

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
Thursday, September 21, 2017
4:00 P.M.**

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

MCEDD BOARD MEETING AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order/Introductions	5 minutes	Information
Loan Client Presentation- pFriem	5 minutes	Information
Recognition of Outgoing Members	10 minutes	Recognition
Consent Agenda	5 minutes	Approval
Approval of June 2017 Minutes (<i>White</i>)		
Approval of Public Records Policy (<i>Pink</i>)		
Financial Report (<i>Yellow</i>)	10 minutes	Information
Private Sector Appointments (<i>Blue</i>)	5 minutes	Ratification
<i>MCEDD Board and Loan Administration Board</i>		
Nominating Committee Report; Elections (<i>Green</i>)	10 minutes	Decision
<i>Election of Officers and Private Sector Executive Committee Members</i>		
<i>Signature Authorization Form</i>		
Commute Options- <i>Jeff Monson, Theresa Conley</i>	15 minutes	Presentation
Service Expansion Options (<i>Blue</i>)	20 minutes	Decision
Executive Director Report (<i>Lavender</i>)	10 minutes	Discussion
Executive Committee Report (<i>Yellow</i>)	5 minutes	Discussion
Staff Reports (<i>Salmon</i>)	10 minutes	Information
Loan Committee Report (<i>Blue</i>)	10 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i>		
<i>Regular Session Reconvened</i>		
Regional Updates- <i>MCEDD Board members</i>	20 minutes	Discussion
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 541-296-2266; TTY 711 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.

MCEDD is an equal opportunity employer, lender and provider.



pFriem Brewing Company, LLC Company obtained a \$100,000 MCEDD loan in December 2011 to start a brewery in Hood River. Josh Pfriem, Ken Whiteman and Rudy Kellner, owners of pFriem Brewing Company, opened Pfriem Family Brewers in August of 2012. pFriem Family Brewers is located at 707 Portway Avenue, Suite 101 in Hood River and is open from 11:30 am to 9 pm daily. You can learn more about pFriem Family Brewers and its award winning beers at www.pfriembeer.com.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, JUNE 15, 2017
HOOD RIVER FIRE STATION, LEONARD HAY COMMUNITY ROOM
1785 MEYER PARKWAY, HOOD RIVER, OREGON

BOARD MEMBERS: Ken Bailey, Jan Brending, Bob Benton, Tonya Brumley, Tom Furey, Stephanie Hoppe, Mary Kramer, Sue Knapp, Eric Proffitt, Rod Runyon, Bill Schmitt, Gary Thompson and Mark Zanmiller.

STAFF: Amanda Hoey (Executive Director), Jessica Metta (Deputy Director), Sherry Wickert (Finance Manager), Eric Nerdin (Loan Fund Manager), Jacque Schei (Project Manager), and Sherry Bohn (Office Administrator)

GUESTS: Kevin Perry (*Celilo Paddle, LLC*), Jason Hildreth (*Columbia River Gorge Commission*) and Dee Holzman (*Gorge Web Design*)

CALL TO ORDER/INTRODUCTIONS:

Jan Brending called the meeting to order at 4:04 p.m. A quorum was present. A round table of introductions took place.

LOAN CLIENT PROFILE: CELILO PADDLE, LLC

Jan Brending introduced Celilo Paddle Company, noting that they had obtained a \$24,000 Oregon Investment Board loan in May 2017 to start up a stand up paddle board rental shop. Kevin Perry reported that he and his wife, Sherry, were proud to be serving The Dalles community with their stand up paddle board rental service operating out of the Riverfront Park. He presented the company's background, operational status and the vision of the company, noting that they have already added one employee.

CONSENT AGENDA:

Approval of March 2017 MCEDD Minutes
Approval of Privacy Policy

Motion to approve the consent agenda made by Bob Benton. Mary Kramer seconded the motion. Motion carried unanimously.

Tom Furey arrived at 4:15 p.m.

FINANCIAL REPORT:

Sherry Wickert presented the finance report for the period ending April 2017, reporting that April's Balance Sheet includes the trend of higher loan fund cash and lower Loans Receivable continues. However, a loan was recently funded for \$150,000 and several others are expected to close soon.

