

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
THURSDAY, FEBRUARY 11, 2016**

**Hood River Fire Station
Leonard Hay Community Room
1785 Meyer Parkway
Hood River, OR**

4:00 P.M.

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order/Introductions	5 minutes	Information
Loan Client Highlight- <i>Oregon Brineworks</i>	5 minutes	Presentation
Consent Agenda December 2015 Minutes (<i>White Encl.</i>) PNMP Charter Approval (<i>White Encl.</i>)	5 minutes	Approval
Financial Report (<i>Yellow Encl.</i>)	5 minutes	Information
Annual Board Forms (<i>White Encl.</i>) <i>Board Commitment/Conflict of Interest</i>	5 minutes	Item
Salary Survey (<i>Green Encl.</i>)	10 minutes	Decision
CEDS and Connect Mid-Columbia (<i>White Encl.</i>)	30 minutes	Discussion
Supplemental Budget (<i>Yellow Encl.</i>) Resolution 2016-1, Supplemental Budget (<i>Yellow Encl.</i>)	10 minutes	Adoption
Director Report (<i>Lavender Encl.</i>)	10 minutes	Discussion
Regional Updates- <i>MCEDD Board members</i>	20 minutes	Discussion
Executive Committee Report (<i>Green Encl.</i>)	5 minutes	Information
Loan Committee Report (<i>Blue Encl.</i>)	10 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Project Manager Reports (<i>Salmon Encl.</i>)	(time permitting)	Information
New Business	10 minutes	Discussion
Adjournment		

Accessibility: 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 least 48 hours before the meeting.

In May 2014, MCEDD made a \$100,000 loan to Oregon Brineworks to scale up production and increase distribution of their products throughout the Northwest. Oregon Brineworks blossomed in the summer of 2013. The husband and wife team, Brian and Connie Shaw, are driven by their passion for healthy, natural living and contributing to the creation and sustenance of a strong regional food systems. They saw a niche market for naturally fermented products using local, organic produce. They pick, process, and ferment the vegetables that comprise their pickles, kraut, pickled beets, ketchup and hot sauce during the height of the Pacific Northwest seasons. Learn more at oregonbrineworks.com.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, DECEMBER 10, 2015
WHITE SALMON LIBRARY
77 NE Wauna Ave, White Salmon, WA

BOARD MEMBERS: Ken Bailey, Bob Benton, Jan Brending, Bob Hamlin, Nick Hogan, Stephanie Hoppe, Rex Johnston, Steve Lawrence, Robert Kimmes, Steve Maier, Carol MacKenzie, Dana Peck, Eric Proffitt, Rod Runyon, Bill Schmitt and Mike Smith

STAFF: Amanda Hoey (Executive Director), Sherry Wickert (Finance Manager), Eric Nerdin (Loan Fund Manager), Carrie Pipinich (Project Manager), Jacque Schei (Project Manager), Michele Spatz (Project Manager), and Sherry Bohn (Office Administrator)

Guests: John Hick (*Solera Brewery*), Jason Kahler (*Solera Brewery*), Ken Onstott (*Onstott, Broehl and Cypher*), Won Kim (*Parkdale Sanitation*) and Maria Foley (*Mt. Adams Chamber*)

CALL TO ORDER/INTRODUCTIONS:

Jan Brending called the meeting to order at 4:00 p.m. A quorum was present. A round table of introductions took place. A quorum was present. Eric Nerdin introduced John Hick and Jason Kahler from Baseline Brewing. He explained that Baseline Brewing, doing business as Solera Brewery, is a MCEDD loan client. John presented Baseline's history and current production capacity. Jason discussed the impact of MCEDD's loan program in supporting their business start-up and growth. They also discussed Brewers in the Gorge (BiG) and the group's current map.

CONSENT AGENDA:

- Approval of September 17, 2015 MCEDD Minutes
- Approval of 2016 Meeting Calendar
- Approval of the STIP Enhance/Connect OR Letter of Support
- Approval of the Skamania EPA Grant Letter of Support

Motion to approve the consent agenda made by Bob Hamlin. Eric Proffitt seconded the motion. Motion carried unanimously.

FISCAL YEAR 2015 AUDIT REPORT:

Ken Onstott, of Onstott, Broehl & Cyphers, P.C. presented an overview of the audit performed for MCEDD for the fiscal year ending June 30, 2015. He noted that the audit was performed in compliance with all state and federal regulations and is a two-part audit covering the governmental activities and the business activities of MCEDD. Ken noted that they only reviewed the financial statements presented for compliance; the statements are prepared by MCEDD. The findings are listed on page 39 and 40 of the audit, of which there were none. He pointed out that the state of Oregon requirements were explained and met on page 41. Ken thanked staff for all of their hard work in the preparation of the audit.

Dana Peck arrived at 4:16 p.m.

Discussion: Steve Lawrence asked if the audit report was sent to federal agencies. Ken Onstott stated that it was provided through the federal clearing house and Amanda Hoey explained that the audit report is sent to our primary federal funders. Mike Smith asked if there is anything that Ken Onstott could offer as suggestions to improve the process. Ken Bailey stated that in past years Ken Onstott had made some suggestions and they were implemented. Ken Onstott noted no changes and expressed his appreciation for all the professional work of the MCEDD staff.

FINANCIAL REPORT:

Sherry Wickert presented the finance report for the period ending October 2015, reporting that MCEDD's Loan Fund Cash and Loans Receivables reflect the continued trend of higher revenue and fewer new loans made. Sherry reported that Accounts Receivable balance is significantly below last year, due to last year's grant billings for ended projects and for a billing for Sherman IRP program match. Accounts Payable currently reflects a zero balance and Accrued Interest Payable currently includes interest that was paid in November of this year, while last year was paid in October.

Sherry reported that October's Operations Budget vs. Actual report shows Revenue for Local Match includes actual match reserved for quarters 2-4 for Mobility Management. She reported that Contract Reimbursement is below budget due the timing of billings for several special projects. Sherry noted that Loan fund revenue continues the trend of below budget and is under budget by \$18,430, which includes October's variance of \$4,835. For expenses, categories of Travel, Professional Services, and Bonds and Insurance remain below budget due to the timing of expenses. The category of Other Materials and Supplies is higher than budget, due to FY17 costs that will be transferred at year-end.

Motion to accept the financials as presented was made by Mike Smith. Rex Johnston seconded the motion. Motion carried unanimously.

CEDS UPDATE CONSIDERATION:

Amanda reported that in October the Hood River Board of County Commissioners recommended inclusion of the Parkdale Sanitary District project in the MCEDD regional comprehensive economic development strategy (CEDS). The project moves to the highest economic development priority for the County for the CEDS. Wong Kim presented an overview of the project noting that the estimated cost was \$2.8 million dollars and the Parkdale Sanitation District was a revenue based district. Amanda noted that the CEDS is updated annually, but that we have opportunities to periodically review project inclusion, when circumstances warrant a change. Amanda noted that the next regularly scheduled update is in March, so any decisions on project incorporation would be limited in duration before the Board had an opportunity for another analysis.

Amanda noted that the MCEDD Executive Committee recommended including the project with a #1 ranking given the immediate opportunity for funding, the need to leverage a regional strategy ranking, the County's recommendation and the impact to employers.

Discussion: Mike Smith asked about the ramifications of moving the library project down the list. Amanda Hoey explained the funding sources for each of the projects and noted that there should be no adverse impact as they would still remain in the CEDS. Steve Maier asked if this project is more important than workforce housing. Bob Benton explained Hood River County's position and the availability of funds. Steve Lawrence asked for clarification on the CEDS ranking process and expressed his concern with the

ramifications of changing the process. Amanda Hoey explained the process and that this is consistent as it went first through the local jurisdiction before coming to the MCEDD board. Ken Bailey noted that the availability of funding and the project's readiness to proceed has always been part of the process. Rod Runyon asked about the funding amount which was originally expressed as 2.1 million dollars but is now noted at 2.8 million dollars. Won Kim noted the increased contingency amount approved by the Parkdale Sanitation District and stated that the 2.8 million dollars figure was correct.

Motion to include the project with a #1 ranking in the MCEDD regional comprehensive economic development strategy (CEDDS) made by Bob Benton. Mike Smith seconded the motion. Motion carried unanimously.

SALARY SURVEY:

Jan Brending reported that the last MCEDD budget committee issued a primary recommendation related to reviewing the MCEDD salary scale in advance of its next budget cycle. Amanda Hoey noted that in addition to the need for regular review as a simple best practice, there are other considerations as follows:

- Salary disparity between positions can make it difficult to attract qualified individuals.
- Upcoming FLSA regulations that would impact steps 1 and 2 of MCEDD's Project Manager salary scale (currently classified as exempt).
- Retaining qualified employees.
- Financial constraints of MCEDD. The overall financial stability of the organization drives much of our decision making around salaries.

