

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
THURSDAY, MARCH 23, 2017**

White Salmon Community Library
Sprint/Baker Gallery
77 NE Wauna, White Salmon, WA 98672

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>Huck Truck</i>	5 minutes	Presentation
Consent Agenda February 2017 Minutes	5 minutes	Approval
Financial Report (<i>Yellow Encl.</i>)	10 minutes	Information
Local Assessments (<i>Blue Encl.</i>)	10 minutes	Approval
Economic Dev. Strategy (<i>White Encl.</i>) <i>Review Draft Strategy</i> <i>Approve Strategy to Release for Public Comment</i> <i>Discuss the Outreach Plan</i>	60 minutes	Decision
Executive Director Report (<i>Lavender Encl.</i>) <i>Website Framework</i> <i>Grant Application Submission</i> <i>Federal Funding Outlook</i>	15 minutes	Discussion
Executive Committee Report (<i>Pink Encl.</i>)	5 minutes	Information
Regional Updates- <i>MCEDD Board members</i>	20 minutes	Discussion
Loan Committee Report (<i>Green Encl.</i>)	10 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i> <i>Regular Session Reconvened</i>		
Staff Reports (<i>Salmon Encl.</i>)	10 minutes	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.

Public Comment: Individuals wishing to address the Board on items not already listed on the Agenda may do so in an orderly fashion throughout the meeting. Please wait for the current topic to conclude and raise your hand to be recognized by the Chair for direction. Speakers are asked to give their name and address and to limit comments to three minutes unless extended by the Chair.

Agenda Times: Times on the agenda are approximate. The Chair reserves the opportunity to change the order and time of agenda items if unforeseen circumstances arise.

Consent Agenda: Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the Board to spend its time and energy on the important items and issues. Any Board member may request an item be “pulled” from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda following the end of the action items.



With the help of a \$25,000 MCEDD loan, Erik Stenberg dba The Huck Truck opened its windows to customers at the end of May 2016 at 415 W. Steuben Street in Bingen, WA. At the Huck Truck, you will find simple, everyday food prepared by an inspired chef. From the brioche rolls and corn tortillas to the salad dressing and various aiolis, everything is made “in-truck.” Owner-operator Erik Stenberg maintains a regular menu of hot sandwiches, tacos, salad, and a creamy polenta plate, while incorporating variations to some of these items depending on what he is foraging in the woods or growing in his kitchen-garden.

The Huck Truck is currently open Monday through Saturday, from 11:00am to 3:00pm, and is also available for catering private parties and office lunches. Phone call or text orders to (808)280-0796 are welcome, and their website can be viewed at www.thehucktruck.com.





FINANCIAL SUMMARY

FOR: January 2017

MCEDD's January balance sheet has differences in current assets and liabilities. With the trend of repayments and fewer new loans made, MCEDD's loan fund cash is higher and is reflected in the lower loans receivable balances. Accrued Revenue (1205) includes a loan disbursement of \$34,400. The check was written in January, but the loan was not closed until February. Liabilities for health insurance costs reflect the payment made in January for February's expenses.

The Operations Budget vs. Actual report reflects differences in both revenue and expense categories. The variance for State (4200) revenue is due to the timing of billings for a new special project, which is a multi-year project. At this point, it is unclear if the anticipated expenses will occur in this fiscal year or the next. Total loan fund revenue, excluding the Attainable Housing RLF funds, is below projections by \$7,540.81. Expense categories of Travel (6110) and Professional Services (6400) are significantly under budget. Travel expenses are estimated to be under budget due to the timing of the expected travel; however, it is possible that expenses will be less than anticipated. For Professional Services (6400), there are two accounts that are included in this category which account for the lower than estimated cost. One is the legal costs for the loan program that was budgeted, but fewer actual costs have been occurred for this fiscal year. The other account is for contractual services, which includes anticipated costs for several large special projects that have not yet been incurred.

