expense</b>	<b>582,290.42</b>	<b>902,343.10</b>	<b>-320,052.68</b>	<b>64.5%</b>
<b>Net Ordinary Income</b>	<b>493,069.59</b>	<b>758,666.49</b>	<b>-265,596.90</b>	<b>65.0%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7010 · Bad Debt Expense	51,248.84			
7400 · Loan Payment	30,345.00	14,585.72	15,759.28	208.0%
7500 · Carryover to Next Year	167,373.00	176,437.00	-9,064.00	94.9%
<b>Total Other Expense</b>	<b>248,966.84</b>	<b>191,022.72</b>	<b>57,944.12</b>	<b>130.3%</b>
<b>Net Other Income</b>	<b>-248,966.84</b>	<b>-191,022.72</b>	<b>-57,944.12</b>	<b>130.3%</b>
<b>Net Income</b>	<b>244,102.75</b>	<b>567,643.77</b>	<b>-323,541.02</b>	<b>43.0%</b>

## Mid-Columbia Economic Development District

## Budget vs. Actual FY23

September 2022

10/26/22

Accrual Basis

	Sep 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010 · Trans Frm/To Fund (MATCH)	1,921.70	1,500.00	421.70	128.1%
4012 · Trans From/To Fund (SUPPORT)	1,747.79	961.58	786.21	181.8%
4100 · Federal	179,354.89	252,172.24	-72,817.35	71.1%
4200 · State	41,879.00	109,431.73	-67,552.73	38.3%
4300 · Local Match	4,824.24	9,583.34	-4,759.10	50.3%
4400 · Local Assessment	0.00	7,206.75	-7,206.75	0.0%
4500 · Contract Reimbursement	60,283.17	45,827.34	14,455.83	131.5%
4600 · Loan Interest	25,213.90	20,313.26	4,900.64	124.1%
4700 · Loan Processing Fees	1,170.00	3,492.42	-2,322.42	33.5%
4705 · Loan Filing Fees	572.06	547.91	24.15	104.4%
4710 · Loan Late Fee	0.00	329.17	-329.17	0.0%
4750 · Investment Interest	7,969.63	1,553.42	6,416.21	513.0%
4800 · Other Revenue	5,452.46	15,638.25	-10,185.79	34.9%
4805 · Farebox Revenue	2,894.75	2,070.08	824.67	139.8%
<b>Total Income</b>	<b>333,283.59</b>	<b>470,627.49</b>	<b>-137,343.90</b>	<b>70.8%</b>
<b>Gross Profit</b>	<b>333,283.59</b>	<b>470,627.49</b>	<b>-137,343.90</b>	<b>70.8%</b>
<b>Expense</b>				
5000 · Personnel Expense	157,125.44	190,203.67	-33,078.23	82.6%
6110 · Travel & Conference	2,203.80	2,234.59	-30.79	98.6%
6190 · Event Services	0.00	658.33	-658.33	0.0%
6200 · Equipment	329.98	919.00	-589.02	35.9%
6300 · Supplies	2,284.24	2,101.99	182.25	108.7%
6400 · Professional Services	14,378.76	62,917.20	-48,538.44	22.9%
6500 · Vehicle Costs	15,952.32	10,682.83	5,269.49	149.3%
6600 · Communications	1,276.07	3,283.00	-2,006.93	38.9%
6700 · Building Costs	3,912.50	4,872.70	-960.20	80.3%
6800 · Bonds & Insurance	0.00	1,827.17	-1,827.17	0.0%
6900 · Other Materials & Supplies	494.28	3,927.24	-3,432.96	12.6%
9000 · Indirect Spread	0.00	11,859.49	-11,859.49	0.0%
9100 · Capital Purchase	0.00	5,127.33	-5,127.33	0.0%
9600 · Transfer to/from Source	1,921.70	166.67	1,755.03	1,153.0%
<b>Total Expense</b>	<b>199,879.09</b>	<b>300,781.21</b>	<b>-100,902.12</b>	<b>66.5%</b>
<b>Net Ordinary Income</b>	<b>133,404.50</b>	<b>169,846.28</b>	<b>-36,441.78</b>	<b>78.5%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7010 · Bad Debt Expense	21,248.84			
7400 · Loan Payment	10,115.00	4,861.92	5,253.08	208.0%
<b>Total Other Expense</b>	<b>31,363.84</b>	<b>4,861.92</b>	<b>26,501.92</b>	<b>645.1%</b>
<b>Net Other Income</b>	<b>-31,363.84</b>	<b>-4,861.92</b>	<b>-26,501.92</b>	<b>645.1%</b>
<b>Net Income</b>	<b>102,040.66</b>	<b>164,984.36</b>	<b>-62,943.70</b>	<b>61.8%</b>

## Memorandum

**Date: October 26, 2022**

**To: MCEDD Executive Committee**

**From: Jessica Metta, Executive Director**

**Re: Background Check Policy**

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### **Overview**

The Executive Committee has discussed a new Background Check Policy several times. At the September Executive Committee meeting, the discussion ended with a suggestion to move it to Board approval and require driving records checks of all MCEDD employees that would be driving as a regular part of their employment and not just those who drive the transit vehicles.

As a reminder, past practice has been to not run driving checks on staff that could be driving their personal vehicles on MCEDD business, but to instead require that they provide us with proof of insurance every year. Staff ran the Committee's suggestion past Special Districts Association of Oregon (SDAO). Their opinion was that a driving record check is not needed as a pre-employment check unless there is the need for the essential function of the job is driving company-owned vehicles. This would match our current practice.

### **Request**

Staff requests removing the requirement to do a pre-employment driving record check for all employees and recommend approval of the Background Check Policy to the MCEDD Board as modified.

## **Background Check Policy**

Mid-Columbia Economic Development District conducts job-related background checks prior to hire in order to ensure a safe and secure work environment in which MCEDD staff, clients, resources, and assets are protected, while protecting the integrity and confidentiality of information gathered during the evaluation. Background checks are normally conducted on the finalist only following the issuance of a contingent offer of employment.