Jan Brending reported that the Executive Committee discussed the current scales, comparables and a range of options. She noted that general guidance in developing options included:

- Standardization of the 5% increase between steps is important to maintain. There can and should be variation in the starting salary level between positions, but the percentage each step increases should remain standard.
- Each position should be analyzed independently, rather than on the grade system.
- The longevity option did not appear to be a desired option. Rather, the salary scales themselves were the primary focus for consideration of changes.
- The number of steps should not increase. Rather, the analysis should focus on if the salary range is appropriate and make modifications to the starting salary.

Jan Brending reported that the Executive Committee voted to recommend to the full MCEDD board the included recommendation which would increase the Executive Director base salary by approx. \$7,000 and Project Manager starting base salaries by approx. \$5,000.

Discussion: Nick Hogan asked how many Project Managers there are on staff. Amanda Hoey reported that there is currently three in the office plus one on leave. He asked about retaining the revised salary scales but moving affected staff down just one step, raising their pay levels. Jan Brending asked about what the budget impact would be of Nick Hogan's suggestion. Rod Runyon noted his concern with the budget ramifications. Eric Proffitt stated he would like to see the figures researched more in relation to the budget and suggested taking it back to the Executive Committee.

Motion to remand the topic back to the Executive Committee was made by Nick Hogan. Steve Maier seconded the motion. Motion carried unanimously

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey presented the Executive Director report highlighting the following:

Amanda updated the MCEDD Board on the Gilliam and Wheeler counties membership request status noting that there had been an unexpected requirement that both the Oregon and Washington Governors would need to officially concur but the process was still moving forward. She requested Board concurrence to allow an extended timeframe for the process.

Discussion: Ken Bailey asked if GEODC had expressed any concerns or problems. Amanda noted the shift in the GEODC staff.

REGIONAL UPDATES

Board members shared updates on items of regional interest.

Jan Brending – Jan reported that Bingen had recently lost two business due closures, McDonalds and Killer Burger. She stated that the overhead crossing project will begin to move forward in 2016.

Rod Runyon – Rod reported on the FAST Act transportation bill. He also reported on the NORCOR property project and that the Gorge Commission voted to follow federal guidelines regarding marijuana

Robb Kimmes – Robb reported that Skyline Hospital is working with a group to explore building an assisted living facility.

Eric Proffitt – Eric reported that Portland is seeing significant layoffs noting that a number of individuals from the region commute and could be affected. He reported that most local businesses are doing okay but there is a reported lack of skilled labor force.

Bill Schmitt – Bill reported that construction of the overpass is big local project. He reported that the port of Klickitat will begin leveling the ground going out to Maple and that Dirt Hugger is in full bloom.

Bob Hamlin – Bob reported that the County had been working on the 2017 budget and was happy to report that they are on better financial ground. He thanked the MCEDD board for the letter of support for the brownfield grant. Bob noted that Skamania Lodge reported that they are doing very well. He also reported on the explosions in Stevenson noting that the Portland Sheriff had exploded excess ordnance at Blue Lake

Bob Benton – Bob reported on the progress of Hood River County's housing study. He noted that the Port of Hood River is developing the lower Hanel Mill property. Bob also reported that the Hood River County Administrator is leaving and they are in the process of hiring a firm to begin a candidate search.

Dana Peck – Dana reported that he had met with Schuyler Hoss regarding the pumped storage project. He stated that the project would help get wind development going again. Dana noted that the noted company from China was very happy that the project has the potential to involve three states. Dana also reported that Mt Adams Chamber has been very active in promoting gorge tourism. He noted that the Night in

Olympia is moving forward, that he has been involved with the developing marketing support for the City of Goldendale and that the Oregon Rally is coming to Klickitat the end of April 2016.

Stephanie Hoppe – Stephanie reported that the Gorge Nonprofit Round Table has been meeting the first Wednesday of the month and has been very productive.

Ken Bailey – Ken reported that the area had been extremely dry up until two weeks ago. He noted that the wet weather had affected some pruning and concrete work. Ken reported that the availability and cost of labor continues to be a major issue. He noted that every year it gets tighter.

Rex Johnston – Rex reported that Klickitat County is looking for other economic development opportunities including pump storage in the Aluminum factory. He reported that the gun range in Dalles Port is moving forward and receiving a lot of attention. Rex noted that the new 911 dispatch center has really paid for itself.

Steve Lawrence – Steve reported that SAPA had purchased Northwest Aluminum Specialties. He reported that the City of The Dalles had paved 20 miles of roads, there is a grant pending for a housing study and that the Dog River pipeline is being replaced. Steve reported that there is request for proposals for reopening the Granda and that there are eight finalists for the city manager position.

Steve Maier – Steve reported that Insitu has some large contract opportunities in 2016. He also reported that Aeroval had completed some excellent trials with the Coast Guard and private fishing companies and is looking at commercial sales in 2016

Carol MacKenzie – Carol reported that there were a couple of new businesses in Sherman County.

Mike Smith – Mike reported that Sherman county is working really hard on the pump storage project.

Nick Hogan – Nick reported that the work on Cascade Avenue in Stevenson had been completed. He also reported that the City of Stevenson is attempting to establish a “quiet zone” which would eliminate the train whistle requirement.

EXECUTIVE COMMITTEE REPORT:

Jan Brending presented the Executive Committee report highlighting the following activities and decisions:

- Jan reported that the committee reviewed and approved support letters for the Columbia Gorge Community College Small Business Development Center (SBDC) and Mount Hood Community College SBDC.
- She also reported that the committee approved a support letter to Washington State University for their funding request which would include proposed expansion of SBDC services to better assist entrepreneurs in Klickitat and Skamania counties.
- Jan reported that the committee approved a request to act as fiscal agent and convener for the Dark Sky Initiative, in support of a gorge-wide program and the Goldendale Observatory.

PROJECT MANAGER REPORTS

Amanda Hoey highlighted the following for Mark Heystek:

- Agora IP Transfer from Meyer Memorial Trust (MMT): Amanda reported that staff had received final approval by MMT to transfer intellectual property to MCEDD related to the Agora Platform. Amanda reported that once MCEDD has the signed paperwork, MCEDD will do a press release and announce to our communities.
- Comprehensive Economic Development Strategy (CEDs): Amanda reported that MCEDD is beginning the process of its annual 2016 update of the CEDs and will be laying the groundwork for its upcoming five-year CEDs update to be completed by 2017.

Carrie Pipinich highlighted the following:

- Columbia Gorge Broadband Consortium Regional Meeting: Carrie reported that staff hosted the second regional broadband coordination meeting October 30, 2015 which had approximately 30 attendees present from around the region to discuss broadband access challenges and opportunities.
- Community Broadband Access: Carrie reported that staff built on the study completed with the South Wasco Alliance Internet Capacity Committee by working with the SWA and Q-Life to gather letters of intent to support Q-Life's feasibility study for a Maupin area fiber investment utilizing the North Central Regional Solutions Advisory Committee, and has worked to identify potential opportunities for leverage. She noted that in addition to efforts in Wasco County, staff continues to work with providers and communities in Klickitat and Skamania Counties to address access gaps identified through the Klickitat-Skamania Local Technology Planning Team efforts.
- Wamic Water System Upgrades: Carrie reported that Wamic Water and Sanitary Authority worked with staff and IFA representatives to submit a full letter of interest for planning funding to support developing an updated system assessment, and were awarded a \$20,000 planning grant. She noted that they have also utilized OHA's circuit rider program to begin this update process. Carrie reported that they are now working with RCAC to host a training and information gathering session for their Board on system management best practices that will support the long term sustainability of the system.
- NORCOR Property Work Group Support: Carrie reported that she has been working with Wasco County Commissioner Hege and the work group he convenes focused on the undeveloped land NORCOR currently owns next to their facility. She noted that NORCOR is working with AOC to convene a series of workgroups on different topics all focused on the long term business model and sustainability of the facility.
- Gorge Cider Society: Carrie reported that she is working with the CiderCon Planning Committee to host a tour of the Gorge Cider Region during the convention in February of 2016.
- Columbia Gorge Wine Growers: Carrie reported that \$15,440 USDA Rural Business Development Grant awarded will focus on creation of a marketing strategy for Gorge Wine Country and hosting marketing training sessions focused on the wine industry. Carrie reported that an RFP for the marketing planning piece will be published shortly. In addition, Carrie reported that she had worked with CGWA to submit and was awarded a \$6,000 project proposal to Travel Oregon's new Wine Country License Plate Matching Grant Program which will focus on developing three, off season "Wine Adventure Trail" itineraries for visitors to Gorge wine country.

Michele Spatz highlighted the following:

- Skamania County WET Week-end Bus Promotion: Michele reported that she has been providing technical assistance to Skamania County Senior Services in the preparation of their Year 3 and 4 Western Federal Lands Access Program grant funding request.