Respectfully Submitted,

Sherry Wickert
Finance & Operations Manager

Mid-Columbia Economic Development District

Balance Sheet

As of January 31, 2017

	Jan 31, 17	Jan 31, 16
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	29,806.05	29,188.28
1015 · MCEDD MM	261,950.07	327,024.92
1020 · IRP		
1021 · IRP - Sherman	83,270.53	154,969.22
1022 · IRP - WA	38,706.61	74,918.85
1020 · IRP - Other	105,973.47	20,122.63
Total 1020 · IRP	227,950.61	250,010.70
1030 · Loan Funds		
1036 · EDA RLFs	205,238.92	48,342.16
1045 · Reg Strat	127,418.21	168,464.05
1050 · RBEG-OR	50,977.15	19,391.74
1055 · RBEG-WA	95,847.27	36,391.20
1057 · RBEG-KL	126,628.70	92,941.34
1067 · CDBG Microenterprises	62,868.49	57,860.26
Total 1030 · Loan Funds	668,978.74	423,390.75
1031 · Housing RLF	2,000,084.95	2,000,680.51
1070 · National Scenic Fund	1,345,551.43	1,279,573.03
Total 1000 · Bank Demand Deposits	4,534,321.85	4,309,868.19
1100 · CDS		
1121 · IRP Reserve	96,031.33	96,031.33
Total 1100 · CDS	96,031.33	96,031.33
1122 · IRP - DDM Product	664,402.04	378,406.01
1196 · OR Telecom Conference	17,062.01	18,057.30
Total Checking/Savings	5,311,817.23	4,802,362.83
Accounts Receivable		
1202 · Accounts Receivable	66,366.02	69,787.43
Total Accounts Receivable	66,366.02	69,787.43
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	40,413.33	5,273.18
1227 · Accrued Loan Interest	22,123.45	22,905.31
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accr'd Int	-1,927.51	-155.70
1229 · Structured Accts Accr'd Int - Other	4,944.60	5,148.79
Total 1229 · Structured Accts Accr'd Int	3,017.09	4,993.09
Total 1200 · Receivables & Accruals	65,553.87	33,171.58
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,704,847.85	2,081,626.73
1321 · IRP - Sherman	169,887.72	96,707.96
1322 · IRP - WA	248,778.91	246,094.07
1336 · EDA RLFs	485,718.79	619,798.46
1345 · Reg Strat	43,353.21	4,717.84
1350 · RBEG-OR	246,963.16	274,901.55
1355 · RBEG-WA	0.00	59,187.74
1357 · RBEG-KL/SK	0.00	33,016.28

Mid-Columbia Economic Development District

03/09/17

Balance Sheet

Accrual Basis

As of January 31, 2017

	Jan 31, 17	Jan 31, 16
1367 · CDBG Microenterprises	43,771.04	47,696.89
Total 1330 · MCEDD Loans Receivable	2,943,320.68	3,463,747.52
1370 · OIB Loans Receivable	1,527,346.88	1,574,143.23
Total 1300 · Loans Receivable	4,470,667.56	5,037,890.75
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-118,027.66	-127,089.85
1521 · IRP - SH Co	-10,797.99	-15,000.00
1522 · IRP - WA	-14,476.77	-15,178.13
1536 · EDA RLFs Allowance	-35,290.15	-37,163.51
1545 · Reg Strat Allowance	-2,776.54	-644.83
1555 · RBEG Allowance	-18,584.67	-23,405.81
1567 · CDBG Microenterprises	-2,987.33	-3,171.24
1575 · OIB Allowance	-45,000.00	-45,000.00
Total 1500 · Allowance for Doubtful Loans	-247,941.11	-266,653.37
Total Other Current Assets	4,288,280.32	4,804,408.96
Total Current Assets	9,666,463.57	9,676,559.22
TOTAL ASSETS	9,666,463.57	9,676,559.22
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	-26.00	-99.00
Total Accounts Payable	-26.00	-99.00
Other Current Liabilities		
2030 · Accrued Loan Payment	67,588.41	61,747.81
2035 · Accrued Interest Payable	190.24	488.26
2050 · PTO - Accrued	23,098.99	24,497.84
2060 · Deferred Comp Payable	0.00	2,000.00
2070 · Health Insurance Payable	-7,863.07	0.00
2080 · Life & Disability Payable	-357.88	0.00
2090 · WC SAIF Ins	-126.33	-213.05
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	29.52	32.26
2115 · OR- SUTA Payroll Liabilities - Other	42.40	39.63
Total 2115 · OR- SUTA Payroll Liabilities	71.92	71.89
Total 2120 · State Payroll Liabilities	71.92	71.89
2100 · Payroll Liabilities - Other	0.00	2,950.53
Total 2100 · Payroll Liabilities	71.92	3,022.42
2800 · Deferred Revenue	13,333.33	13,333.33
Total Other Current Liabilities	95,935.61	104,876.61
Total Current Liabilities	95,909.61	104,777.61
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	514,805.20	551,573.23
2821 · IRP Loan Payable \$600,000	417,520.24	438,485.25
2822 · IRP Loan Payable \$750,000	600,226.72	625,806.66
2823 · IRP Loan Payable - Washington	299,967.25	309,906.38
2824 · IRP Loan Payable - Sherman	186,672.31	193,188.09
Total Long Term Liabilities	2,019,191.72	2,118,959.61
Total Liabilities	2,115,101.33	2,223,737.22