A criminal history does not automatically rule out candidates depending on the job-related nature of the offence.

### **Types of Background Checks**

A standard background check will include a Social Security Number verification, a misdemeanor and felony criminal history check, and National Sex Offender Registry check.

Additional background checks may be required for specific positions based on job-related need, including but not limited to the following:

- Motor Vehicle Record: required for positions where it is anticipated that an individual will regularly drive a MCEDD-owned vehicle ~~or a personal vehicle on MCEDD business~~. See Driver Evaluation Matrix as Appendix A.
- Credit History Check: Conducted only for positions with extensive authority to commit financial resources of MCEDD or with extensive fiduciary responsibility for financial resources of MCEDD; or as required by law, and as appropriate for positions with the following responsibilities:
  - Broad and extensive access to personally identifying information about staff or clients;
  - Direct access to and handling of cash and cash equivalents (i.e., checks, credit card receipts);
  - Note that federal law prohibits discrimination as a result of personal bankruptcy.
  - Typically these positions include Executive Director, Finance and Operations Manager, Loan Fund Manager, Office Administrator.

### **Processing Time**

MCEDD is charged with obtaining background check reports and the initial evaluation of findings in order to ensure that decisions about findings are made consistently and are based on job-related analysis, taking into account the nature and context of the offense.

Background checks are typically completed within three business days.

Candidates for employment who fail to participate fully or who provide inaccurate information in a background check will be eliminated from consideration for the position. Candidates may decline to authorize a background check; in such cases, no background check will be performed, but the candidate will not be considered further.

### Evaluation of Results

Candidates and the supervisor are notified by email when finalists have successfully completed the background check process.

If findings are present, the background report will be reviewed by the Executive Director, Finance and Operations Manager, and the position's supervisor based on job-related analysis, taking into account the nature and context of the offense. MCEDD will notify the finalist of a finding (pre-adverse action notification), including providing access to the complete report and advising the finalist of their rights under the Fair Credit Reporting Act. MCEDD will also ask the finalist to confirm that the report pertains to them and invite the finalist to provide any additional information for consideration.

Following this step, MCEDD will make an initial determination as to whether the finding is sufficiently job-related.

- If findings are determined to not be sufficiently job-related, then MCEDD will consider the background check process successfully completed.
- If findings are determined to be substantially job-related and a decision is made to withdraw the contingent offer of employment, the Executive Director will notify the finalist that they are not eligible to fill the position based on the unsatisfactory results of a background check. MCEDD reserves the right to keep the reason for failure undisclosed. MCEDD will provide the finalist with all required notifications pursuant to the Fair Credit Reporting Act and/or other applicable law(s), including the right to review the report and how to contact agency(ies) that provided the background check results (adverse action notification) through the vendor.

### Confidentiality

Information gathered as a result of background screening is considered sensitive, and disclosure is restricted to those individuals who need the information in order to perform their job duties. Records are maintained by the Finance and Operations Manager in accordance with MCEDD's records retention schedule.

### Current MCEDD Employees

For current employees, changes in employment will require a background check if the new assignment is designated as requiring a background check or required check(s) was not previously performed.

If a current employee has recently had a background check and is being considered for a new assignment designated as requiring a background check, the findings of the check will be reviewed for relevance to the new assignment.

### Appendix A: Driver Evaluation Matrix

The purpose of the Driver Evaluation Matrix is to determine eligibility for an employee when driving is a function of the job. The driver’s motor vehicle record will be reviewed using the matrix below to determine whether driving record is clear, acceptable, borderline or poor.

**THINGS TO KEEP IN MIND:**

1. Past driving records are highly predictive of future performance as a safe, dependable driver and statistically, there is a high correlation between recent driving history and future accident frequency. A driver, who had four moving violations, more than three years ago, may be a better risk than a driver who has two violations within the last 12 months. However, do not base any hiring, promotion, or transfer decisions solely on this one factor. Persons with borderline driving records can be advised of their status and coached to improve.
2. Consider the applicability of the individual’s past violations to the job the applicant or employee will perform.
3. Review the details of the violations listed on the driving record with the applicant/employee to determine if any extenuating circumstances exist regarding the violation.
4. Most convictions and violations are kept on a driving record for five years from the date of conviction or adjudication. Departmental actions, such as, suspensions, revocations, or disqualifications are kept on a driving record for ten years from final release date. Certain violations appear on a driving record in perpetuity, such as alcohol-related convictions, vehicular assault and vehicular homicide convictions and deferred prosecutions.

*Authorized drivers should only be allowed to operate a vehicle on behalf of MCEDD if their driving record demonstrates they will be a safe driver. Those possessing an invalid or suspended license are not eligible to operate a vehicle for MCEDD under any circumstances.*

Moving Violations (1 pt. ea.)	# of Accidents (at-fault, 2 pts. ea.)			
	0	1	2	3+
0	CLEAR	A	A	P
1	A	A	B	P
2	A	A	P	P
3+	A	B	P	P
Major	P	P	P	P

***Only Accidents and Moving Violations in the last three years and Major Violations in the last ten years are considered.***

A = Acceptable: Those with none or fewer than four points.

B = Borderline: Management should give consideration prior to placing or maintaining this individual in a driving position and may want to provide additional training or other requirements.

P = Poor: Management should give serious consideration to not placing or maintaining this individual in a driving position.

Major Violations include:

- DUI – Driving under the influence of drugs or alcohol
- Negligent homicide in the use of a motor vehicle
- Using a motor vehicle for the commission of a felony
- Operating a vehicle without a valid unsuspended license or while uninsured
- Aggravated assault with a motor vehicle
- Grand theft of a motor vehicle
- Reckless driving or speed contest/racing
- Hit and run (bodily injury and/or property damage)

Moving Violations include violations other than Major Violations. These consist of speeding and other moving traffic infractions. Traffic photo enforcement and parking tickets do not appear on driving records as Moving Violations. If multiple citations are issued on the same day, they will be counted as a single violation.