- ODOT Region 1: Michele reported that with the approach of the 100th Anniversary of the Historic Columbia River Highway, three separate transportation studies have been approved to alleviate congestion and improve public safety along I-84 at the Multnomah Falls Interchange as well as along the Historic Highway itself.
- Klickitat County Mt. Adams Transportation Service (MATS): Michele reported that the MATS' White Salmon-Bingen-Hood River schedule has been revised. She provided technical support by updating the promotional brochure and updating the Gorge TransLink Alliance website to reflect the new schedule.
- Skamania County Senior Services: Michele reported that Skamania County Senior Services received notice that it will receive operations funding through the next Highly Rural Veterans transportation grant program noting that this program focuses on the transportation needs of Veterans in frontier counties.
- AOC Coordinated Human Services Transportation Pilot: Michele reported that all data from stakeholder interviews and the community focus groups held in each county has been analyzed and discussed by the Small Working Group. She noted that based upon the analysis, the group is working on recommendations fostering co-creation and delivery of educational and outreach materials with members of the Limited English Proficiency community. AOC/ODOT has indicated there is additional funding available for implementation of the recommendations.
- 2016 Coordinated Human Services Transportation Plan Updates: Michele reported that a contract was signed with the Hood River County Transportation District to update the Coordinated Human Services Transportation Plans in Hood River, Wasco and Sherman counties in 2016. She noted that these plans are needed to apply for Special Transportation Funds (STF) grants, which support transportation services for seniors and disabled individuals.

Jacque Schei highlighted the following:

- John Day River Territory: Jacque reported that Jessica participated on the committee to plan and helped implement a successful *Taste of Oregon's Old West* festival on September 12, 2015, at Cottonwood Canyon State Park. Jacque reported that she is looking for ways to continue the support for agri-tourism businesses in Sherman County as the USDA grant to MCEDD for JDRT in this activity ends December 31, 2015.
- Robotics Activities: Jacque reported that Jessica distributed equipment in support of FIRST LEGO League (FLL) teams and a new robotics club at St. Francis House in Odell. Jacque reported that she has been preparing for three Gorge FIRST LEGO League (FLL) Tournaments hosted by the GTA to be held on December 5 at The Dalles Middle School and December 12 and 13 at Wy'east Middle School. There will be 53 teams competing. Jacque noted that she will serve as the Tournament Director for these events and expressed her thanks to the MCEDD staff and Board members who are volunteering.
- GTA Scholarship Committee: Jacque reported that she is working with the GTA Scholarship committee to develop an application and criteria for the Corwin Hardham Memorial Scholarship noting that the Gorge Community Foundation is administering the scholarship endowment fund.

LOAN COMMITTEE REPORT

Eric Nerdin reported that there are currently four approved loan applications totaling \$440,725 that are pending funding. Eric noted that the trend the past few years of MCEDD loan clients paying off their loans early due to refinancing continues with Rosette Enterprises, LLC dba H2Oregon. Eric reported that since the last MCEDD board meeting the Loan Administration board had elected Scott Clements as Chair and Bob Hamlin as Vice Chair. Eric also thanked Sherry Wickert for all her work with the loan files.

Discussion: Bob Benton asked about the newly funded attainable housing fund. Amanda Hoey explained the status and reported that there would be a six month review with Regional Solutions.

DIRECTOR REPORT:

Amanda reported that the MCEDD Loan Administration board approved a \$129,000 loan to Veronica's Salsa to expand into new markets and organic salsa, a \$200,000 loan to 15 Mile Ventures, dba Freebridge Brewing to start up a brewery in the Dalles and a \$50,000 loan to Gorge Culture, LLC for a startup restaurant in Hood River featuring kombucha and other products.

Amanda noted that MCEDD sends a big "thank you" to Key Bank for their \$500 sponsorship, which is the result of Dillon Borton's service on the Loan Administration Board. She also thanked to Community Bank for sponsoring a one page feature (\$500 value) in the upcoming Gorge Giving Guide.

Amanda reported that Senator Patty Murray, Senator Jeff Merkley and Representative Jaime Herrera Beutler submitted a joint letter to Secretary of Agriculture, Tom Vilsack, requesting inclusion of funding to support the OIB and WIB programs.

Amanda reported that the Oregon Business Development Department, Infrastructure Finance Authority announced their third quarter Community Development Block Grant awards with three in the Mid-Columbia region:

- City of Antelope - An award of slightly more than \$1 million to the City to assist the city in designing and constructing a new 100,000 gallon concrete reservoir, replacement of transmission main and a large portion of the distribution system along with the installation of new fire hydrants and water meter replacement.
- Wasco County - \$2 million to Wasco County, on behalf of Mid-Columbia Center for Living, to build a Community Mental Health Facility in The Dalles to serve citizens of our three Oregon counties.
- Hood River County - \$300,000 for the Hood River County housing rehabilitation program, in partnership with Columbia Cascade Housing Corporation, to assist low-to-moderate income homeowners in need of home repairs.

Amanda reported that the Columbia Gorge Bi-State Renewable Energy Zone project has expended approximately 2/3 of the contracted funds for the government affairs specialist work. She noted that there is a meeting scheduled Friday, December 4, 2015 in which David Van't Hof, the Government Affairs Specialist, will be present to give a full status update. She noted that the participating counties will then likely have decisions to make regarding the manner in which they continue that work.

Amanda reported there was a successful meeting with the company exploring the Klickitat Pumped Storage project. She noted that participants included representatives from AOC, Sherman County, Klickitat County, Klickitat PUD, MCEDD, consultants, and others. Amanda noted that follow-up activities involved an MOU between the company and Klickitat PUD.

Amanda reported that MCEDD was approached by the Community Renewable Energy Association to consider financial management for the entity and alignment to our economic development strategies. Amanda noted that the Executive Committee has authorized further exploration of this option.

Amanda reported that MCEDD was approached by Jonathan Lewis, member of Friends of Goldendale Observatory and Director of the Goldendale Chamber of Commerce Board, regarding an opportunity to engage in a dark sky/outdoor lighting education campaign. She noted that MCEDD will act as fiscal agent and convener for a gorge-wide education campaign around emerging LED technology and the opportunity to implement it in ways which complement dark sky requirements.

Amanda Hoey reported that conversations between the Workforce Investment Boards will be taking place in the near future.

ADJOURNMENT: Meeting adjourned at 6:10 p.m.

*Respectfully submitted,
Sherry Bohn, Office Administrator*

Memorandum

Date: January 29, 2016
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: PNMP Charter Approval

Overview

The Pacific Northwest Manufacturing Partnership was created under the federal Investing in Manufacturing Communities Partnership (IMCP) initiative. The Pacific Northwest was formally designated as one of a select number of manufacturing communities in a 2015 federal competition. It is a bi-state initiative that stretches from the Willamette Valley, through the Portland-Vancouver metro area and extends to incorporate all five of our region's counties.

Subsequent to the federal designation, an Executive Committee was formed and charter passed. The Executive Committee includes MCEDD as a representative for our five-county region. The work MCEDD was engaged with in the 2014 IMCP led us to become a key partner in the broader application.

The charter was recently reviewed with a few key updates proposed as follows:

- II: refined the definition of advanced materials science, IMCP and clarified the endorsement process to align with the Guidelines and Form
- III: refined core strategy accordingly
- IV: simplified organizational structure – omitting Steering Committee in favor of partners and advisors
- V: updated use of designation processes to align with endorsement guideline and form
- VI: omitted finance as duplicative with (executive committee) duties

As a charter member on the Executive Committee, MCEDD needs to approve the modification to the charter. The proposed revised charter is attached. Staff recommends approval. We anticipate no material impact due to the proposed charter revisions.

Request (Consent Agenda)

Approve the revised Pacific Northwest Manufacturing Partnership charter.

Mid-Columbia Economic Development District Conflict of Interest Statement

The Mid-Columbia Economic Development District is a unit of local government whose Board members, Loan Administration Board members and professional staff are chosen to provide public benefit. These persons have a duty to conduct the affairs of the District in a manner consistent with the mission of the District and not to advance their personal interests. This conflict of interest policy is intended to permit the District and its Board members, Loan Administration Board members, and professional staff to identify, evaluate and address any real, potential or apparent conflict of interest that might, in fact or in appearance, call into question their duty to put the interests of the District ahead of their personal interests.

Covered Persons

This policy applies to the District's Board members, Loan Administration Board members, and professional staff. Each Covered Person shall be required to acknowledge that they have read and are in compliance with this policy.

Covered Transactions

This policy applies to transactions between the District and a Covered Person, or between the District and another party with which the Covered Person has a significant relationship. A Covered Person is considered to have a significant relationship with another party if:

- a) The other party is a family member, including a spouse, parent, sibling, child, stepchild, grandparent, grandchild, great-grandchild, in-law or domestic partner;
- b) The other party is an entity in which the Covered Person has a material financial interest; or
- c) The Covered Person is an officer, director, trustee, partner, consultant or employee of the other party.

A Covered Transaction also includes any other transaction in which there may be an actual or perceived conflict of interest, including any transaction in which the interests of the Covered Person may be seen as competing or at odds with the interests of the District.