Mid-Columbia Economic Development District

Balance Sheet

As of January 31, 2017

	Jan 31, 17	Jan 31, 16
Equity		
3100 · Fund Balances	7,572,025.03	7,320,555.07
3110 · Carryforward Balance	-89,619.18	22,692.87
Net Income	68,956.39	109,574.06
Total Equity	7,551,362.24	7,452,822.00
TOTAL LIABILITIES & EQUITY	<u>9,666,463.57</u>	<u>9,676,559.22</u>

Mid-Columbia Economic Development District
Operations Budget vs. Actual
July 2016 through January 2017

	Jul '16 - Jan 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	426,597.18	302,193.00	124,404.18	141.2%
4100 · Federal	93,370.43	86,380.15	6,990.28	108.1%
4200 · State	14,352.78	32,616.00	-18,263.22	44.0%
4300 · Local Match	7,000.00	7,000.00	0.00	100.0%
4400 · Local Assessment	45,529.00	45,530.00	-1.00	100.0%
4500 · Contract Reimbursement	167,833.00	166,552.90	1,280.10	100.8%
4600 · Loan Interest	144,056.43	162,176.65	-18,120.22	88.8%
4700 · Loan Processing Fees	3,091.27	19,541.65	-16,450.38	15.8%
4705 · Loan Filing Fees	757.94	7,874.90	-7,116.96	9.6%
4710 · Loan Late Fee	6,184.34	1,224.95	4,959.39	504.9%
4750 · Investment Interest	1,147.99	904.05	243.94	127.0%
4800 · Receipts - Other	1,988.43	3,791.65	-1,803.22	52.4%
4801 · Paypal Registrations	1,435.00	0.00	1,435.00	100.0%
4803 · Sponsor Donations	3,650.00	0.00	3,650.00	100.0%
4934 · In-Kind Revenue	2,630.64	33,641.00	-31,010.36	7.8%
4935 · In Kind - MM	0.00	700.00	-700.00	0.0%
Total Income	919,624.43	870,126.90	49,497.53	105.7%
Gross Profit	919,624.43	870,126.90	49,497.53	105.7%
Expense				
5000 · Wages	267,229.11	273,347.10	-6,117.99	97.8%
5500 · Fringe Benefits	68,018.73	79,086.10	-11,067.37	86.0%
5700 · Payroll Taxes	23,328.50	23,868.30	-539.80	97.7%
6110 · Travel & Conference	6,167.62	17,533.95	-11,366.33	35.2%
6190 · Event Services	1,622.26	1,108.90	513.36	146.3%
6200 · Equipment	2,140.47	2,625.00	-484.53	81.5%
6300 · Supplies	8,172.32	15,701.05	-7,528.73	52.0%
6400 · Professional Services	27,139.78	48,944.90	-21,805.12	55.4%
6600 · Communications	7,270.05	10,925.80	-3,655.75	66.5%
6700 · Building Costs	10,416.28	11,048.25	-631.97	94.3%
6800 · Bonds & Insurance	4,317.50	3,350.00	967.50	128.9%
6900 · Other Materials & Supplies	6,252.62	5,490.00	762.62	113.9%
9000 · Indirect Spread	0.00	-3,199.95	3,199.95	0.0%
9600 · Transfer to/from Source	6,698.31	0.00	6,698.31	100.0%
Total Expense	438,773.55	489,829.40	-51,055.85	89.6%
Net Ordinary Income	480,850.88	380,297.50	100,553.38	126.4%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	70,820.19	70,820.15	0.04	100.0%
7500 · Carryover to Next Year	336,978.00	336,978.00	0.00	100.0%
7600 · In-Kind Contractual	2,630.64	34,341.00	-31,710.36	7.7%
Total Other Expense	410,428.83	442,139.15	-31,710.32	92.8%
Net Other Income	-410,428.83	-442,139.15	31,710.32	92.8%
Net Income	70,422.05	-61,841.65	132,263.70	-113.9%