Sherry reported that the Operations Budget vs. Actual for April report reflects that, with the lower than anticipated revenue and other factors, expenses are also lower than expected. Sherry

reported that Professional Services, which includes costs for legal and filing fees, is down due to fewer costs incurred for the loan program. She also noted that Other Professional Services are significantly down due to costs for special projects and that it is likely that these expenditures will be under budget for this fiscal year. Sherry reviewed the total anticipated loss in the loan programs and anticipated use of general fund revenue.

Rod Runyon asked if a Supplemental Budget was necessary due to the loan fund program loss. Sherry Wickert explained that it was not.

Motion to accept the financials as presented was made by Bill Schmitt. Eric Proffitt seconded the motion. Motion carried unanimously.

PRESENTATION OF FY 2018 BUDGET AND PUBLIC HEARING:

Chair Jan Brending opened the Fiscal Year 2018 Budget Public Hearing at 4:15 p.m.

Amanda Hoey reported that the MCEDD Budget Committee met on April 13, 2017 and approved the budget being presented to the MCEDD Board for adoption, highlighting the primary areas of discussion by the Budget Committee. Sherry Wickert presented the proposed FY18 budget noting that the budget had been prepared through careful analysis of prior year budgets, actual expenditures, and forecasted revenues and expenditures for new projects. Sherry reported that some of the revenue challenges experienced in FY17 impact the FY18 budget as a lack of new lending in FY17 creates less projected revenue in FY18. As such, staff began budget development with a significant gap to close, requiring difficult decisions about cuts in expenses- primarily personnel. Sherry reviewed FY18 projected revenue, highlighting:

- Special Project Revenue and primary revenue contributors.
- Loan Fund Revenue –Loan fund revenue is based upon current loan revenue projections for loans already in MCEDD and OIB’s portfolios, excluding any in current litigation. The revenue for existing loans is based upon the approved loan terms for those clients. For new loans, the Budget Committee approved the FY18 Budget using a three year average lending to project loan fund revenue but requested staff to make a narrative modification to include the committee’s recommendation for presenting a five year average and a weighted average for the MCEDD loan fund revenue for comparison. Sherry reported that the weighted average would reduce the loan fund projections by \$140,000 from the recommended \$850,000. She also reported that the five year average is only \$8,000 below the budgeted figures for the three year average that was recommended by the Budget Committee. Sherry reported that the Budget Committee also recommended providing information about the number of new loans per year. Those figures were as follows:

Fiscal Year	Number of MCEDD Loans
FY 13	11
FY 14	13
FY 15	10
FY 16	11
FY 17	5

For expenses, staff reviewed all areas for potential cost savings. As most represent fixed costs (such as audit and rent), personnel is the area where most changes were needed in order to present a balanced budget. Sherry reported that the Executive Director recommended to the Board no salary increases for her position in the current budget. The largest change, however, is in reduction of the Office Administrator position (from a 1.0 FTE to a .50 FTE with no benefits), due to less anticipated revenue. This position has varied over the past number of years from a 0.5 to a 1.0 FTE, depending on both workload and revenue. In order to preserve program delivery and not overburden programs with administrative costs, administrative personnel had to be cut in the budget. Sherry also highlighted that the Board approved creation of a Deputy Director position in FY17, moving a Project Manager into that role. The title for the position is reflected within the wage detail but there is no sizable expense modification due to the change due to promoting an existing employee. Sherry noted there is an overall reduction in anticipated expenses for the Finance and Operations Manager position due to an anticipated retirement for this key position. Funds for training and overlap of a new employee are included in contractual expenses. There is no COLA included in the budget for staff. Sherry also highlighted the following related to expenses:

- Other Payroll Expenses – Payroll expenses are based on 8.75%. Fringe Benefits are calculated for budget purposes, with an overall rate of 25.2%. This rate includes changes for health insurance as the current plan for MCEDD employees will no longer be offered after December 31, 2017. The budget therefore includes six months at the higher rate plan (Plan V-A PPP) and six months at a lower rate plan (Copay A with riders). The Copay A plan is less costly overall, thus the fringe benefits costs are reduced in this budget. Other Fringe Benefits include a 457 (b) contribution at 8.75% and disability/life insurance (no significant increase for this fiscal year).
- Travel – The overall cost for travel for FY18 is reduced from the previous year to reflect the overall revenue changes. Travel for certain conferences were eliminated as a result, for instance, unless scholarship funded.

Sherry explained the All Funds Budget Summary, noting that is the budget to be adopted.