Disclosure, Refrain from Influence and Recusal

When a Covered Person becomes aware of a Covered Transaction, the individual has a duty to take the following actions:

- a) Immediately disclose the existence and circumstances of such Covered Transaction to the District's Chair or Executive Director.
- b) Refrain from using their personal influence to encourage the District to enter into the Covered Transaction; and
- c) Physically excuse themselves from any discussions regarding the Covered Transaction except to answer questions, including Board discussions and decisions on the subject.

Standard for Approval of Covered Transactions

The District may enter into a Covered Transaction where

- a) such Transaction does not constitute an act of self-dealing and
- b) the Board determines, acting without the participation or influence of the Covered Person and based on comparable market data, that such transaction is fair and reasonable to the District. The Board shall document the basis for this determination in the minutes of the meeting at which the Covered Transaction is considered, and shall consult with the District's legal advisor as necessary to ensure that the Transaction does not constitute an act of self-dealing.

Lending Activities

The following conflict of interest policy shall apply specifically to MCEDD's direct loan programs:

No personal or private loans may be made by the District to its Board members or their families as provided in ORS 61.170. No member of the Board or their families may be an officer, director or owner of a small business concern receiving financial assistance from the District. Former Board members, Loan Administration Board members and staff are ineligible to apply for or receive loan funds for a period of two years from the date of termination of their services.

**Mid-Columbia Economic Development District
Conflict of Interest Acknowledgment Form**

The Mid-Columbia Economic Development District requires each officer, Board member, Loan Administration Board member and professional staff to review the District's Conflict of Interest Policy and disclose any possible personal, familial or business relationship that reasonably could give rise to a conflict of interest or the appearance of a conflict of interest and to acknowledge by their signature that the individual is acting in accordance with the letter and spirit of the Policy.

1. Please list all entities of which you are an officer, director, trustee, partner or employee and briefly describe your affiliation.

2. Please list all entities in which you have a material financial interest as defined in the Policy with the exception of corporations whose stock is exchanged in a national market.

3. Are you aware of any other relationships, arrangements, transactions or matters which could create a conflict of interest or the appearance of conflict? If so, please describe.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the District's Policy of Conflict of Interest.

Signature _____ Date _____

Printed Name _____

MCEDD Board of Directors Commitment Form

MCEDD can count on me to help meet the needs of the organization by participating in the following activities:

1. Attending as many regular MCEDD Board meetings as possible, informing the Director when unavoidable conflicts require my absence. Oregon and Washington statutes require a simple majority of members is required before any vote is taken.
 - February 11, 2016, 4:00 p.m., Hood River County
 - March 17, 2016, 4:00 p.m., Klickitat County
 - June 16, 2016, 4:00 p.m., Hood River County
 - September 8, 2016, 4:00 p.m., Klickitat County
 - December 8, 2016, 4:00 p.m., Hood River County
2. Reviewing agenda and supporting materials prior to Board or committee meetings.
3. Participating in Board discussions and voting.
4. Determining and regularly reviewing the organization's mission, purpose and strategic vision.
5. Participating in the preparation of the annual Comprehensive Economic Development Strategy report and prioritization of projects.
6. Selecting, supporting and evaluating the director and honoring the respective roles of Board and staff.
7. Promoting *regional* economic development efforts.
8. Acting as a liaison between the MCEDD Board and the organization or constituency you represent. Informing the Board of economic opportunities or challenges facing your constituency and report Board and/or staff actions back to your represented group.
9. Acting as an ambassador on behalf of MCEDD's mission and goals.
10. Ensuring legal and ethical integrity and maintaining accountability: ensure compliance with federal, state and local regulations and abide by policy to address conflicts of interest.

Signed _____

Date _____

Printed Name: _____

Memorandum

Date: January 7, 2016
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Salary Survey, Part 2

Overview

At the last board meeting, MCEDD's Executive Committee provided a recommended modification to employee salary scales, based on review of comparables and considering a number of factors and best practices. The Committee recommended revisions to the Executive Director and Project Manager pay scale. The MCEDD Board reviewed the recommendation and returned the topic to the Executive Committee for further discussion. While there was no disagreement related to the proposed scales, there was discussion as to which step current employees should move to in the proposed modification.

Original proposal: Employees in a position affected by revised pay scales would be placed in the step nearest their current salary level (without dropping below their current pay rate).

Recommended revision: Employees in a position affected by revised pay scales would be placed in the step nearest their current salary level (without dropping below their current pay rate) however they would be eligible for consideration of a step increase on July 1, regardless of the timing of their usual consideration for a step increase. The decisions would be based on performance, merit and budget considerations. The Board makes these decisions for the Executive Director and the Director makes these decisions for all her employees. The short term financial impact ranges from nominal if no step increases are provided to approximately \$13,400 if all are provided.

Request

The Board is asked to make a decision on revising or not revising the salary scales to advise the FY17 budget development. The proposed revised scales are attached and the Executive Committee ***recommends adoption***, with the revision that employees in a position affected by revised pay scales would be placed in the step nearest their current salary level (without dropping below their current pay rate) however they would be eligible for consideration of a step increase on July 1, regardless of the timing of their usual consideration for a step increase.

Proposed revised scales are as follows:

Executive Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current	\$65,121	\$68,376	\$71,796	\$75,384	\$79,154	\$83,113
Change	\$72,000	\$75,600	\$79,380	\$83,349	\$87,516	\$91,892

Finance Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
No Change	\$55,759	\$58,547	\$61,473	\$64,548	\$67,775	\$71,162

Loan Fund Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
No Change	\$55,759	\$58,547	\$61,473	\$64,548	\$67,775	\$71,162

Project Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current	\$46,263	\$48,576	\$51,007	\$53,557	\$56,234	\$59,045
Change	\$51,250	\$53,813	\$56,503	\$59,328	\$62,295	\$65,409

Office Administrator

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
No Change	\$41,821	\$43,913	\$46,108	\$48,413	\$50,835	\$53,376

Memorandum

Date: February 2, 2016
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Connect Mid-Columbia

Overview

In September the MCEDD Board approved a process to bring together individuals and entities in the region in order to enhance our coordinated approach to regional transportation issues and opportunities. The process was designated as “**Connect Mid-Columbia.**” With an established regional framework through the Comprehensive Economic Development Strategy to coordinate on issues of regional economic concern, we proposed using the Strategy as a starting point to work within an existing structure to convene regional conversations in order 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

MCEDD works with transportation providers and systems through the Gorge TransLink Alliance, the two Area Commissions on Transportation (ACTs) in Oregon covering our region, the Southwest Washington Regional Transportation Council (RTC) and the Oregon and Washington Departments of Transportation (DOT). Connect Mid-Columbia leverages from these relationships to create a venue for collaboration on projects and issues for the purposes listed above. In addition to transportation partners, invitations were extended to representatives from counties, cities, ports, chambers, Gorge Commission, private sector and additional agencies connected to MCEDD.

Status

MCEDD staff met with representatives from the Washington and Oregon DOTs and the SW Washington RTC to ensure collective understanding of the purpose of Connect Mid-Columbia and secure commitment from their staff to identify plans and projects already underway and participate in Connect Mid-Columbia meetings.

On January 7, 2016, we hosted the first Connect Mid-Columbia collaborative meeting. A summary is available at <http://mcedd.org/services/events.htm> (click meeting summary). Overall, the meeting was a vibrant and engaged discussion, covering the following:

- Taking the first steps in the inventory by developing a better understanding of existing transportation efforts, plans, issues and projects. Kelly Brooks (ODOT Region 1), Michael Williams (WSDOT), Kristen Stallman (ODOT, Historic Hwy), Dale Robins (SW Washington RTC) and Brad DeHart (ODOT Region 4) presented current plans and projects. MCEDD staff has compiled these existing projects in preparation for the CEDS and next Connect Mid-Columbia meeting.

Connect Mid-Columbia Meeting

- Developing an understanding of the basics of the Comprehensive Economic Strategy, the process, how transportation currently ties into the strategy and updates needed to better reflect transportation issues.
- Engaging stakeholders across the region, with all participants providing input on transportation projects and priorities, advocacy options and modifications to the strategy.

There were a number of themes from the January meeting. First, there is a long history of collaboration within and between Oregon and Washington, particularly in relation to transportation issues. However, having the region clarify its regional transportation **priorities**, working from established lists, will provide additional value. The statements appear to validate the purpose of engaging in this process. Second, MCEDD has a mechanism in place to coordinate the effort and there is a desire for **ongoing communication** through Connect Mid-Columbia. Third, the discussion on transportation (like economic development) can broaden quickly and a **focus**, differentiating between infrastructure projects, transit projects, and policy issues, is important. Finally, there are some **immediate actions** that can be taken in relation to projects under consideration. During and subsequent to the meeting, the issue of the National Scenic Area arises, particularly in relation to incorporating projects and issues outside of MCEDD's five counties.

Next Steps:

The September to January meetings were the first step in an iterative, long term process. We have an opportunity to build from this solid foundation and partnership through additional Connect Mid-Columbia forums, thereby providing a venue to continue to collaborate on projects and issues in order to make progress in meeting the purpose described above.

