



Mid-Columbia Economic Development District

MCEDD Service Expansion Subcommittee Meeting
Wednesday, October 4, 2017
4:00 p.m.

The Dalles Transit Center, 802 Chenoweth Loop Road, The Dalles, OR

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order		
Minutes- September 27, 2017	5 minutes	Approval
Site Visit	20 minutes	Information
LINK Historical Review	15 minutes	Information
<i>Executive Session per ORS 192.660 (e) (Real Property Transactions)</i> <i>Regular Session Reconvened</i>		
Follow-up Actions	10 minutes	Decision
Other New Business		
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 us at (541) 296-2266; TTY 711 at least 48 hours before the meeting. MCEDD is an equal opportunity employer, lender and provider.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
SERVICE EXPANSION COMMITTEE MEETING MINUTES**

Wednesday, September 27, 2017
4:00 PM
MCEDD Office, 515 East 2nd Street, The Dalles

ATTENDANCE:

COMMITTEE MEMBERS: Ken Bailey, Dana Peck, Perry Thurston (teleconference)

STAFF: Amanda Hoey, Sherry Wickert

CALL TO ORDER:

Ken Bailey called the meeting to order at 4:07 pm.

INTRODUCTION/OVERVIEW

Amanda Hoey outlined the purpose of the committee, stating that it is to develop a recommendation to the MCEDD Board of Directors regarding potential program expansion, specifically focused on the LINK public transportation.

Discussion: Ken Bailey noted that he views the committee's role as advisory to staff to develop a plan for any consolidation of services and that the committee will provide input as members of the board throughout the process, as well.

Amanda outlined the basic parameters presented to the board at the last meeting under which the committee operates in analyzing program expansion:

- Fit to MCEDD mission
- No adverse impact to other core MCEDD programs
- Ability to effectively serve the intent and clients of a new program

Discussion: The committee discussed the reasons for considering this program expansion. Ken Bailey noted the benefits of consolidation of efforts.

Amanda presented a draft timeline, noting that it was very ambitious and may need to be extended, but as per Bob Benton's direction at the board meeting; time is of the essence:

- September 27: Basic introduction, clarify the committee's purpose, determine the information needed to proceed in review
- October 4: Financials review
- October 11: Assets review and continuation on the financials
- October 18: Process and structure review, including internal decision making
- October 25: Potential recommendation for the MCEDD Board, or extend timeline

Discussion: Ken Bailey requested addition to the timeline for discussion of MCEDD staffing in response to the addition and what may need to modify for MCEDD staff structure as well (eg what can merge, where additional resources may be needed). Dana Peck requested an earlier walk through of the facility to provide a better grounding in the program. Amanda noted the

Oregon public transportation conference timing will impact how early the committee could do that and she will work with Brent Olson on timing.

REVIEW OF LINK

Amanda provided an introduction to the LINK, including an overview of transportation services, current connection to the brokerage and assets. She reviewed asset ownership structure for the new transit center, restrictions on transit center use, and resources still to be spent on transit center enhancements; vehicles and their overall condition; and scheduling software. She flagged the areas where the brokerage and LINK intersect and would need to negotiate for continuity, including personnel (transportation operations director and dispatch), facility costs and scheduling software. She noted areas for future growth related to HB2017 and fixed route considerations. She referenced questions Mark Zanmiller submitted related to the cost of the fleet and building, personnel, revenue and staff impact.

Discussion: Dana Peck noted the high telephone costs in relation to other items (eg fuel). Amanda stated that most of that expense is attributed to the brokerage as the call center and noted that is an item to add to the discussion conversation with the brokerage leads. Perry Thurston noted his experience as a mechanic and interest in the vehicle maintenance and condition, in particular. The committee discussed a conversation with GOBHI and the need to identify opportunities for continuation in a similar manner to the current process for the time being.

The committee discussed the information that would be needed in review, including:

- 6 years of historical financials
- Budget narratives, including methodology on distribution
- Asset management plans
- ODOT contracts
- Understanding of % of funds by source for where ODOT funds originate
- Job descriptions
- HB2017 funding understanding
- Organization chart, preferably crosswalked to the budget
- Separate the LINK and brokerage financials into separate documents
- Clarify where and how maintenance and repairs conducted

FOLLOW-UP ACTIONS

MCEDD staff was directed to:

- Request the information noted for future meeting conversations;
- Request a walk through in a manner that does not disrupt operations or personnel at the transit center; and
- Meet with GOBHI staff.

ADJOURNMENT: Having no other new business, the meeting was adjourned at 5:10 pm.

Respectfully submitted by Amanda Hoey, Executive Director