Discussion: Tom Furey noted the cyclic nature of the loan fund revenue and asked if there was any indication that it will change. Amanda Hoey explained how the figures were determined and what the future plans and goals were. Tom Furey asked if the recently approved changes to the loan funds program were making any difference in inquiries. Amanda Hoey stated that she did not see them affecting figures as the modifications were minor. Eric Nerdin concurred. Amanda Hoey discussed the effect of increased commercial lenders' activity and noted that staff is working with the SBDC. Bob Benton suggested increased advertising and/or marketing. Jan Brending asked if potential clients are required to first go to a bank before applying to MCEDD. Amanda Hoey stated that they had to eventually receive a denial from another lender, but can approach MCEDD at many stages. She noted the outreach of staff to commercial lenders, but stated that the clients which tend to get missed in the cycle are those that self-select out from financing even prior to contacting a bank. The board briefly discussed options (such as radio shows and PSAs) that would not affect the budget but could/would affect staff time allocation.

Chair Jan Brending closed the Public Hearing at 4:37 p.m.

APPROVAL OF FY 2018 MCEDD BUDGET:

Bob Benton made a motion to approve Resolution 2017-1, Adopting the FY July 1, 2017 – June 30, 2018 Budget as presented. Eric Proffitt seconded the motion. The motion carried unanimously.

TITLE VI AND LEP POLICY

Amanda Hoey reported that, as a recipient of federal funds, MCEDD is required to adopt a Limited English Proficiency (LEP) plan. Amanda stated that MCEDD has an established Title VI plan which was last updated in 2015 and includes an LEP section. Amanda stated that in order to ensure it is broadly applicable and meets all requirements, staff proposed an update to the Title VI plan and to pull out the LEP plan into a new document. The MCEDD Executive Committee reviewed the policy document and moved to recommend to the full MCEDD Board for adoption of the updated Title VI and LEP Plan.

Sue Knapp made a motion to approve the Title VI Policy and LEP Plan and adopt Resolution 2017-2, Title VI Policy and LEP Plan. Mary Kramer seconded the motion. The motion carried unanimously.

ECONOMIC DEVELOPMENT STRATEGY

Amanda Hoey reported that the Board approved release of the final Comprehensive Economic Development Strategy (CEDS) at its last meeting, with formal public comment open through May 25, 2017. Comments reaffirmed the plan as written with additions to entities participating in the action plan. She requested the board adopt the 2017-2022 Comprehensive Economic Development Strategy.

Discussion: Sue Knapp reported on her outreach visits to each of the cities in Wasco County and shared their reactions to the plan. In The Dalles, she noted discussion about coordination with MCEDD and MCCOG on transportation, the future of Qlife and opportunities in value added agriculture, including for marijuana production. In Antelope, the discussion included the need to build on the history of the area and the need for tourism information. In Mosier, conversation included the National Scenic Area as an advantage, not just a roadblock. Amanda noted that staff believes these elements are included, with the exception of marijuana as it is a federally controlled substance. She expressed appreciation for Sue's activity as a member of the Board to bring the plan to each of the cities she represents.

Rod Runyon made a motion to approve the Comprehensive Economic Development Strategy and adopt Resolution 2017-3, Adopting the Comprehensive Economic Development Strategy. Tonya Brumley seconded the motion. The motion carried unanimously.

MCEDD WEBSITE

Amanda Hoey reported that the work to update the MCEDD website was almost complete. She expressed appreciation for Jacque Schei and Dee Holzman, in particular, for assistance in content transfer and generation. She noted that previous staff member, Anna Tompkins had also assisted. Dee Holzman of Gorge Web Design presented the updated site and asked for comments and feedback.

Discussion: Bob Benton asked if the new site would include tracking hits and clicks. Dee Holzman stated that it would and explained the use of Google Analytics. Amanda Hoey pointed out that newly adopted Privacy policy would become part of this new site. Amanda requested the board discuss how they would like their contact and link information posted on the site. Consensus was that directing individuals to contact the Board through staff would be most appropriate and for public members, a link to their entity's website would be included. Mark Zanmiller asked how someone would contact MCEDD for more information. Dee Holzman presented the various places on the website that information is available. The Board reviewed areas of the site which had the potential to be more interactive and Mark Zanmiller requested that for the strategy portion as well. Jan Brending asked if one staff member will be designated as the website requests contact. Amanda Hoey explained that is still to be determined with the FY18 personnel changes, but at this time board members should contact her. She also requested all board members send headshots so that they could be added to the site. Consensus of the Board was to move forward with making the site live after Dee had put in place the necessary security measures.