In direct relation to the themes highlighted above, the following are proposed as next steps:

Theme	Status	Next Step/Timeline
Finalizing priorities	We have completed step 1: an initial inventory of projects on current lists and submitted through current funding cycles; developed through consultation with the transportation partners and from the Connect Mid-Columbia meeting. Step 2 in the inventory is conducting a review to identify additional projects in advance of the March 17 board meeting.	<ul style="list-style-type: none"> a. Inventory, step 2: Using the CEDS solicitation mechanism, we have a request for projects to be submitted by March 1, 2016. b. Ideally, we would like to host the next Connect Mid-Columbia meeting prior to the board meeting to further inform the process (<i>potentially March 9th or 10th</i>) c. March 17, 2016 MCEDD board meeting, including prioritization of projects, using established criteria but transportation separated as its own category.

<p>Ongoing Communication: Convene additional Connect Mid-Columbia Forums</p>	<p>Moving into this process, we set an expectation that we would continue convening the conversations and the process was long term. There is a high level of interest in continuing the forum for communication on these topics.</p>	<p>Continue to convene Connect Mid-Columbia forums, with the intention of quarterly discussions, but leaving an option open for greater initial frequency, if needed. Rotate around the region.</p> <p><i>Additional invitations: feedback is requested on participating entities and if any are missing from the process.</i></p>
<p>Focus Areas</p>	<p>We currently differentiate between:</p> <ul style="list-style-type: none"> - Transportation infrastructure projects to include all physical infrastructure such as air, rail and hwy/bridge/road. - Bike/ped/public transit projects. <p>Further, we differentiate between projects and policy issues.</p>	<p>Use these categories as the framework and focus for meeting discussions and to update our regional strategy. For Bike/ped/transit, use the TransLink Alliance and our Mobility Management work to inform. On the policy side, use ongoing Connect Mid-Columbia meetings to identify issues (clarifying state vs federal vs local policy concerns) and incorporate to 2017 CEDS.</p>
<p>Immediate Action</p>	<p>A few advocacy options were identified at the January Connect Mid-Columbia meeting and are included in the meeting summary on the website. Advocacy can occur concurrently to the items listed above.</p>	<p>Define message for Oregon Governor’s vision forums and clarify which advocacy items noted at Connect Mid-Columbia MCEDD and/or individual board members would like to pursue. Share information through Connect Mid-Columbia meetings, on the website and through an email forum.</p>
<p>Geographic boundaries</p>	<p>Particularly in transportation, borders are porous. While we do not seek to prioritize infrastructure outside of our boundaries, we do engage with issues across boundaries, such as participation in the 1-84 congestion studies and helping design public transportation solutions to address transit and safety options along Highway 14 into Vancouver.</p>	<p>Focus on our five counties as the core, but remain informed by and account for the surrounding area. Designate which projects overlay with the NSA on priority lists. Continue to engage in transit projects that impact the area but extend to surrounding communities.</p>

Recommendation

Recommendation: Establish an informal workgroup for continuation of the Connect Mid-Columbia process, to inform the region and MCEDD board. Rotate meetings on a quarterly basis around the region and request local host support (see draft calendar attached). Discuss participation in the process to ensure relevant agencies are invited to participate. *Note: This would extend the process approved by the Board in September.*

Alternative A: Formalize the workgroup.

Alternative B: End Connect Mid-Columbia meetings after completion of the CEDS update.

JANUARY 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10		12	13	14
15	16		18	19	20	21
22	23	24	25	26	27	28
29	1	2	3	4	5	6

MARCH 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
29		2	3	4	5	6
	8	9		11	12	13
	15	16		18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

APRIL 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12		14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

MAY 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18		20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

JUNE 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
29	30	1	2	3	4	5
6	7		9	10	11	12
13	14	15		17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

JULY 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9		11	12	13	14
15	16	17	18	19	20	21
22	23	24		26	27	28
29	30	31	1	2	3	4

SEPTEMBER 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
29	30	31	1	2	3	4
5	6	7		9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

OCTOBER 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11		13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

NOVEMBER 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16		18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

DECEMBER 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
28	29	30	1	2	3	4
5	6			9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

-  = MCEDD Full Board meeting
-  = Gorge TransLink Alliance Meeting
-  = Proposed Connect Mid-Columbia Meeting
-  = CEDS Submissions Due
-  = Oregon Governor's Vision Panel



**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
RESOLUTION 2016-1
ADOPTING THE FY16 (JULY 1, 2015 – JUNE 30, 2016) SUPPLEMENTAL BUDGET**

BE IT RESOLVED that the FY 2016 Mid-Columbia Economic Development District Budget as amended and approved by the MCEDD Board of Directors is hereby adopted.

PASSED AND APPROVED this 11th day of February 2016.

ATTEST:

**MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT**

Sherry Bohn, Office Administrator

Jan Brending, Chair

NOTICE OF SUPPLEMENTAL BUDGET

Resolution 2016-1 for a Budget Modification for Mid-Columbia Economic Development District, Wasco County,

State of Oregon, for the fiscal year July 1, 2015 to June 30, 2016, would adopt the Supplemental Budget presented below.

SUMMARY OF SUPPLEMENTAL BUDGET

FUND:

Resource	Amount	Requirement	Amount
1. Federal	5,000	1. Personnel Costs	15,759
2. State	3,000	2. Materials/Services	76,800
3. Interest	(19,268)	3. Revolving Loan Fund	423,639
4. Local Match	575	4. Carryover FY17 - Restricted	10,915
5. Contract Reimbursement	91,874	5. Carryover FY17 - Unrestricted	1,624
6. Principal Repayments	423,639	6.	
7. Other Revenue	1,624	7.	
8. In-Kind	22,293	8.	
9.		9.	
10.		10.	
11.		11.	
12.		12.	
Revised Total Resources	528,737	Revised Total Requirements	528,737

Comments

Conditions and occurrences which had not been anticipated at the time of the preparation of the FY16 budget required a change in financial planning.

SUPPLEMENTAL BUDGET

Overview

As a result of unanticipated changes in MCEDD's revenue and expenditures, a supplemental budget for FY16 is required. These include additional expected principal payoffs from our loan clients, unforeseen projects, and modifications to existing projects that were not included in FY16's budget.

Revenue

Revenue categories are proposed to be increased to account for the following:

- **Federal, State and Match:** Additional revenue in these categories includes the modified Hood River Drive Less Connect contract and Travel Oregon funds granted to MCEDD to support the Columbia Gorge Winegrowers, as well as the local match for these grants.
- **Contract Reimbursement:** Includes new anticipated projects and contracts, notably new and expanded services for Community Development Block Grant projects, the Columbia Gorge Bi-State Renewable Energy Zone, transportation projects, the Gorge Technology Alliance Robotics program and the Wind Challenge.
- **Principal repayments:** Early loan payoffs impact the principal repayment balance, requiring a significant modification to the anticipated revenue. These are difficult to estimate. The supplemental incorporates all repayments that have been indicated by clients as potential for early loan repayment, in addition to regular payments.
- **Other revenue:** Includes additional revenue due to unforeseen reimbursements.
- **In-kind:** The modification to in-kind is required due to the transfer of intellectual property from Meyer Memorial Trust to MCEDD for the Agora project. The Intellectual Property has an in kind value exceeding \$20,000.

Revenue is proposed to be reduced for the Interest category due to the anticipated early payoffs of current loans and the rate of lending.

Expenses

Expenses are included to offset the increased revenue and include the following:

- **Personnel Costs:** Additional FTE has been added to fulfill the change in scope of work for new projects. MCEDD's current budgeted staff will be utilized for all other unanticipated projects.
- **Materials/Services:** Anticipated expenses for the new projects include costs for materials and services associated with implementing these projects. In particular, contractual expenses increase with a large portion of that due to the continuation of the Government Affairs Specialist work. It also includes in-kind.
- **Revolving Loan Fund:** The expense for revolving loan fund incorporates the additional carry forward funds, which is the result of unexpected principal payoffs.
- **Carryover restricted:** The carryover reflects additional carryover restricted for programs as a result of new contracts.
- **Carryover unrestricted:** The unrestricted carryover increases in direct relation to the "Other" revenue.