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
2017 PIPELINE**

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2017	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	469,835	41,440	10,000	521,275	90.13%
	Budgeted Expenses FY 2017 (Excludes In-Kind)	456,438				
	Gap/Surplus	13,397				
PROJ CODE	SPECIAL PROJECTS DETAILS	2017	NOTES			
	ANTICIPATED REVENUE					
517	Klickitat CDBG	4,250	Multi-year project			
518	Cascade Locks CDBG	10,431	Multi-year project			
519	Dallesport CDBG	12,500	Multi-year project			
519	DWD - USDA Grant Administration (Well #3)	9,000	Multi-year project			
521	Specialty Crop Grant	16,824	Multi-year project			
523	Human Services Coordinated Transportation Plan	4,689	Multi-year project			
524	Travel Oregon Wine Country Mkting	1,500	Multi-year project			
525	GTA Wind Challenge	19,200				
526	MCCFL - CDBG	13,000	Multi-year project			
527	City of Antelope - CDBG	12,500	Multi-year project			
528	DWD Wastewater - CDBG	1,200	Multi-year project			
529	Gorge Night Sky	9,500				
530	The Dalles Airport - Flex Space	10,000				
531	AOC HR/Wasco	19,550				
532	Specialty Crop Grant - Cider	32,178	Multi-year project			
533	TD Wastewater Plant Labor Standards Admin	23,000	Multi-year project			
548	ColPac	4,600				
549	CL-HR Enterprise Zone	5,000				
551	Urban Renewal	1,000				
554	Sherman Co ED	40,000				
557	GTA Staffing	37,600				
559	Wasco Co EDC	45,000				
560	Oregon Connections	3,650				
570	OEDD Website	700				
571	Mobility Management	75,146	2nd year of 2-year contract			
575	GTA Robotics	5,850				
582	HR EDG	7,000				
585	Commute Options	8,000				
587	HR Drive Less Connect - ODOT	11,071	2nd year of 2-year contract			
596	RBDG - Wine Marketing	8,841				
599	Agora	17,055	Multi-year project			
	TOTAL ANTICIPATED REVENUE	469,835				
	PROPOSALS SUBMITTED					
	Cyrstal Springs Grant Administration	35,000	Multi-year project			
	Ford Family Foundation	6,440	Multi-year project			
	TOTAL PROPOSALS SUBMITTED	41,440				
	IN DEVELOPMENT					
	City of Cascades Locks - USDA Grant Admin	10,000				
	TOTAL IN DEVELOPMENT	10,000				
	DECLINED					
	Wishram CDBG management (PUD)	18,000				
	TOTAL DECLINED	18,000				

MCEDD Dashboard

Loan Program	Target	Q3 FY2016 (Jan 1-Mar 31)	Q4 FY2016 (Apr 1-June 30)	Q1 FY2017 (July 1-Sept 30)	Q2 FY2017 (Oct 1- Dec 31)
Lending Activity	\$215,000 loaned/quarter	\$135,000	\$253,000	\$ 20,000	\$ -
Loan Utilization Rate- All RLFs	75% or more	79.31%	75.55%	72.92%	69.62%
Loan Utilization rate- EDA RLFs	75% or more	92.51% Reported *		75.13% *	
Loan Delinquency Rate (>30 days)	5% or less	22.86%	33.21%	22.99%	25.90%
Job creation and retention/\$ loaned	1 job/\$35,000 loaned	1 job/\$7,105 Loaned	1 job/\$14,056 Loaned	1 job/\$10,000 Loaned	NA
Inquiries/outreach	20 inquiries/quarter. 5 outreach visits/quarter	15 inquiries 7 outreach visits	22 inquiries 8 outreach visits	16 inquiries 11 outreach visits	14 inquiries 6 outreach visits
Reporting Completed on Time	All	All	All	All	All

Comments/Action Needed
Note: Q1 has been corrected to reflect the \$20,000 loan funded to Cloud Cap
Only includes funded loans
*Measured every 6 months. Report figures based on EDA calculations which includes committed funds.
The Loan Board authorized a course of action for significantly delinquent loans.

Finance	Target	Q3 FY2016 (Jan 1-Mar 31)	Q4 FY2016 (Apr 1-June 30)	Q1 FY2017 (July 1-Sept 30)	Q2 FY2016 (Oct 1- Dec 31)
Special Projects Revenue Gap	At or exceeding budget	68,023	69,423	(9,753)	13,397
Local Jurisdiction Participation	100%	100%	100%	96%	100%
Average days of accounts receivable	33	38.29	34	37.72	38.39
Operational YTD actual vs. budget by Revenue & Expenses	Revenue: 100% or more Expenses: 100% or less	Revenue: 95.1% Expenses: 87.2%	Revenue: 97.82% Expenses: 89.2%	Revenue: 84.4% Expenses: 89.0%	Revenue: 86.25% Expenses: 85.61%

Comments/Action Needed
Payments received for local dues were over 33 days and on average 48 days

Key: Yellow Highlight= Watch. Red Highlight= Action Needed.