## Memorandum

**Date: October 26, 2022**

**To: MCEDD Executive Committee**

**From: Jessica Metta, Executive Director**

**Re: Grant Approvals**

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### Overview

This time of year is heavy in grant applications for WSDOT and ODOT in support of our Mobility Management work as well as The Link. We also have the opportunity to apply for a grant with the Washington State Microenterprise Association in support of our business loan program and business trainings.

### Grant #1

- **Grant name:** ODOT Statewide Transportation Improvement Fund Discretionary/ Statewide Transit Network
- **Project name:** Gorge Regional Transit Network Implementation
- **Description:** This Gorge Regional Transit Network Implementation project will launch development of the preferred strategies, which will include 1) enhanced inter-county transit services, operations, multi-modal hubs 2) an organizational structure for decision-making and management, and 3) joint policy alignment. MCEDD's Regional Mobility Manager will be responsible for completing deliverables and funds will also engage a consultant for facilitation and charter, contract, and policy development and will support retaining that position. The grant also proposes some specific outreach around serving the needs of the Native American population who live and work at the In-lieu and Treaty Fishing Access sites (TFAS) in all five counties.
- **Grant amount:** \$250,000
- **Match:** WSDOT Consolidated Grant Program, Wasco County Formula Statewide Transportation Improvement Funds, Gorge TransLink Alliance partners
- **Grant deadline:** Nov. 30

### Grant #2:

- **Grant name:** WSDOT Consolidated Grant Program
- **Project name:** Gorge Regional Transit Strategy Phase II
- **Description:** These funds would build off the ODOT funds to support additional work with a consultant to explore the desired governance model that will come out of the Transit Strategy Phase II.
- **Grant amount:** \$50,000
- **Match:** ODOT Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network, Gorge TransLink Alliance partners
- **Grant deadline:** Oct. 27

### Grant #3

- **Grant name:** ODOT Statewide Transportation Improvement Fund Discretionary/ Statewide Transit Network
- **Project name:** Gorge Regional Transit Network: Inclusive Outreach and Education Project
- **Description:** This grant would continue to grow our existing work in marketing the GORge Pass. The primary goal of the project is to increase ridership, especially among the transportation disadvantaged residents who live within the service area (includes Portland/Vancouver) of the providers by using culturally appropriate and engaging outreach and education strategies. One

deliverable includes integration of gorgetranslink.com, gorgepass.com, Columbiagorgecarfree.com for accessibility, among others.

- **Grant amount:** \$144,000
- **Match:** WSDOT Consolidated Grant Program, Wasco County Formula Statewide Transportation Improvement Funds, Columbia Area Transit, possibly others
- **Grant deadline:** Nov. 30

#### **Grant #4**

- **Grant name:** WSDOT Consolidated Grant Program
- **Project name:** Gorge Regional Transit Network: Inclusive Outreach and Education Project
- **Description:** Funding assistance will build off the ODOT funds to develop a travel training program to help transportation dependent populations in Skamania and Klickitat Counties better utilize the transit system. We would contract for this service rather than hire additional staff.
- **Grant amount:** \$77,000
- **Match:** ODOT Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network, Gorge TransLink Alliance partners
- **Grant deadline:** Oct. 27

#### **Grant #5**

- **Grant name:** ODOT Statewide Transportation Improvement Fund Discretionary/ Statewide Transit Network
- **Project name:** The Dalles- Hood River Intercity Service
- **Description:** The LINK would provide service between the Cities of The Dalles and Hood River roughly four times per day on weekdays and three times per day on weekends. This service has been provided regularly over the last several years through the Columbia Gorge Express grant received by Columbia Area Transit (CAT). At times CAT has subcontracted with The LINK to operate portions of the service. This grant would support the service in transitioning to full operations by The LINK.
- **Grant amount:** \$199,000
- **Match:** Wasco County STIF Formula Fund
- **Grant deadline:** Nov. 30, 2022

#### **Grant #6**

- **Grant name:** Washington State Microenterprise Association Grant
- **Project name:** Skamania and Klickitat County Microenterprise Assistance
- **Description:** Washington State Microenterprise Association announced an annual grant opportunity for providing training, tech assistance, and microlending/ access to financing for black/ indigenous/ people of color, etc. We have reached out to Skamania County EDC, Klickitat EDA, and The Next Door to determine interest in partnering. Four Rivers would be the lead nonprofit applicant so the Executive Committee is not asked to approve this grant request. The funds could possibly be used to support microlending proposal development staff time (by the EDC and MCEDD), have The Next Door do some targeted trainings/ outreach to BIPOC businesses, be used to plan some regular business trainings with the Skamania/ Klickitat SBDC and cover the costs.
- **Grant amount:** Up to \$125,000
- **Match:** Not yet identified. There is a 25% match required.
- **Grant deadline:** Nov. 9, 2022

**Request:** Approve the applications for grants 1 through 5. Provide general feedback on grant 6.

**Memorandum**

**Date: October 26, 2022**

**To: MCEDD Executive Committee**

**From: Jessica Metta, Executive Director**

**Re: Gorge Regional Transit Strategy Update**

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Following are slides from Kathy Fitzpatrick, Senior Mobility Manager, with an update on Phase 2 of the Gorge Regional Transit Strategy. She will talk through the slides during the meeting. The important slides for input are the Vision Map (slide 5) and the Criteria for Choosing a Governance (decision-making) model (slide 7).