DESCRIPTION	ORIGINAL BUDGET	PROPOSED SUPPLEMENTAL	PROPOSED FINAL BUDGET	1
BEGINNING BALANCES				2
Program Funds Restricted Available	4,641,680		4,641,680	3
Unrestricted Carryover from FY15	270,529		270,529	4
TOTAL FUND AVAIL FOR FY16	4,912,209	-	4,912,209	5
				6
REVENUE				7
Federal	213,736	5,000	218,736	8
State	31,300	3,000	34,300	9
Local Match	37,415	575	37,990	10
Local Dues	45,530	-	45,530	11
Contract Reimbursements	407,249	91,874	499,123	12
Principal Repayments	942,950	423,639	1,366,589	13
Loan Interest	438,789	(19,268)	419,521	14
Loan Processing Fees	44,900	-	44,900	15
Loan Filing Fees	14,000	-	14,000	16
Loan Late Fees	6,069	-	6,069	17
Other Revenue	47,938	1,624	49,562	18
In-Kind	44,155	22,293	66,448	19
Invested Funds Interest	4,070	-	4,070	20
TOTAL REVENUE	2,278,101	528,737	2,806,838	21
				22
WAGES				23
Executive Director	83,593	-	83,593	24
Finance Manager	72,638	-	72,638	25
Loan Fund Manager	71,626	-	71,626	26
Project Managers :				27
Temporary Project Manager	10,772	14,508	25,280	28
Mobility/Project Manager 1.0 FTE	55,884	-	55,884	29
Project Manager .80 FTE	49,527	-	49,527	30
Project Manager 1.0 FTE	52,117	-	52,117	31
Office Administrator	47,212	-	47,212	32
Total Wages	443,369	14,508	457,877	33
Fringe Benefits	123,965	(0)	123,965	34
Payroll Taxes	38,292	1,251	39,543	35
TOTAL PERSONNEL COSTS	605,626	15,759	621,385	36
				37
TRAVEL & CONFERENCES	34,981	1,312	36,293	38
EVENT SERVICES	22,000	4,000	26,000	39
EQUIPMENT	3,939	100	4,039	40
SUPPLIES	27,375	17,200	44,575	41
PROFESSIONAL SERVICES				42

Legal	5,700	-	5,700	43
Auditing	15,755	-	15,755	44
Filing Fees	16,400	-	16,400	45
Contractual	279,818	25,680	305,498	46
COMMUNICATIONS				47
Advertising	4,500	4,365	8,865	48
Postage & Freight	2,680	-	2,680	49
Printing	4,700	1,600	6,300	50
Pubs & Subs	900	250	1,150	51
Telephone & Networking	8,950	-	8,950	52
BUILDING COSTS				53
Rent	13,049	-	13,049	54
Building Utilities & Janitorial	5,100	-	5,100	55
Building Remodel - Allocation	-	-	-	56
Building Repairs & Maintenance	500	-	500	57
BOND AND INSURANCE	3,450	-	3,450	58
OTHER MATERIALS & SERVICES				59
Dues and Fees	10,938	-	10,938	60
Other	300	-	300	61
IN-KIND	44,155	22,293	66,448	62
GRANTS DISTRIBUTED	45,000	-	45,000	63
REVOLVING LOAN FUND				64
New Loans Made	3,660,000	-	3,660,000	65
Loan Principal	89,835	-	89,835	66
Loan Interest	21,513	-	21,513	67
Carryover to FY17 (Restricted Funds)	1,974,099	434,554	2,408,653	68
Carryover to FY17 (Unrestricted Funds)	289,047	1,624	290,671	69
TOTAL DIRECT EXPENSES	7,190,310	528,737	7,719,047	70



Executive Director’s Report February 2016

This Executive Director’s Report provides an overview of the activities of MCEDD staff in January and February 2016.

Business Assistance Division

MCEDD operates loan funds to help grow local businesses. Activities included:

- The Loan Board approved the following funding:

Client	Amount	Purpose
Baseline Brewing	\$65,000	Purchase building and equipment to expand the brewery business
Abundance Marketing & Design dba Balch Hotel	\$175,000	Purchase the hotel
A&R Market, Inc. dba Maupin Market	\$30,000	Working Capital

- In coordination with North Central Oregon Regional Solutions, we are conducting a review of the Attainable Housing RLF. The fund has particular funding parameters placed in contract with MCEDD by Business Oregon, but we are analyzing options for revisions.
- We celebrate the openings for two of our clients: **Freebridge Brewing** and **Montira’s Asian Market**.
- Staff is working jointly with the Washington Investment Board on consultation with the US Forest Service and Columbia River Gorge Commission to complete the OIB/WIB Economic Vitality Plan update.
- Every five years we must fully review our business Revolving Loan Fund plan as submitted to the Economic Development Administration. The updated plan is due in September. We intend to review with the Loan Administration Board during their face-to-face meeting in April. It will then be provided to the full board for input and consideration at the June or September full board meeting.

**For additional information on our Business Assistance activities, please see the Loan Committee Report (blue enclosure).*

Contract Highlights

MCEDD executed the following contracts in the last two months:

- Agreement with Wasco County to provide grant administration and labor standards support for the **Mid-Columbia Center for Living** project. The project is funded, in part, with CDBG dollars.
- Agreement with **City of Antelope** to support grant administration and labor standards support for their water project. The project is funded, in part, with CDBG dollars.
- Contract extension to continue to support the **GTA Robotics** program.
- In January, MCEDD submitted a Google community grant application to support the Gorge Night Sky Initiative. In addition, sponsorship requests were sent to Oregon Department of Energy and BPA.

- In addition to executed contracts, we were awarded a \$5,000 grant from Travel Oregon to support work with the John Day River Territory.
- MCEDD staff submitted an application to implement activities derived from the coordinated human services transportation pilot.
- MCEDD, acting as fiscal agent for the Columbia Gorge Arts and Culture Alliance, received a \$400 award from the Wasco County Cultural Trust. It will allow for printing of the 2016 map. These funds match contributions from Hood River County Cultural Trust.
- In partnership with the CGCC Small Business Development Center, Gorge Innoventure and Gorge Owned, MCEDD submitted an application to Business Oregon in response to their solicitation for Rural Entrepreneurship Development Capacity Building grants. While I do not anticipate receiving the grant, the project partners expressed their appreciation for an opportunity to further collaborate. Also engaged were Gorge Grown and The Dalles Mainstreet and an invitation was extended to the Next Door, Inc.
- Staff is analyzing options for a Specialty Crop Block Grant application for the next biennium to continue support to the **Gorge Cidermasters**.

Infrastructure

- **CEDS project priorities:** A couple of projects listed as regional priorities in our Comprehensive Economic Development Strategy have made progress:
 - The **Parkdale Sanitary District** project which was approved for inclusion at the last board meeting is moving through USDA review and looking good thus far. The CEDES has been updated to reflect the new priority ranking. This project showcases an optimal utilization of our regional strategy to secure resources for the region and move projects forward.
 - Groundbreaking for the new children's wing of **The Dalles Wasco County Library** took place in December 2015. The project was listed as a priority in the CEDES.
 - City of The Dalles submitted a Connect Oregon application for their **Bike Hub**. It is pending review through the process.
 - **Broadband/Last Mile Fiber** continues to make strides with an MOU between Sherman County and Frontier Telnet and decisions from Q-Life (see Carrie Pipinich's Project Manager report).
- Wamic and Rufus received funding through the Sustainability Activities Pilot Program to support planning efforts related to their water systems.
- The City of The Dalles was awarded \$30,000 through the Department of Land Conservation and Development for technical assistance for a **Housing and Residential Lands Needs Assessment**. MCEDD provided a letter of support for the project, which was one of the factors tipping the project to receive funding.

Regional Coordination/Economic Development Administration

[MCEDD provides regional coordination activities as part of our EDA Planning grant.](#)

- MCEDD has notified local governments of the **Comprehensive Economic Development Strategy (CEDES)** update process, particularly for project submissions for 2016. We have requested County priorities returned by March 1, 2016 in order to prepare a recommendation for the March full board meeting.
- In February, the **State Directors for the US Department of Agriculture** will visit the MCEDD region to talk with MCEDD about highlighted successes, our

planning processes and USDA's contributions. We are honored to have been selected to engage with State Directors from across the nation.

- Staff is participating in the Gorge Tourism Studio, which was kicked off with a Summit in January.
- The **Connect Mid-Columbia** meeting was delayed until January due to weather, but we had a lively meeting on January 7th with representatives from Oregon and Washington Departments of Transportation, regional economic development entities, SW WA Regional Transportation Council, ports, counties and cities. Additional discussion is included in the Board packet.

Project Management

- MCEDD agreed to act as fiscal agent and convener for the **Gorge Night Sky Initiative**, a program designed to promote energy efficiency and astronomy education. We have submitted applications to fund the program which would seek to both preserve our rural dark sky and increase energy efficiency by involving end users, lighting vendors/retailers, installers, and students through an educational program. The program involves two tracks: 1) Gorge NightSky Educational Units, geared primarily towards 4th and 5th grade students. If funded through Google, it would include a field trip scholarship to the Goldendale Observatory for classrooms in the North Wasco County School District. 2) A workshop at the Columbia Gorge Discovery Center involving various stakeholders to provide education on lighting efficiency and dark sky initiatives.
- David Van't Hof, our contracted Government Affairs Specialist, provided a proposal to continue efforts attached to the **Columbia Gorge Bi-State Renewable Energy Zone**. The proposal has been sent to the entities providing initial funding for consideration. We are pending additional contribution consideration from Morrow County then will proceed with extending agreements.