Human Resources	Target	Q3 FY2016 (Jan 1-Mar 31)	Q4 FY2016 (Apr 1-June 30)	Q1 FY 2017 (July 1-Sept 30)	Q2 FY2017 (Oct 1- Dec 31)
Performance Evaluation Completed on Time	100%	100%	100%	100%	100%
Average Employment Length	3 years	5.95 years	6.20 years	6.24 years	5.7 years
Staff Training/Devel Participation	75%	100%	100%	100%	100%

Comments/Action Needed

Board of Directors	Target	Q3 FY2016 (Jan 1-Mar 31)	Q4 FY2016 (Apr 1-June 30)	Q1 FY2017 (July 1-Sept 30)	Q2 FY2017 (Oct 1- Dec 31)
Board Meeting Attendance	75%	60%	71%	67%	72%
Meetings Lacking Quorum	0	0	0	0	0
Board Vacancies	0	0	0	1	1

Comments/Action Needed

Project Mgmt/ Regional Coordination	Target	Q3 FY2016 (Jan 1-Mar 31)	Q4 FY2016 (Apr 1-June 30)	Q1 FY2017 (July 1-Sept 30)	Q2 FY2017 (Oct 1- Dec 31)
Number of objectives addressed from CEDS	2/quarter	9	7	5	7
Reporting Completed on Time	All	All	All	All	All

Comments/Action Needed

Key: Yellow Highlight= Watch. Red Highlight= Action Needed.

Memorandum

Date: March 16, 2017
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Local Assessment

Overview

Annually the MCEDD Board must vote on local assessments for the next fiscal year. Funds through local assessments are used to leverage additional funding for the district. Currently they are used as part of the match that has allowed us to obtain an Economic Development Administration planning grant and are also used as a portion of the match to obtain our Mobility Management grants.

Historically, MCEDD assesses cities for their residents and assesses dues to counties for those residing in the unincorporated portions. One exception is Sherman County, which pays the dues for its cities. We have historically assessed Ports at a flat rate. For entities assessed on a per capita basis, we use the current Census figures for population calculations.

Assessment Recommendation

The MCEDD Executive Committee recommends the following FY2018 assessments:

- **Counties and Cities:** \$0.50 per capita.

Jurisdiction	2010 Census Population	Assessment
Hood River (Unincorp.)	14,035	\$ 7,018
Sherman	1,765	883
Wasco (Unincorp.)	10,056	5,028
Klickitat (Unincorp.)	13,975	6,988
Skamania (Unincorp.)	8,645	4,323
Antelope	46	23
Dufur	604	302
Maupin	418	209
Mosier	433	217
Shaniko	36	18
The Dalles	13,620	6,810
Cascade Locks	1,144	572
Hood River	7,167	3,584
North Bonneville	956	478
Stevenson	1,465	733
Bingen	712	356
Goldendale	3,407	1,704
White Salmon	2,224	1,112
TOTAL PER CAPITA	80,708	\$ 40,354

- **Ports:** \$9,680 total. To be divided evenly between the five Ports (1,936), as per historical activity, unless the Ports collectively determine a different distribution of the total amount between the five that all Ports can agree with.

The Committee further recommends a strategy for future assessments, as described below.

Background and Future Strategy

Last year, in considering a recommendation for local assessments, the Board made no change to local assessments but signaled a potential for an increase in FY18 to better cover the need for matching funds and maintaining service levels. In developing the framework for local assessments this year, the MCEDD Executive Committee recommended a strategy for an annual 10% increase in assessments. They reviewed a few comparisons points, including:

- Mid-Columbia Council of Governments assesses \$1/capita. In 2016 they assessed an additional \$0.50/capita to be used exclusively for AAA programs for a total assessment of \$1.50/capita.
- National Association of Development Organizations survey of Development Organizations indicates a wide range in assessments across the nation as Development Organizations vary in their composition, legal structure and the services offered. Assessments range from \$0-\$2 or more per capita.
- Fully matching our current programs would require a little less than \$1/capita.

The Executive Committee focused on analyzing options for increases over time that would get to a supporting amount equivalent to the necessary grant match for the current programs. With a 10% increase strategy (and if population increases are generally assumed to offset inflation costs), we would reach the necessary amount of funds between years six and seven, no other factors changing. The Executive Committee recommended putting in place the strategy plan for ten years, but including a five year re-look and check in.

In addition, the Executive Committee specifically discussed the mechanism by which the Port Districts are assessed. Currently, each Port District is assessed at the same annual rate, regardless of size, FTE or revenue. Given that there are a number of arguments that could be made for how funds are assessed, the Committee felt it best for this year to allow conversation if the Port Districts collectively would like to develop a plan all can agree to on distribution of the total amount. If no alternative agreement could be reached, or if no change is desired, it would be evenly divided.

Request

The Board is asked to vote on the proposed level of local assessments in order to advise the budget process. Assessments are adopted through the formal budget process in July.