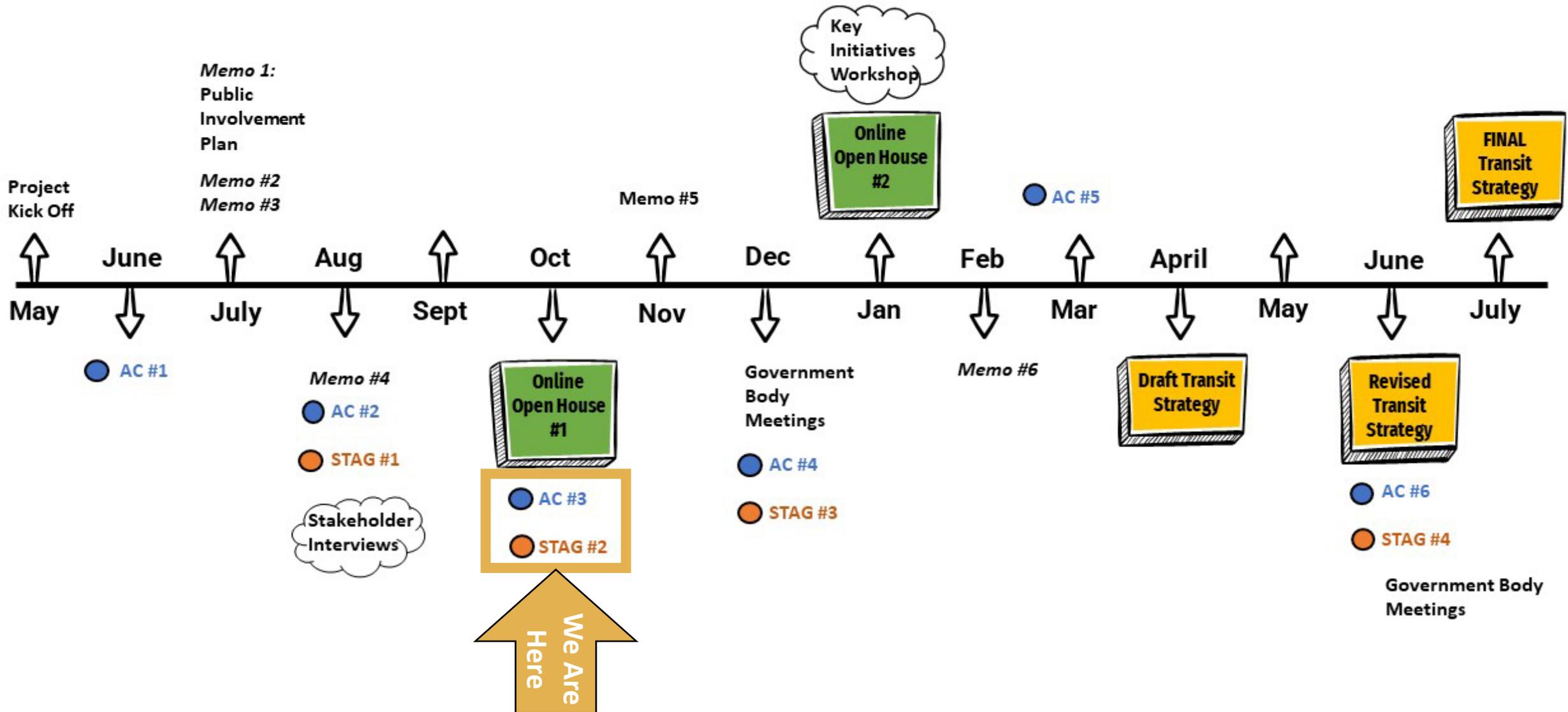
# Gorge Regional Transit Strategy

Updates



**Gorge  
Translink**

# Project Tasks and Schedule



# AC and PMT Members

## Project Management Team/Consultant Team

- **WSDOT:** Bill Baumann
- **ODOT:** Don Morehouse
- **MCEDD:** Kathy Fitzpatrick
- **Kittelson:** Susan Wright, Amy Griffiths, Krista Purser
- **Plangineering:** Carole Richardson
- **JLA Public Involvement:** Jessica Pickul, Nicole Metildi
- **ECONorthwest:** Andrew Dyke, Bonnie Gee Yosick, Natalie Walker

## Advisory Committee

- **WSDOT:** Kelly Smith
- **ODOT:** Valerie Egon
- **Mt Adams Transportation Services:** Sharon Carter, Norma Pickett
- **Columbia Area Transit:** Amy Schlappi, Ty Graves
- **Sherman County Transit:** Marnene Benson-Wood, Kelsi Phillips
- **The Link:** Jesús Mendoza
- **Skamania County Transit:** Sophie Miller
- **SW WA Regional Transportation Council:** Dale Robins, Adam Fiss