**For additional information on our Project Management activities, please see the Project Manager's Reports (salmon enclosures) and pipeline (yellow).*

Operations Highlights

- **Letters of Support:** MCEDD provided letters of support for projects connected with our CEDS and letters authorized by the Board/Executive Committee. We received statements of appreciation from the Columbia Gorge Community College SBDC and the Washington State SBDC network for our letters of support. We also heard that our letter of support for The Dalles Housing Needs Analysis was highly impactful.
- **Audit:** Copies of the audit have been mailed to relevant funding sources.
- **Insurance:** An outline of our annual policy was reviewed by the Executive Committee. New this year is an additional discount on our rates due to our affiliation with the Oregon Economic Development District Association.
- **Training:** In February, I will attend the CIS conference and Sherry Wickert will attend the SDAO conference. Carrie Pipinich and Mark Heystek will attend the Economic Development Administration CEDS training in Portland. Sherry Bohn will be taking the Oregon Ethics course. Michele Spatz participated on the NADO webinar on USDA's Strategic Economic and Community Development Program.
- Next Full Board meeting is March 17, 2016 at 4 p.m.



Executive Committee Report **(February 2016)**

The MCEDD Executive Committee generally meets monthly to address business of the District. During the month of January, the activities of the committee included the following:

- Approved Longevity Credit and Rate Lock Agreement for insurance from January 1, 2016 to December 31, 2017.
- Reviewed annual insurance coverage through Special Districts Insurance Services
- Recommended a revised salary schedule to be presented to the Board.
- Discussed a request from the Community Renewable Energy Association for partnership/membership. Approved exploring options to develop a memorandum of understanding for further consideration by the Committee and MCEDD Board.
- Reviewed the revised schedule and intention for the January “Connect Mid-Columbia” transportation meeting.



To: MCEDD Board

Date: January 27, 2016

From: Carrie Pipinich, Project Manager

Re: Project Management Report

Broadband

- **Columbia Gorge Broadband Consortium Regional Meeting:** Staff hosted our second regional broadband coordination meeting October 30th, 2015. Approximately 30 attendees were present from around the region to discuss broadband access challenges and opportunities. The next meeting will be planned for spring, and will follow a similar format. Staff will look to explore the role of these regional meetings as well as a sustainability model for continuing to provide this support.
- **“Making Rural Communities Better with Broadband” Workshop:** USDA, Rural Development and Oregon Rural Development Council have organized a two-day event to be held in Bend February 2nd and 3rd. This workshop is modeled off of one hosted by USDA, RD and WSU Extension in Washington last year, and is a result of conversations started at our regional coordination meetings in 2015. Staff participated in the planning process, and will be presenting on incorporation of broadband into regional planning processes as well as moderating a panel on health care broadband connections and how they can be leveraged to support increased access in communities.
- **Community Broadband Access:** Staff continues to work with Q-Life, SWA, and the Wasco County EDC to support finalizing funding sources and moving the Maupin Fiber Project forward. In December staff supported Q-Life in collecting letters of intent to purchase service from the Maupin area as they finalized their pro forma for the project. The Q-Life Board has decided to move forward with the project, contingent upon the various funding pieces falling into place. Staff is also working with partners around continued engagement with CenturyLink related to Connect America Funds to be invested in the region. Working with Wasco County, SWA, and the City of Maupin staff submitted a letter to Senator Merkley requesting additional assistance in coordination efforts around how these funds will be invested. In addition to efforts in Wasco County, staff continues work with providers and communities in Klickitat and Skamania counties to address access gaps identified through the Klickitat-Skamania Local Technology Planning Team efforts. There has been additional engagement with residents in the Snowden area around potential projects in that community. There are also conversations occurring in the Goldendale and Stevenson areas around broadband planning for additional access as well as adoption.

Wasco County Economic Development Commission:

MCEDD provides project management support for the Wasco County Economic Development Commission supported by Wasco County.

- **EDC Quarterly Meeting:** The January quarterly EDC meeting was held in The Dalles and focused on economic development projects from around the County. In 2016, 12 entities submitted 23 projects for consideration. These projects included a significant focus on infrastructure development and community facilities. At their February 4th meeting the EDC will discuss project rankings and begin its process to determine focus areas for the coming year. These areas will include both technical assistance to specific projects and broader economic development strategies.

- **Wamic Water System Upgrades:** Wamic Water was awarded a \$20,000 planning grant from the Safe Drinking Water Revolving Loan Fund. Staff is supporting them as they begin implementation.
- **Dog River Pipeline:** The EDC submitted a letter of support for the City of The Dalles' application for funding from OWRD.
- **Business Siting Guides:** Staff worked with the SBDC and City of Maupin to draft a business siting guide for businesses looking to locate in the City of Maupin. Along with guides for the City of The Dalles, Dufur, and unincorporated Wasco County, this will provide a step-by-step resource for those looking to start or expand a business in the county. The EDC's Open for Business Committee will develop and implement an outreach strategy to ensure the guides are being utilized effectively.
- **NORCOR Property Work Group Support:** Staff has been working with Wasco County Commissioner Hege and the work group he convenes focused on the undeveloped land NORCOR currently owns next to their facility. NORCOR is working with AOC and Regional Solutions to convene a series of workgroups on different topics all focused on the long term business model and sustainability of the facility. The Property Work Group will present short, mid, and long term recommendations for utilization of the property to further support NORCOR into the future. These recommendations will likely be provided to the NORCOR Board for their consideration in February.

Fermentation Cluster:

- **Cider Events:** Staff is working with the CiderCon (national cider maker's conference) Planning Committee to host a tour of the Gorge Cider Region during the convention on February 2, 2016. This will feature local cideries, as well as strengthen ties to the National Association of Cider Makers that puts the conference on and other cideries in Oregon that are engaged in the planning process. Staff will also attend the convention during the first week in February. In addition, the NW Cider Association approached the Gorge Cider Society about hosting a meet and great focused on connecting orchardists with cidemakers. This is planned to occur in late March and will provide an opportunity to further connect our local industry with resources.
- **Cider Marketing:** The gorge cider group is working with Blue Collar Marketing in Hood River to create a strong brand and marketing strategy. Blue Collar has agreed to provide these services pro bono. Staff and a core group of cideries are continuing engagement with a strong marketing campaign roll out to occur next quarter focused on an enhanced web presence and social media interaction in the short term and some longer term activities that can continue to grow the reputation of the region. Staff also updated the Gorge Cider Route for 2016, and will begin distribution with support from the cideries.
- **Cider Society Organizational Development:** Staff worked with a small group of cideries to develop a formalization proposal that was presented to the full group of cideries in December. In addition to input into that proposal, the group also appointed an Advisory Team of three cideries and orchardists to provide feedback and input into projects. This team

will focus on drafting a rough strategic plan as well as ongoing comments on activities as they arise.

- **2016 Speciality Crop Block Grant Concept:** Staff is working with local cideries and other partners to analyze opportunities to submit a concept for another round of Specialty Crop Block Grant funding to support continued work with the cider cluster. These proposals are due in February.
- **Columbia Gorge Wine Growers:** Staff worked with CGWA to submit a \$15,440 USDA Rural Business Development Grant application last spring, and was awarded the grant. The projects will focus on creation of a marketing strategy for Gorge Wine Country and hosting marketing training sessions focused on the wine industry. A consultant has been identified for the marketing strategy, and the next quarter will be spent supporting its development with the CGWA and the consultants. In addition, staff worked with CGWA to submit a \$6,000 project proposal to Travel Oregon's new Wine Country License Plate Matching Grant Program focused on developing three, off season "Wine Adventure Trail" itineraries for visitors to Gorge wine country. This grant was also awarded.

Other Projects

- **Oregon Connections:** MCEDD continues to work with Business Oregon's Telecommunications Office as the local host of the Oregon Connections Conference. The 2016 conference will take place October 20th and 21st at the Hood River Inn. The theme is still in development for 2016, but will build on past focus areas around big data, cyber security, and the internet of things. For more information, visit the website at oregonconnections.info.
- **Hood River Economic Development Working Group:** The EDG came together this fall around prioritizing transportation projects being submitted for the Statewide Transportation Improvement Plan (STIP) and Connect Oregon VI. The group submitted a letter to their Region 1 ACT representatives focused on providing this ranking and information on the projects in order to facilitate strong representation in the funding conversations at the ACT level.



To: MCEDD Board
From: Jacque Schei, Project Manager
Date: January 28, 2016
Re: Project Manager's Report

Jacque is currently filling in for Jessica Metta while Jessica is on leave through January. Jessica returns to work February 1, 2016.

Sherman County Economic Development

The following activities are the result of the Sherman County contract with MCEDD for economic development services.