FUNDING PRIORITIES

Amanda Hoey reported that the National Association of Development Organizations (NADO) released a special comprehensive budget report for federal programs. Amanda reported that the Executive Committee recommended adoption of a resolution stating support for USDA Rural Development, US Economic Development Administration and Community Development Block Grant programs.

Tom Furey asked if there was a way for MCEDD to state it supports USDA Rural Development, US Economic Development Administration and Community Development Block Grant programs but to also include information on how and why using/taking money along with its economic value. Amanda Hoey explained one page outreach documents and how they were used.

Tom Furey made a motion to adopt Resolution 2017-4, Economic Development Resources For Rural Regions. Tonya Brumley seconded the motion. The motion carried unanimously.

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey provided the Executive Director's report, highlighting the following:

- A number of prioritized CEDS projects are making progress, noting that Skamania County was selected by EPA for two brownfields assessment grants for a total \$300,000 funding award, the Port of Hood River has active legislation in Salem related to the Bridge and Carrie Pipinich provided assistance to the City of The Dalles in developing their Oregon Water Resources Department grant application for Dog River Pipeline.
- MCEDD's \$80,000 EDA planning grant was confirmed and signed, and she expressed appreciation to Chair Brending for the additional work she had to do to complete the acceptance.
- MCEDD staff is participating in conversations about the potential utilization of EDA resources to support local jurisdictions and businesses in relation to the August full solar eclipse. This proposal appears to be moving forward with a focus on improving resiliency planning.

- The Oregon Investment Board approved their biennial contract for staffing services through MCED. The OIB anticipates renewing a request to address the structure of these funds to streamline agency relationships.
- The June Columbia Gorge Bi-State Renewable Energy Zone meeting was led by board member Dana Peck and featured updates from the Government Affairs Specialist, David Van't Hof. Amanda reported that David's contract has been extended.
- MCEDD received confirmation of funding for the biennium from WSDOT. Staff is working with ODOT on their funding process, with the solicitation anticipated to be released in June. Amanda noted that the resources support the Gorge TransLink Alliance. She also highlighted the personnel changes, with Dan Hoyt's departure.

REGIONAL UPDATES

Board members shared updates on items of regional interest.

Jan Brending – Jan reported that the cities of Bingen and White Salmon are in preliminary discussions about combining operations. She reported that if they decided to move forward with the discussion, it would most likely be in the form of a survey and that there would be no decision made until after first of the year. Jan also reported that Klickitat County had approved its updated economic development strategy.

Eric Proffitt – Eric reported unemployment in the MCEDD region was currently at 3.3 to 3.6%. He also reported that the employment department was currently working with employers on employee retention and streamlining processes in order to allow them to be more efficient. Eric also reported that they are working on improving the skills of the local labor force.

Ken Bailey – Ken reported on the agriculture roundtable with Oregon Governor Kate Brown. He reported that the wheat crop was coming along, that the pear crop was looking light and that the cherry crop appears to be larger than average. Ken also reported that harvest has started, that labor applications are up. He reported that Oregon Cherry Growers have sold their processing plants in The Dalles but their operations locally are not expected to change significantly; however it may allow for a potential increase in investment to the processing facility. Ken noted that the sale will be a boost to the local growers.

Mary Kramer – Mary reported that as of July 1st, CGCC will have four new Wasco County board members. She noted that CGCC has received the designation of a Hispanic Serving Institution. Mary also reported that the college will focus on improving access.

Bob Benton – Bob reported that Hood River County finished their FY18 budget and that they continue to struggle with lack of revenue and raising costs. He reported that the County and City of Hood River are working together to complete the Hood River Energy plan. Bob reported that Monday is the final hearing for the construction exercise tax.

Stephanie Hoppe – Stephanie reported that the nonprofit collaborative continues to meet, focusing on particular issues such as board development.

Sue Knapp – Sue reported that she presented the CEDS update to all six Wasco County cities. She reported that all of Wasco County is starting to think and discuss the ramifications of the August solar eclipse. Sue also reported that the Macks to the Mouth trail discussion may be furthered as there is discussion at the Lower Deschutes Managers meeting on issues that previously stalled the project.

Bill Schmitt – Bill reported that the Port of Klickitat will complete the leveling and infrastructure on its waterfront lots and the status of a pathway at the Bingen site. He reported that Dirt Huggers relocation has turned out really well and that they have already maxed out at the facility in two years.