# Vision Statement

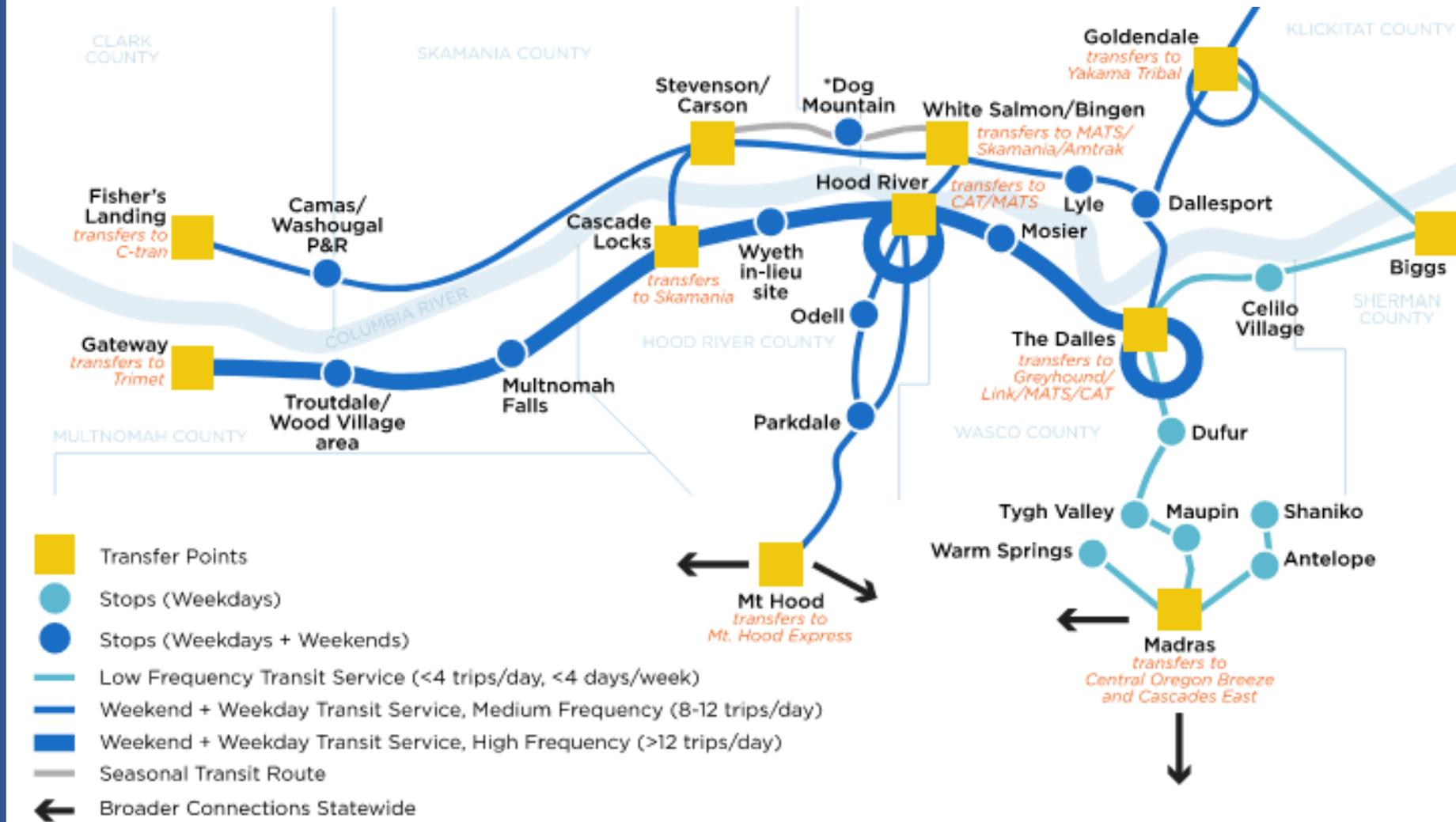
Public transit supports thriving Columbia River Gorge communities by providing access to critical services, higher education, jobs, and outdoor recreation while protecting the natural wonders of the Gorge.



**Gorge  
Translink**

SLIDE 5 for discussion

# Preferred Regional Transit Vision Map



Are there questions or clarifications about the draft regional transit vision?  
Do you have any initial reactions to the draft preferred regional transit vision map?



# The Big Question Still Looms...

## "What is the problem that Gorge TransLink is trying to solve with a new governance model?"

- Increased coordination of regional routes and real-time operation?
- One central command center to respond to problems?
- Increased staff experience?
- Cost and staffing efficiencies?
- Cohesive policies?
- Reduced rider confusion?
- Free up agency staff to focus on DAR?
- All of the above?

**We are moving closer to the answer as the Service Vision develops.**

**Selection of potential governance models should wait until the Service Vision is clear.**



## Narrowing the Field

### How will we decide which option(s) to explore further?

- A. Clarity for customers and the public
- B. Government accountability, oversight and consistent policymaking
- C. Operational efficiency
- D. Existing agency staff burden
- E. Implementation complexity

Currently seeking input from transit providers and policy-makers.



## Memorandum

**Date:** October 26, 2022  
**To:** MCEDD Executive Committee  
**From:** Jessica Metta, Executive Director  
**Re:** Dashboard Updates

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**Request:** Provide initial feedback on improvements to make to the MCEDD Dashboard.

### Overview

At the September MCEDD Board meeting, the Board discussed having the Executive Committee review the Dashboard to determine if updates need to be made so that it fully reflects MCEDD's operations and areas the Board would like to keep an eye on for operational management. The dashboard was first developed roughly ten years ago and has had only very minor changes since. It has not been updated since MCEDD took on operations of The Link.

### Discussion

- Do each of these specific items help you understand how well the organization is running and/or where focus should be placed?
- Are there other items you would be interested in seeing? If yes, what would be a target number to know if things are going well or need attention? If transit metrics are desired, metrics we often report on include: Total rides, Revenue Miles, Revenue Hours.

### Possible Next Steps

If any changes are suggested, staff could draft an updated Dashboard to share at the December Executive Committee meeting for feedback before presenting it to the Board.

## Memorandum

**Date:** October 26, 2022

**To:** MCEDD Executive Committee

**From:** Jessica Metta, Executive Director

**Re:** MCEDD Property Discussion

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### Overview

MCEDD has received several inquiries in the past about the flagpole portion of our property and the interest in giving it or selling it to the property to our west at 816 Chenowith Loop Road. We have received another inquiry that seems to have momentum. Mid-Columbia Community Action Council (MCCAC) has purchased the property at 816 Chenowith Loop and is working to develop supported housing there. The conversation has two pieces for initial Executive Committee feedback. The property is shown below.



Item 1: Selling the “flagpole” portion of the lot to MCCAC for use in their development, highlighted in yellow.

Item 2: Allowing MCCAC to develop access that continues through to 7<sup>th</sup> Street, highlighted in orange. This could either be through retaining our property and allowing an easement, or selling that portion of the property and seeking an easement for our use of the access.

We have not yet made long-term plans for our property. In the future, I could see adding a second bus barn, and/or possibly more office space and employee parking. A second driveway accessing 7<sup>th</sup> Street could be possible. If we were to allow MCCAC to install a driveway accessing 7<sup>th</sup>, we would want to add a fence and vehicle gate across the “new” southern border of the property adjacent to a driveway to secure our facility.

As next steps, MCCAC would need to complete an ODOT-approved appraisal of the “flagpole” and possibly the other portion of the property to determine a fair cost. As a reminder, the MCEDD property was purchased with Federal Transit Administration funds and has stricter guidelines for the property’s use and/or disposal such that it must be done in a way to support the transit system.

**Request:**

- Provide initial feedback on both requests.
- If Item 2 is of interest, identify a preference on ownership/ easement options.
- Identify questions for staff to research before making any recommendations for Board action.