MEMORANDUM

Date: March 16, 2017

To: MCEDD Board of Directors

From: Amanda Hoey, Executive Director

Re: Comprehensive Economic Development Strategy

Overview

To support and protect the economy of the area, the region develops a Comprehensive Economic Development Strategy (CEDS). We began the major rework of this strategy in June 2016 with a series of public outreach meetings in each of our five counties. The final outreach meeting was conducted on March 9, 2017.

Staff will continue to edit and refine the plan up to the meeting date, particularly to incorporate comments from our last session on economic resiliency and to incorporate responses to the most recent survey.

Access the plan [here](http://mcedd.org/documents/CEDS/Mar17/CEDS2017_draft.pdf) (http://mcedd.org/documents/CEDS/Mar17/CEDS2017_draft.pdf). The version posted is the “mid-length” version, which is intended to keep the document to 50 pages or less. The longer version includes more extensive appendices. When fully finalized, an abbreviated version with less than 10 pages will be made available.

Request/Action

The Board is asked to review the draft plan and make final revisions. The Board is asked to approve a final draft for formal public release. Staff will then prepare the document and provide for an open public comment period through May 25, 2017.

Outreach, Commitment and Implementation

Board input on outreach is appreciated. General outreach is intended to provide enhanced awareness of the strategy. Specific member and entity outreach is intended to garner commitments to the strategy and support for implementation. Without all partners fully engaged, we will not be able to achieve the goals set forward in the strategy. Currently we anticipate the following:

- General press releases to our news sources.
- General posting on our website.
- Presentation of the plan to our members: counties, cities, ports. ***We ask for board support for these!***
- Presentation of the plan to additional regional public and private sector partners including the Columbia River Gorge Commission, Investment Boards and industry alliances.
- Meeting with entities with an implementation role (eg Next Door, Inc).
- Meeting with our primary funders: federal, state and foundation.

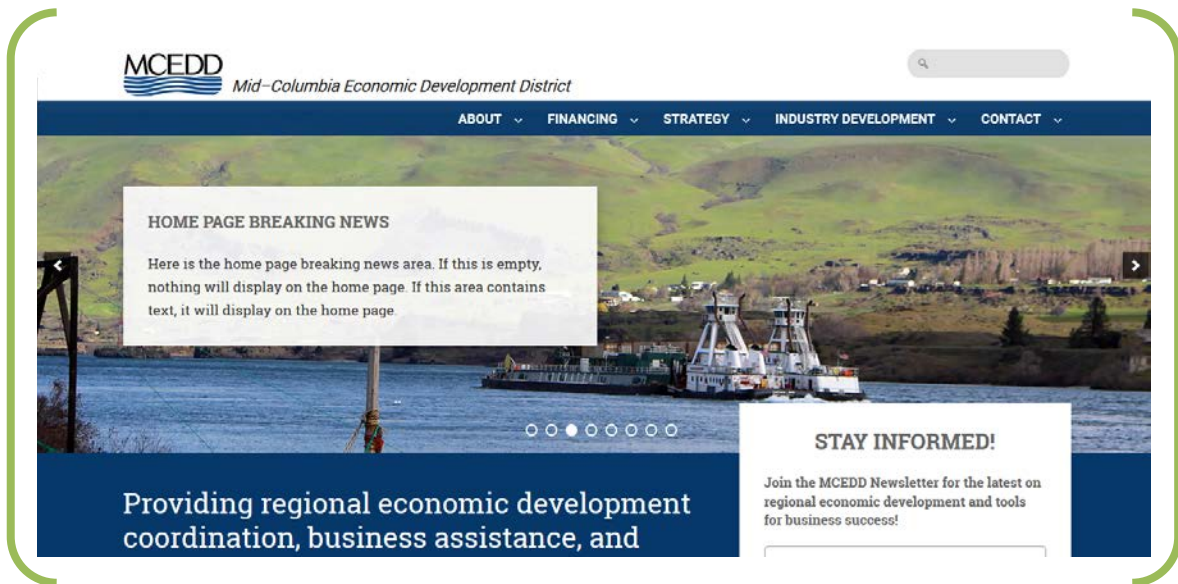


**Executive Director's Report
Prepared for the March 2017 Full Board Meeting**

This Executive Director's Report provides an overview of the activities of MCEDD staff in March 2017. It is an abbreviated report given the timing of our last meeting.

Items for Discussion:

- National Association (NADO) alert on federal funding.
- Grant application submission and acceptance (if awarded): Transportation Options Innovation Grant.
- Website: Dee Holzman has developed the draft framework for the MCEDD website. While there are still some edits to be made, staff will review the current site structure with the Board at the meeting.