Tonya Brumley – Tonya reported on the summer kick off of events including The Dalles Beer Fest and 4th of July events scheduled for July 1st, Hood River 4th of July events and a number of music events. She also reported that The Dalles Chamber's tourism budget was reduced. Tonya reported that there is a lot of new subdivisions they are requested to service from NW Natural.

Judge Thompson – Judge Thompson reported that it is an exciting time with land use in Sherman County. He reported that Azure submitted a weed abatement plan and that Sherman County had finalized the mass gathering ordinance which will be tested in July. Judge Thompson reported on the courthouse construction and that the wheat growers appeared to be happy with the weather.

Rod Runyon – Rod reported that Wasco County was working on updating its comprehensive plan and that the Gorge Commission upheld Wasco County's Mosier double track decision.

Tom Furey – Tom reported that all local technology sectors are growing and that wages are increasing for production workers.

Mark Zanmiller – Mark reported that the City of Hood River is working on the Westside Area Plan. Mark also reported that the city was working on how to incentivize responsible development.

Amanda Hoey reported for Rob Kimmes and the Oregon Ports – Amanda reported that she and Robb Kimmes had met and he reported that MCMC had experienced a change in staff leadership. He also reported that changes continue for Skyline Hospital, including the capital funding campaign and the anticipated move of administration to the building which housed the North Shore group. Skyline will also open a primary care facility. For the Oregon Ports, Amanda reported that the Port of Hood River has two active legislative actions and that the Port of Cascade Locks is working on an airport feasibility study for alternative uses and a IFA loan to build flex building 2 and 4.

EXECUTIVE COMMITTEE REPORT:

Jan Brending presented the Executive Committee report highlighting that the committee conducted the Executive Director Performance evaluation and established goals for 2017 – 2018.

LOAN COMMITTEE REPORT

Eric Nerdin reported that the Loan Administration Board approved a \$250,000 Attainable Housing Program loan to The Honald Building, LLC to construct apartments on the second level of a building in downtown The Dalles, a \$7,000 loan to Freeborn Designs, LLC for working capital for this start up high fashion apparel business in Hood River and a \$25,000 loan to All Seasons Carpet Cleaning and Janitorial Services to purchase equipment, supplies and provide working capital for this start up business in The Dalles. Eric also reported that a \$55,000 loan to Bent River, LLC had been approved for working capital for this start up restaurant in The Dalles but the application has been withdrawn by applicant unless the collateral and repayment schedule is modified. Eric also reported that the board held its annual in-person meeting in March at Bette's Place restaurant in Hood River.

Eric reported that delinquent loans are at the lowest level they have been in a long time with only three MCEDD loan clients with delinquent loans. He reported two of the three have since brought their loans current leaving only one delinquent loan client.

STAFF REPORTS

Jacque Schei highlighted the following:

- MCEDD has an agreement with Wasco County to serve as the Grant Administrator for the Mid-Columbia Center for Living's Community Mental Health facility CDBG grant. The project is on track to complete the Environmental Review Record in early June, after the end of a public notice period required for the wetlands process as part of the review.
- Status of the City of Antelope's progress on its CDBG grant to support construction of its transmission mains, adding a water storage reservoir and upsizing the water mains in the distribution network.
- MCEDD has signed an agreement with the Crystal Springs Water District to support grant administration tasks and labor standards management for their project (Mid-Valley 2 Reservoir and 13,000 ft. of pipe replacement). Crystal Springs Water District is currently working on the environmental review phase of the project. The estimated completion date of the project is end of 2018.
- MCEDD has an agreement with the City to support labor standards management on the City of The Dalles' project to upgrade their wastewater treatment plant. Construction on the project has started and is estimated to continue through December.

Deputy Director Jessica Metta highlighted the following:

- While Amanda Hoey was on the German Marshall Memorial Fellowship her focus was on supporting Chair Jan Brending in accepting the EDA Planning Grant award, supporting the MCEDD and OIB loan programs with their regular activities, coordinating with MCEDD's building owner in completing the demolition from the winter roof leak damage, supporting MCEDD staff in continuation of their projects and other administrative assistance.
- She assisted Sherman County in exploring options to encourage the development of rental housing.
- The GTA successfully applied for a Ford Family Foundation technical assistance grant to help the GTA work with Scheinberg Consulting to create a new five year strategic plan for the organization.