**Economic Development Division Report  
Prepared for the November 2022 Executive Committee Meeting**

**County Economic Development**

- Staff brought two new housing applications to County Court for approval and two time extension requests. Staff will also do a review of the application forms, including terms and conditions, and suggest revisions to be presented to the Court at a later date.
- Staff will work with the City of Grass Valley to plan another community outreach meeting in December or January when more details are known regarding the updated funding options from the Clean Water State Revolving Fund, specifically the increase to the maximum amount of forgivable loan.
- Sherman County has expressed interest in DEQ's new Onsite Septic Financial Aid Program for septic system repair or replacement. Funds will be available to eligible third-party organizations, such as the County, instead of direct to property owners. Staff will follow up with DEQ as more details about the program and the application process become available.
- The City of Rufus completed a hazardous materials survey for the community center. Staff have been coordinating with the Business Oregon brownfield program to determine next steps and funding possibilities for clean-up or removal of hazardous materials.
- Staff has been working closely with the Dufur Community Vision Steering Committee to develop process and outreach materials to support them and prepare for a Nov. 15 community meeting.
- Staff participated in the South Wasco Alliance's strategic planning process along with other agencies that support community economic development and workforce development. The group expressed interest in initially focusing on housing and tourism.
- Staff is starting the process for the Wasco County EDC's annual Community Enhancement Projects list. Five community level meetings have been scheduled for November to gather project information from throughout the County.
- Staff attended a meeting with Washington Department of Commerce Director Lisa Brown and a community meeting related to Klickitat Valley Health's Strategic Plan where the REDS and its next steps were highlighted. The group is looking to shift its name to the Greater Goldendale Leadership Exchange and is working toward a regular, fairly informal collaboration lunch with the broader group of community partners.
- **Brownfields Assessment Grant Contracting Update and Request:** After initial discussions with Maul Foster Alongi, staff was unable to come to an agreement about contracting with them for assistance with developing the grant application and grant implementation should we be successful. They had proposed high costs for developing the grant application or greater staff capacity we were unable to fill. Staff then began discussions with Stantec and is working with them to support brownfield coalition assessment grant application. This is due Nov. 22<sup>nd</sup>. Staff has been taking next steps around identifying formal coalition partners and sharing reference materials with the consultants.

- *Request: Authorize the Executive Director to move forward with contracting with Stantec for this project. Per MCEDD's procurement policies, if the grant were awarded the contract amount would require Executive Committee approval.*

### **Rural Capacity Building Grant Projects**

*The Oregon State Legislature and The Ford Family Foundation have provided some resources to Economic Development Districts in Oregon to support rural capacity building, grant research and writing, and grant management for a variety of types of organizations in small communities. Projects being supported with these funds will have updates reported in this section during the duration of the funding.*

- Staff attended a One Stop meeting for the City of Shaniko to discuss funding for water system improvements and will follow up with the City and engineer on next steps.
- Staff met with the East Fork Irrigation District, The Dalles Art Center and Columbia Gorge Tourism Alliance to discuss funding needs and possible application support.
- Staff worked to schedule a meeting with SafeSpace (formerly Columbia Gorge Children's Advocacy Center) and their capital campaign manager to discuss possible grant opportunities for the development of a new treatment, triage, and community center in Hood River.
- Staff is meeting with the Pine Grove Water District (Wasco County) and Business Oregon on Oct 26<sup>th</sup> to discuss funding strategies for their water source improvement project and preparation for a one stop meeting soon.

### **Broadband**

- Staff has closed the [Mid-Columbia Broadband Speed](https://www.commerce.wa.gov/building-infrastructure/washington-statewide-broadband-act/speedtestsurvey/) with approximately 340 responses. We are still encouraging people to continue to take the relevant speed test for their location. For Washington (<https://www.commerce.wa.gov/building-infrastructure/washington-statewide-broadband-act/speedtestsurvey/>) and Oregon (<https://www.fasterinternetoregon.org/>). Staff is continuing to work with communities to support different outreach strategies to increase the amount of data available.
- Staff attended the Oregon Connections Conference at the beginning of October. It focused on the federal funding coming to communities through their State Broadband offices in the coming years. There was also significant discussion of the draft rules for two grant programs, including one technical assistance program that can help with broadband planning from strategies to engineering.
- Staff is working with local partners to engage in processes in both Oregon and Washington regarding broadband funding resources.

### **Industry Clusters, Entrepreneurship and Innovation**

- Staff attended and hosted annual GTA Gorge Tech Showcase on September 28, 2022 in collaboration with AUVSI Cascade Chapter. GTA showcased five member businesses along with sponsor Business Oregon reporting on the I84 UAS Test Range project.
- Staff engaged with the final process related to Business Oregon's UAS Economic Impact Study. Recommendations include creation of a marketing strategy, development of a UAS task force as a central point of contact for all UAS-related issues, implementation of workforce training programs, and a lower impact Beyond Visual Line of Site plan.

- Staff has worked closely with the GTA Board to update the Membership/Sponsorship Drive materials and the drive is underway for the year.
- Staff is planning a final Pub Talk event to be hosted at the Dirty Cowgirl Saloon in Wasco on November 8 from 5:30pm to 7:30pm. Featured speakers will include the owners of Hotel Moro and the Grass Valley Market.
- Staff participated in South Wasco Connect community resource event and hosted a panel of innovative small business owners from South County as part of the MCEDD Pub Talk and Wasco Innovators Drinks series. Attendees participated in a healthy discussion about strengths, barriers and opportunities of doing business in rural areas, through the pandemic, and within the economic ecosystem.
- The Wasco Innovation Initiative continues to make progress. Staff is drafting an entrepreneurship ecosystem assessment for the County level that will support the Regional Innovation Hub work.
- Staff has started the Regional Innovation Hub Planning Grant implementation with EcoNW. A kickoff meeting has occurred, and initial information gathering is underway through interviews and research.