- **Downtown Improvement Plans:** Jacque met individually with Rufus, Wasco, and Moro to discuss next steps and possible implementation of projects identified in their downtown plans. The plans were developed with the support of Mark Seder of Seder Architecture + Urban Design and were intended as downtown design master plans that would identify improvement projects for each of the four incorporated cities in Sherman County. At this time, Grass Valley has not been receptive to setting up a next steps meeting. The cities have expressed a need for a guidelines document that would help outline implementation not only for the projects in the plans, but for all future projects. The cities also discussed how they might collaborate on certain aspects of projects, such as selecting materials or products from the same manufacturer to potentially share or save on costs. Jacque drafted a generic document that could be tailored by each city's downtown development committee where necessary and highlighted possible areas where the cities could collaborate. In addition, Jacque has been helping the cities research funding options for these projects.
- **John Day River Territory:** Jacque continues to participate on the Steering Committee for the JDRT to develop culinary and agritourism in the four-county region (Sherman, Gilliam, Wheeler and Grant counties). The RBEG grant ended on December 31, 2015. Final tasks for the grant included finalizing the inventory of businesses in the region, completion of a final report, and determining next steps to continue the support for agritourism businesses. The final reporting requirement for the grant was submitted on January 28, 2016. Jacque is also finalizing the last details for the cooperative ad in the Eastern Oregon Visitors Guide involving Sherman County tourism businesses.
- **Travel Oregon Grant:** Jacque worked with others on the JDRT Committee to add details requested by Travel Oregon after the original application was submitted. The idea for the grant was to develop material for and place kiosks in the four counties. Travel Oregon reported back in early January that we did receive a grant in the amount of \$5,000. We are currently awaiting the contract from them while starting to plan content for the kiosks.
- **Four Cities Meeting:** Jacque hosted a regular collaboration meeting for the four cities of Sherman County in January that mainly focused on needs for next steps for design plans and possible funding options.

Gorge Technology Alliance

The following activities are the result of the GTA contract with MCEDD for project management services.

- **Robotics Activities:** Jacque supported the GTA's Robotics Program by responding to requests for robotics kit loans. In addition, she worked with others to implement three successful Gorge FIRST LEGO League (FLL) Tournaments hosted by the GTA. Over 300 kids, ages 9 to 14, from the Gorge showed off their robotic talents at the tournaments. Fourteen teams from the Gorge were invited to the State tournament in early January. Winning teams were from Trout Lake School, Henkle Middle School, May Street Elementary, Horizon Christian, Wasco County 4H/The Dalles Middle School, Klickitat Schools, Wy'east Middle School, Goldendale Middle School, and a Hood River neighborhood team.
- **STEM Support:** Jacque worked with a grant writer from the Hood River County School District to prepare a proposal for the Emerging Regional STEM Hub – Backbone Grant of 2015-2017 for Oregon. The GTA submitted a statement of commitment for partnership for the effort.
- **GTA Tech Awards:** The GTA held its third annual awards program on December 15, 2015, recognizing Steve Maier of Innovative Composite Engineering as the 2015 GTA Technology Leader of the Year and Prigel Machine & Fabrication as the 2015 GTA Technology Organization of the Year. Finalists included Jackson Perrin of Gorge MakerSpace and the Hood River County Education Foundation.
- **Membership/ Sponsorship Drive:** Jacque has continued to reach out to members and sponsors to encourage them to renew and worked with those that have renewed to update their GTA webpages. The GTA also signed a new Gold Sponsor in January. Fujitsu is the newest company to join the sponsor list. In addition, Google increased its sponsorship level to Diamond.
- **GTA Scholarship Committee:** Jacque worked with the GTA Scholarship committee to finalize the Corwin Hardham Memorial Scholarship. The final application can be found on the GTA website (<http://crgta.org/scholarship>) and will be distributed to regional ESDs. In addition, a press release about the scholarship will be sent in late February.
- **Wind Challenge:** Since Google approached the GTA regarding hosting for the Wind Challenge event in 2016, Jacque has worked with Google staff to line out tasks and clarify budget line items for the contract (total contract amount \$15,000). In addition, they have started planning for the event including finding a date and venue and drafting an invite for area schools. Proposed date for the event is April 30, 2016.
- **STEM Career Day:** Jacque convened a group to start planning the 2016 STEM Career Day in April. The group has met once to discuss dates, feedback from last year's event, and next steps. The proposed date for the event is April 29, 2016. The group plans to meet regularly up until the event.
- **Other Support:** Jacque continues to assist the GTA in its regular activities, including the GTA and Robotics website, a monthly newsletter, Geek Lunch, the Featured Event, Gorge Cloud Application Developers group, and the CEO Excellence Forums.



To: MCEDD Board

Date: February 11, 2016

From: Michele Spatz, Project & Mobility Manager

Re: Project & Mobility Manager Report

Mobility Management

- **Skamania County WET Week-end Bus:** Improving safety at the Dog Mountain Trailhead, particularly during the annual spring bloom season and increasing ridership are the two main goals of Year 3 funding. The MCEDD Mobility Manager is a member of the Year 3 Planning Team which met in January & began to: fine-tune the proposed Dog Mountain shuttle service; discuss the Dog Mountain parking lot reconfiguration and explored messages to post on the Variable Message Sign that will be set up along SR-14. A promotional plan to increase ridership is getting underway. The Mobility Manager continues to provide technical assistance to Skamania County Senior Services in support of their Seasonal week-end WET bus service.
- **Gorge TransLink Alliance:** MCEDD's Mobility Manager facilitated a meeting of the Gorge TransLink Alliance in December. Participants discussed: Washington Statewide Transportation Plan public input process; ODOT 2016 STF Discretionary Grant funding application process and member grant requests; Gorge TransLink Alliance promotional video, which may be viewed on the Gorge TransLink Alliance website: www.gorgetranslink.com (See News & scroll down).
- **Hood River County Transportation District. Transit Master Plan:** Hood River County Transportation District has been awarded a grant to conduct a transit master plan for the county. They will be bringing on a consultant to conduct this work. The transit master plan will explore the feasibility of improving public transportation in downtown Hood River and extending transit service to the upper Hood River Valley.
- **Columbia River Gorge Transit Study:** ODOT is conducting a Columbia River Gorge transit study focusing on improving transit access and options to recreational destinations in the Columbia River Gorge and between East Multnomah County and The Dalles. MCEDD staff was interviewed by the project team to provide input for the study. An online stakeholders' survey was posted Jan. 11 and closed Jan. 31. A pilot public transit service is expected to be in place by June 2016. A private transportation service will also begin this spring. Grayline will be offering a hop on/hop off type shuttle originating at Pioneer Courthouse Square in Portland and traveling along the Historic Columbia River Highway to MP 35 and then returning. The shuttle will circulate every 2 hours.
- **Oregon Solutions Historic Columbia River Highway Collaborative:** This parallel collaborative to the Gorge Transit Study is focused on identifying short-term solutions to traffic congestion and parking capacity issues on the Scenic Highway and on I-84 at the Multnomah Falls interchange. MCEDD staff serves on the project team.
- **OHP Community Outreach Events:** English and Spanish Gorge TransLink Alliance brochures were shared at the OHP Community Outreach Events held Jan. 9 in The Dalles and Jan. 16 in Hood River.

ODOT Hood River Drive Less Connect Supplement

- The Mobility Manager facilitated a meeting of the Mt Hood Transportation Options resort partners to review the implementation of the Mt Hood Express and Drive Less Connect promotional plan. She continues working with PacWest Communications on the

development of the print and social media collateral resources in support of the Mt Hood Transportation Options Outreach plan. One newly developed resource, a promotional poster, is attached to this report.

- The Mobility Manager has begun meeting with Enterprise VanPool and Insitu staff to plan a comprehensive transportation options outreach event for Insitu employees at their Bingen Point and Hood River locations in March.

Commute Options

- The Mobility Manager secured Commute Options Partner renewals with all existing partners for 2016 under the new dues structure program: Mid-Columbia Medical Center, Columbia Gorge Community College, Google and MCEDD.

AOC Coordinated Human Services Transportation Pilot

- The North Central Region AOC Coordinated Human Services Transportation Pilot Project focusing on Limited English Proficiency (LEP) individuals was presented to the Oregon statewide Regional Solutions Team on Feb. 3 in Salem, OR. The Mobility Manager is finalizing a \$19,550 grant request to fund implementation of the project's recommendations: cultural awareness training for transportation service providers; continuing education for human services agencies on accessing available transportation services; development of a Community Health Worker Travel Ambassador training program to assist individuals in the LEP community and initiating an effective LEP promotion and outreach campaign highlighting transportation services and how to use them.
- MCEDD staff is working with MCCOG's Transportation Network (The Link) and DHS Vocational Rehabilitation on piloting a seamless payment method for Vocational Rehabilitation clients using The Link transportation service.

2016 – 2019 Coordinated Human Services Transportation Plan Updates

- The 2016 - 2019 Coordinated Human Services Transportation Plan Updates for Sherman, Wasco and Hood River counties are underway. The plans are mandated to meet state and federal requirements for Special Transportation Funds (STF) agencies to develop a coordinated plan to address the transportation needs of four target populations: seniors, individuals with disabilities, low income individuals and Limited English Proficiency individuals. The results of the AOC/ODOT Pilot Project on Coordinated Human Services Transportation Needs of Limited English Proficiency (LEP) individuals in Hood River, Wasco and Sherman counties will be incorporated into the plan updates. To avoid unnecessary duplication, MCEDD's Mobility Manager will coordinate strategies with Hood River County Transportation District's Transit Master Plan Project Manager, once this individual is on board.