- She facilitated outreach for local tech companies with a small roundtable with Oregon Governor Kate Brown, a tour and round-table with the Governor's Economic and Jobs Policy Advisor, and a company visit with Oregon Treasurer Tobias Read.

Carrie Pipinich highlighted the following:

- There is interest in hosting a broadband connectivity summit in Maupin to ensure that the fiber assets being developed are fully leveraged for community and economic development opportunities. MCEDD staff discussed this proposal with local partners and outside experts and there is strong support for moving forward with a gathering. Planning is in initial stages with a goal to have the summit in the fall.
- The cities in Sherman County met to discuss opportunities to partner with Internet Service Providers to take advantage of the new middle-mile connectivity to support last mile service. The cities indicated that they were interested in exploring development of an RFP for network build outs in their communities and Carrie is working closely with them to create this RFP, identify potential funding opportunities, and develop an outreach plan for discussing broadband with the community.
- The Wasco County EDC met at Hunt Park/Wasco County Fairgrounds in Tygh Valley in June. EDC Commissioners provided final input into and adopted a new Strategic Action Plan to guide their work in Wasco County.
- She worked with RCAC to bring training to the Wamic Water and Sanitary Board regarding the funding process for the recommended water system projects. There is a one-stop meeting tentatively scheduled for late June with the potential funding agencies. In addition, Carrie worked closely with the South Wasco Park and Recreation District to provide grant writing technical assistance for their Oregon State Marine Board application for over \$300,000 in funding to replace the North Boat Ramp at the Pine Hollow Reservoir. The District also submitted a successful grant application to Oregon Department of Fish and Wildlife for approximately \$93,000 for the project.
- The Dufur Committee worked with the City and Chamber to finalize the Dufur Community Vision and Action Plan and it was adopted by the City in April.

ADJOURNMENT: Meeting adjourned at 6:28 p.m.

Respectfully submitted,

Sherry Bohn, Office Administrator and Amanda Hoey, Executive Director

MEMORANDUM

Date: August 10, 2017
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Public Records Policy

Overview

MCEDD follows the State of Oregon's requirements for public records requests. With the last legislative session, those requirements were updated to require government agencies to acknowledge written records requests within five business days. A business day is defined as a day other than Saturday, Sunday or a legal holiday and on which at least one paid employee of the public body that received the public records request is scheduled to and does report to work. The effective date of the change is January 1, 2018.

MCEDD has an established public records policy, which is attached to this memo with the proposed revisions highlighted. The Executive Committee has reviewed and recommends adoption of the updated MCEDD Public Records Policy.

Action (Consent Agenda)

Adopt the updated Public Records Policy.

MCEDD Public Records Request Procedure

Availability of Public Records

Public records are available for inspection at MCEDD between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday, excluding legal holidays. There is no obligation to allow inspection immediately upon a demand. A person seeking to inspect public records may be requested to schedule an appointment for inspection.

No member of the public may remove a document from a MCEDD viewing area or disassemble or alter any document. Original public records shall not be released to the public for any purpose.

Making a Public Records Request

Any person wishing to inspect or copy public records that are in the custody of MCEDD should make the request in writing and submit the request to:

Finance and Operations Manager
Mid-Columbia Economic Development District
515 East Second Street
The Dalles, OR 97058
Fax: 541-296-3283

The request may be submitted in writing **by** person, by mail, or by fax. The request must:

- Include name and address of the person requesting the public record;
- Include telephone number or other contact information for the person requesting the public record; and
- Include a sufficiently detailed description of the record(s) requested to allow MCEDD to search for and identify responsive records.

The request should:

- Be dated
- Be signed by the person requesting the public record.

A requestor must request an identifiable record or class of records that is in existence at the time of the request and that staff can reasonably locate. MCEDD is not required to create a public record in response to a request. A request for information in general is not considered a request for an identifiable record. If the requestor wishes to have copies of the records made instead of inspecting them, he or she should so indicate and make arrangements to pay for copies of the records.