### Energy

- Solarize Hood River County runs through October 31 with 65 households signed up to date. The campaign aims to educate the community about solar and solar+storage and to encourage homeowners to sign up for a custom quote from a pre-vetted Energy Trust of Oregon Trade Ally contractors, which includes a campaign discount on top of Energy Trust of Oregon, state, and federal solar incentives.
- Staff and partners have continued to work on the “Creating Equitable Access to Energy Efficiency Resources and Improving Homes” project, which is focused on identifying and addressing barriers to accessing solar, solar + storage, and energy efficiency among low-moderate income and Latinx communities in Hood River County. This project included two focus groups and a community survey that aimed to learn more about energy efficiency and renewable energy needs, perceptions, and barriers, especially among low-moderate income and Latinx communities in Hood River County. Results from these outreach efforts are informing the project’s summary report.
- The Energy Council Transportation and Land Use subcommittee will be hosting an educational webinar, EVs for Everyone, on Wednesday, November 9 from 12:00-1:15 p.m. The webinar will include information for personal vehicle operators, business owners, and fleet operators. Topics will include vehicles, charging, financial incentives, and more. Speakers from the City of Portland, Forth Mobility, Pacific Power, and OpConnect will be participating.
- The Energy Council is working with Dynamic Design Solutions to create a website for the Energy Council that will be completed by the end of the year. This website will help the Energy Council increase community awareness and engagement with Energy Council efforts.
- The Energy Council is working with Hyland Solutions to implement diversity, equity, and inclusion training for the Energy Council and key stakeholders. The goals for the training include helping the Energy Council develop a shared understanding of DEI concepts, helping the Energy Council develop and incorporate a DEI framework into the group’s planning, and helping the Energy Council develop a list of next steps in its DEI journey.

### Infrastructure:

- **Biggs Water Project:** The project is still waiting on the reservoir. No major updates.

- **Crystal Springs Water District:** Close to finalizing paperwork on both the Westside and South Reservoir projects.
- **Cascade Locks Wastewater:** No major updates. Construction is continuing as planned. Staff continues to review payroll reports, conduct worker interviews, and draft disbursement requests for the project.
- **City of Hood River:** The design is at ~90% completion and the City is expecting a cost estimate update from their engineers by the end of October. The City is still working on securing drainage easements. The City is still planning on a bid advertisement by the end of the year, but has pushed the timeline back about a month.
- **Dog River Pipeline:** Construction on the pipeline is continuing as planned. The City of The Dalles is planning to go to bid for the construction of the fish passage portion of the project soon.
- **Sherman County Bus Barn:** The project engineer provided the County an initial cost estimate for the project of ~\$1.2 million (~\$600,000 more than they currently have budgeted). The County submitted a LOI to ODOT for STIF Discretionary funds in early October and hopes to be invited to submit a full application. Staff will support the County in completing an additional application
- **Hood River County—Adult Center Kitchen Rehab:** The County is close to completing the initial CDBG requirements and has entered into a contract with the architect. The architect is currently working on bid documents.



**Executive Director's Report**

**Prepared for the November 2022 Executive Committee Meeting**

**Regional Work and Outreach**

- We are almost ready for the November 4 Annual Columbia Gorge Economic Symposium! Region 10 HUD Director Margaret Salazar is our keynote and registrations are up to around 115 people! We moved into the larger space at The Dalles Civic Auditorium to ensure plenty of space. The Renewable Energy panel should be great as well, with Mike McArthur of CREA facilitating. *If you plan to attend but have not yet gotten a calendar invite, let me know ASAP so we can add you.*
- As also noted in Carrie's report, we are starting the work on the Regional Innovation Hub funded by a Business Oregon grant. We are working through contracting with ECONorthwest and held a meeting with The Next Door to explore how they could support outreach to Latino innovators. We will be pulling together a team of partners to guide the work, and are also considering how to keep Skamania and Klickitat Counties involved without similar state grant funding.
- Associations: The Oregon Economic Development Districts Association held its first in-person meeting in several years in October in Bend. It was a very positive meeting and we have been invited to a number of statewide conversations to explore getting more Oregon state funding to the EDDs to support our grant writing and community development work. I also participated in a virtual gathering of the Washington EDDs and we are planning a longer virtual gathering to learn from each other and an in-person meeting in 2023.
- I developed educational materials about the benefits of the Enterprise Zone in Hood River County at the request of the Hood River Economic Development Group. Cardinal IG and Pfriem were highlighted to explain how the property tax exemption helped their businesses. The Enterprise Zone is set to sunset in 2025 if the Oregon legislature does not extend the program in the upcoming session. If any Oregon partners are interested in having these materials, please let me know.
- We mailed copies of the Annual Report to all of our local assessments partners and received at least one positive response in return.
- I engaged in regional outreach with meetings with Skamania EDC and additionally attended the EDC's Annual Luncheon, Port of Skamania, One Gorge, Washington Dept. of Commerce (several meetings), Wasco County Planning, Oregon Dept. of Land Conservation and Development. I also participated in the Port of Hood River's legislative outreach meeting focused on the Bridge funding with roughly 18 legislators from across Oregon and Washington. It was a well done event and kudos to new Board Member Kevin Greenwood.

**Business Assistance**

- The OIB met in September and approved an additional loan to Gorges Brewing for about \$400,000 which we have since closed. We also closed a \$40,000 MCEDD loan to Edeske Patisserie and \$38,000 to Higgins Family Farms, both in Hood River as microloans approved by the Executive Director.
- The pipeline has gotten a little lighter and we are developing outreach plans to visit our counties and communities that are further away to meet with potential clients.

- I participated in Economic Development Vital Signs Indicators meetings with the Gorge Commission to discuss tracking options for the OIB loans as well as ag metrics. I attended their October meeting to also listen to the presentation by the Tahoe Regional Planning Agency.
- We are closing out the work funded through our Oregon Community Foundation grant to support our Pub Talk events. We held an event in Maupin in late Sept, are planning one in Sherman County, and held a Spanish-language event in partnership with The Next Door in October in Hood River. We also contracted with the Small Business Development Center to clean up our loan application to make it easier to use and translate it into Spanish. The SBDC's work should be done by early November.
- We finally received USDA approval for the first loan through the USDA Rural Business Development Grant for the Scenic Area! The SHPO approvals held up the process, but they have finally given MCEDD the funds.
- I finally was successful in getting two new OIB members appointed by the Governor: Sam Bauer for Hood River County and Rod Cole for Wasco County. I also got Nathan DeVol appointed by Hood River County to a seat on the MHEA. I am still working to get Multnomah County to appoint a new OIB member.