Informational Items:

- There are a number of upcoming visits, including:
 - David Porter, Economic Development Administration representative. Generally we would invite David for a discussion on our regional priorities following adoption of the final strategy. One of our partners reached out to request a visit, so that will happen a little earlier this spring than typical (March 28, 2017). It should be a good opportunity to highlight priority areas.
 - Jason Lewis-Berry, Oregon Economic Jobs and Policy Advisor. Jason will be visiting the region March 23-24, 2017.
- MCEDD submitted final comments for the Columbia River Gorge Commission Management Plan scoping. Additional information should be available in April.
- We received the formal review from USDA's site visit in September. USDA staff analyzed our Intermediary Relending Program and had all positive outcomes.
- Entities supporting the renewable energy Government Affairs specialist have all confirmed renewal of their funding contributions.

- MCEDD submitted a draft Intergovernmental Agreement to Crystal Springs Water District to support grant administration of their project.
- Staff with significant changes since the last board meeting prepared staff reports which are included in the board packet. For staff without reports in the board packet, some of the activities in March included:
 - Jessica Metta submitted our proposal to the Ford Family Foundation to provide technical assistance to the Gorge Technology Alliance for their strategic plan update.
 - Jessica and Jacque Schei coordinated the Wind Challenge on March 11 at the Fort Dalles Readiness Center. Thank you to all the board members who also supported that day!
 - Jessica is planning for the STEM Career Day on April 28. The Oregon Governor has been invited to attend.
 - Carrie Pipinich, Jessica and I will meet with a consultant assisting Gorge Owned with their revised strategic plan to discuss future partnership opportunities.
 - Carrie continued to support the various fermentation industries. MCEDD signed a contract with a consultant to update the Gorge Cider map. Carrie has worked with a consultant to set trainings for the Columbia Gorge Winegrowers Association. The upcoming training on March 21 is “Building Your Brand.”
 - Carrie continued work with the Wasco County Economic Development Commission to build long term economic capacity. Most recently, she met with the South Wasco Parks and Recreation District to discuss opportunities to move forward with the Pine Hollow Boat ramp project.
 - Carrie coordinated broadband meetings with counties to discuss CAFII funds and upcoming investments. She also discussed the small counties broadband fund proposal with AOC.
- The MCEDD Budget Committee will meet on April 13, 2017 at noon at MCEDD.
- The Deputy Director position change for Jessica Metta is official as of March 14th. In March I will be conducting annual evaluations for Sherry Wickert and Jacque Schei. My evaluation will be conducted at the April Executive Committee meeting.
- As previously noted, the roof partially failed in January, leading to flooding of our bathroom and part of the back room. The issue will not be fully addressed until there are sufficient clear days for a new roof to be put on the building. The building owner has repeatedly brought in a roofing company for temporary fixes. He has turned the damage in to his insurance company to expedite the process of rebuilding the back area once a new roof is installed.
- I will be gone April 18-May 22 for the Marshall Memorial Fellowship. MCEDD’s Deputy Director, Jessica Metta, will provide support while I am out of the office.



Executive Committee Report **(March 2017)**

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

- Reviewed and authorized submission of comments on the Columbia River Gorge Management Plan.
- Initiated the annual evaluation process for the MCEDD Executive Director, with a brief survey being sent to the full MCEDD Board of Directors to solicit input. The formal evaluation will be conducted in April.
- Recommended a strategy and annual allocation for local assessments.
- Approved submission of the EDA partnership planning grant and discussed the scope of work.



To: MCEDD Board of Directors
Date: March 15, 2017
From: Dan Hoyt, Project and Mobility Manager
Re: Project and Mobility Manager Report

Gorge Translink Alliance

MCEDD's Mobility Manager coordinates the Alliance which seeks to enhance regional connectivity and develop a seamless network of transportation services in the five-county region.

- At the winter meeting on March 6 Gorge Translink members exchanged updates and discussed short and long term potential actions to take in pursuit of a seamless transit network including exploring sharing and/or integrating elements of:
 - Human resources - driver training, salary survey
 - Marketing - updating/simplifying the information on the web, creating a design template for all service providers' materials to be included in Translink brochures
 - Vehicle fleet: Shared/standard appearance to create a regional brand recognition; Shared maintenance either in-house or contract.

Transportation Service Expansion and Plans

Facilitating transportation connections is a core element of the Mobility Management position. Recent developments include:

- The launch of the new Columbia Area Transit (CAT) service to the Upper Hood River valley has been delayed due to challenges hiring enough drivers with commercial driver licenses as well as challenges coordinating service details.
- At the Mount Hood Transportation Alliance meeting representatives from the Federal land Access Program reiterated their enthusiasm for planning public transportation connecting the Gorge and Government Camp. The planning study will begin October/November. Also, noted: both Timberline and Mt Hood Meadows ski areas are having banner years and greatly appreciate the Mt. Hood Express bus which plays a key role for their customers. Ski area parking lots regularly reach capacity. Mt Hood Express is on a pace for 70,000 rides in 2017 approximately 20% over 2016 and a new record.
- At the ODOT Region 1 Area Commission on Transportation (ACT) meeting there was an update on ODOTs planning for rural freight as well as a presentation explaining the integration of regional and statewide transportation planning processes.
- In a public meeting of the Hood River Westside Concept Plan Public Project Advisory Committee discussion focused on reconciling s long-standing city goal to build a new North-South road through the study area and the desire to build new neighborhoods with smaller lots and a mix of residential uses with bike and pedestrian travel prioritized.

Drive Less Connect

- Dan participated in a statewide meeting of Drive Less Connect/Transit Option policy makers – reviewing best-practices, hearing a legislative update, and participating in the initial planning meeting for the October Drive Less Connect Challenge.
- Per direction from ODOT and accommodate their internal organizational adjustments, rather than initiate a new two year agreement for \$42,700, MCEDD will extend (with some modifications) the existing agreement one year for a \$21,350.
- MCEDD has a signed contract for \$16,000 with Commute Options to continue efforts with partner recruitment and retention as well as communication and outreach in the northern section of ODOT Region 4.

Pilot Project Implementation

- As part of the project to better serve Limited English Proficiency (LEP) individuals, MCEDD sponsored two driver training, cultural awareness sessions with MCCOG's Link and CAT conducted by Next Door, Inc. staff.

Transportation Plans

- Dan Hoyt participated in a Stakeholder Advisory Committee meeting for the Hood River County Transportation District Transit Master Plan (TMP). The focus of the discussion was the cost/benefit assessment of modifying existing dial-a-ride services to free-up resources for new deviated fixed-route transit service within the local community and the region.
- To guide and prioritize the development of the transportation system within the city the City of Mosier launched the planning process to update the Transportation System Plan. MCEDD staff are serving on the Project Advisory Committee which had its first meeting on 3/9/17.
- MCEDD (Amanda and Dan as an alternate) are participating in the update of the Oregon Public Transportation Plan.



To: MCEDD Board of Directors
From: Jacque Schei, Project Manager
Date: March 13, 2017

Re: Project Manager's Report

Community Development Block Grant (CDBG) Support

For the following projects, Jacque serves as a main contact to coordinate grant activities, ensures grant recipients meet the conditions of the grant contract, monitors progress of the project, and ensures that contractors fulfill contractual obligations.

Wasco County/MCCFL: MCEDD has an agreement with Wasco County to serve as the Grant Administrator for a CDBG grant (\$2,000,000) to support MCCFL in building a Community Mental Health to serve the citizens of Wasco County and surrounding counties as needed. The Owner's Rep role for the project will be served by staff at MCCFL. Bid documents are in review. The project is awaiting a response from USFWS to submit the environmental review for review.

City of Antelope: MCEDD has an agreement with the City of Antelope to serve as the Grant Administrator for a CDBG grant (\$1,025,515.79) to support construction of its transmission mains, adding a water storage reservoir, and upsizing the water mains in the distribution network. The City is developing an agreement with the Confederated Tribes of the Warm Springs to conduct a cultural resources survey prior to completing the environmental review. The project is also near completion on the required easement acquisition.

Dallesport Water District (DWD): MCEDD has an agreement with DWD to serve as the Grant Administrator for a CDBG grant (\$24,000 – awarded to Klickitat County) to support development of a wastewater facilities plan for the community of Murdock, WA. The project contracted with an engineer in September and he has started work on the facilities plan.

Economic Development Administration (EDA) Grant Support: MCEDD has an agreement with the City of The Dalles to support grant administration for an EDA grant (\$625,000 - awarded to the City and Klickitat County) to support construction of a 12,600 square foot building at the Columbia Gorge Regional Airport. The building will be used as hangar and office space for regional businesses, such as the Life Flight Network, who is operating fixed wing and helicopter medical transport services out of the airport and is in need of additional facilities. The project recently advertised for bids and has received City and County approval to contract with the lowest responsive bidder – Black Rock Construction.

Gorge Night Sky Project: MCEDD, the Friends of the Goldendale Observatory and the Goldendale Chamber of Commerce are partners on a Gorge-wide campaign to promote energy efficiency, appropriate use of LED lighting technology for outdoor illumination, and astronomy education. The project's grant period ends in March and Jacque will submit the final grant report at that time. The remaining funds, from the workshop last August, will be used to host an additional field trip for a 5th grade classroom in late May/early June of 2017.