### **The LINK Transportation**

- South County Service Expansion: Beginning October 3rd, The Link has expanded the South County route to include Pine Hollow and Wamic. We have also increased the service twice per week, which will be provided every Tuesday/Thursday.
- Annual Inspections/Winter Tire Rotation: The Link continues cycling each bus through a shop in Portland for our annual inspections, with two vehicles left for this year's completion. We will begin Winter tire rotation in November.
- Bus Shelters/Simme-Seats: We have received quotes for bus shelters and simme-seats and will be placing an order for twenty simme-seats and four bus shelters in the next few weeks. One Community Health and Mid-Columbia Center for Living are interested installing a shelter at their location. MCMC and the High School are two organizations considering installing shelters as well.
- New Hires: The Link hired two full-time drivers and one part-timer. The added staff will provide an opportunity to expand service hours Monday-Friday and enhance service level provided on the weekend. The goal is to expand service hours from 7am to 7pm during the weekday and add the fixed-route service on Saturday from 9am to 4pm.
- As of Oct 1, we moved Laura Reed into the new Field Supervisor position. This is allowing Jesus to focus on service improvements and grant writing and helping increase skills among our existing staff.
- Jessica and Jesus are participating in a Technical Advisory Committee for Wasco County Planning regarding a Rural Transportation Equity grant they received. The work is intended to set the County up for adopting the Wasco County Transit Development Plan.
- Jessica and Kathy met with staff from Age + to explore their interest and process in supporting the transportation needs of seniors in South Wasco County. We are connecting them to the Wasco County Planning process noted above.
- I am hosting meetings of the Wasco County Public Transportation Advisory Committee to follow the process needed to submit for next biennium's grants in support of The Link. We have been meeting monthly to meet grant requirements and deadlines.

- I submitted a Google grant through Four Rivers to provide matching funds for The Link to purchase two hybrid vehicles and am waiting to hear back.

### **Mobility Management and Regional Transportation**

- **GORge Pass Marketing:** As the 2022 season winds down, the marketing grant project for the Annual GORge Pass has shifted focus from selling passes to outreach and education of local residents. The marketing team has launched a survey designed to give us an understanding of awareness of local public transit and what would motivate people to buy a pass. It's also written to educate at the same time. Take the survey here: <https://www.surveymonkey.com/r/gorgetransitsurvey> . In 1-2 months the marketing will start to highlight the Gorge to Mountain Express, riding the bus instead of driving in bad weather, and New Years' resolutions. The marketing team is also currently working on evergreen products like videos and photography.
- **Gorge Regional Transit Strategy II:** update included as a presentation in your packet.
- **SW WA Human Services Transportation Plan:** The SW WA Regional Transportation Council (RTC) is working on a final draft of the Klickitat/ Skamania County Human Services Transportation Plan, which measures local gaps and opportunities for public transportation in Klickitat and Skamania counties with a focus on special needs populations. The RTC is also working on a Regional Transportation Plan to be completed at the end of next year. The public transportation section will be informed by the Gorge Regional Transit Strategy
- **Vanpool Programs:** ODOT will launch a statewide vanpool program early next year. Kathy is reaching out to large employers in Hood River and Wasco Counties to understand the level of interest and need. Vanpools are considered public transportation, are open for anyone to ride, and are a great solution for highly rural areas and large employers with shift workers or those the local bus system can't serve because of schedule or geography. Federal and state subsidies can make vanpools an attractive solution for both employers and employees.
- **Travel Training and Outreach:** Travel Trainer Sara Crook has been busy with outreach to local schools in both Hood River and Wasco counties and is a prominent fixture at local events, tabling and talking to people about The Link and CAT's services and the regional transit system. Sara is also managing the Rural Veterans Healthcare Transportation grant, and has participated in several Veterans' events, connecting with providers and with individual Veterans. Sara has been working on development of the Gorge Transit Connect program, strengthening the partnerships and training Travel Ambassadors so that they can help to expand the program. An RFP for the Travel Training Videos project is out for proposals. This project will develop 10-20 travel training videos that will live on the GorgeTransLink.com website to be easily accessed by individuals and organizations.

### **Facilities, Trainings and Operations**

- I attended the Annual Training Conference for our National Association of Development Organizations (NADO) in Pittsburgh in October. I was asked to present our newly-adopted CEDS as a case study in a CEDS 101 session and also received an award for our CEDS through their annual awards program. We will have a press release soon to share about the award. This event in general is very beneficial to me and we might consider budgeting to have Carrie Pipinich also attend in the future.

- We had a positive financial audit from WSDOT but they have requested a number of updates to our various policies. We will be bringing their suggested edits and additions to the December Executive Committee/ Board meetings.
- We had a successful grant monitoring visit from Business Oregon related to the Attainable Housing Revolving Loan Fund. We also took their staff to tour the latest project funded, the Leeward apartments in Hood River.
- Our new Office Admin Keli Lafrenz started in October. Dana and I mostly have been working to bring her up to speed with training.
- We just held our annual open enrollment for employee benefits, and also rolled out a free ergonomics assessment tool from SAIF called Ergopoint.
- I held an annual evaluation for Kathy Fitzpatrick.
- We finally hosted our “summer” staff potluck in September due to the heat in July and August. We host these twice per year to build staff relationships. We are also again hosting online “coffee chats” every two weeks for staff to build relationships even if folks are working remotely.
- I had our first meeting with Diversity, Equity and Inclusion (DEI) consultant Mariann Hyland and have received some Board interest in volunteering for the Planning Committee.