The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any other statute exempts or prohibits disclosure. **MCEDD will acknowledge the request within five business days. A business day is defined as a day other than Saturday, Sunday or a legal holiday and on which at least one paid employee of MCEDD that received the public records request is scheduled to and does report to work.**

Calculation of Fees

MCEDD calculates fees for responding to public records requests in the following manner:

- \$0.15 per page for photocopies
- The cost of records transmitted by fax is \$2.00 for the first page and \$1.00 for each additional page, limited to a 15-page maximum, not including the cover page.
- Actual cost for use of material and equipment for producing copies of non-standard records.
- Upon request, copies of public records may also be provided on a compact disk (CD) if the document(s) are stored in the MCEDD's computer system. Disks will be provided at a cost of \$5.00 per disk and may contain as much information as the disk will hold. Due to the threat of computer viruses, the MCEDD will not permit requesters to provide disks for electronic reproduction of computer records.
- Labor charges that include researching, locating, compiling, editing or otherwise processing information and records:
 - o No charge for the first 10 minutes of staff time
 - o Beginning with the 11th minute, the charge per total request is \$60.00 per hour or \$15.00 per quarter hour. A prorated fee is not available for less than a quarter hour.
- The actual cost for delivery of records such as postage and courier fees.
- \$5.00 for each true copy certification
- Actual attorney fees charged to the MCEDD for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.
- MCEDD may require pre-payment of estimated fees before taking further action on request.

This policy and the associated fees are subject to periodic review by the public body to ensure reasonableness of stated fees.

Review of Denials of Public Records

1. Any person who objects to the initial denial or partial denial of a records request may petition in writing to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.
2. The public records officer shall promptly provide the petition and any other relevant information to the public records officer's supervisor or other agency official designated by the agency to conduct the review. That person will immediately consider the petition and either affirm or reverse the denial within two business days following receipt of the petition, or within such other time as MCEDD and the requestor mutually agree to.
3. Any person may file a petition for disclosure with the district attorney if denied an opportunity to inspect a public record. If the district attorney's finding is adverse, the individual may further give notice and file suit in the circuit court for the particular county.



FINANCIAL SUMMARY

FOR: July 2017

MCEDD's Balance Sheet for July has several notable changes from the prior year's report. MCEDD's loan fund cash is higher than last year's due to repayments and early payoffs, which are reflected in the lower Accrued Loan Interest (1227) balance. On a positive note, the first Attainable Housing loan was made in July for \$250,000, which reduced cash (1031-Housing RLF funds). IRP's Escrow Account (1023) has a negative cash balance due to a bank fee, which was reversed in August and the account has since been closed. Accounts Receivable (1202) balance is lower due to fewer special project invoices than the prior year. FY18 entries for the anticipated carry forward (3110) have not been completed.

July's Operations Budget vs. Actual report is the first month utilizing FY18's budget. Actual Carryover Revenue (4000) is still pending audit completion. Federal revenue (4100) is higher due to the carryover of a portion of the planning grant funds into FY18. Loan Fund Revenue, excluding the Housing RLF funds, is below budget by \$929. Receipts Other (4800) is lower due to the budget amount set at an annual amount, but unknown dates of the actual receipt of funds. Personnel costs are below budget due to staffing changes. Most expenses are below projections, due to the timing of anticipated expenses with the exception of Equipment (6200) and Communications (6600). These expenses are slightly over budget due to the entry of prepaid expenses (paid in FY17 for FY18).

Respectfully Submitted,

Sherry Wickert
Finance & Operations Manager

Mid-Columbia Economic Development District

Balance Sheet

As of July 31, 2017

	Jul 31, 17	Jul 31, 16
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	78,090.30	8,908.96
1015 · MCEDD MM	242,047.00	265,764.88
1020 · IRP		
1021 · IRP - Sherman	99,013.97	77,872.80
1022 · IRP - WA	81,554.97	89,719.34
1020 · IRP - Other	76,783.31	88,011.55
Total 1020 · IRP	257,352.25	255,603.69
1023 · IRP - Escrow Acct	-9.99	0.00
1030 · Loan Funds		
1036 · EDA RLFs	218,825.59	117,268.90
1045 · Reg Strat	134,180.74	126,358.95
1050 · RBEG-OR	70,166.19	39,774.10
1055 · RBEG-WA	95,439.72	46,657.33
1057 · RBEG-KL	120,483.45	126,815.87
1067 · CDBG Microenterprises	77,375.46	58,944.01
Total 1030 · Loan Funds	716,471.15	515,819.16
1031 · Housing RLF	1,750,139.74	2,000,872.54
1070 · National Scenic Fund	1,432,007.82	1,118,539.04
Total 1000 · Bank Demand Deposits	4,476,098.27	4,165,508.27
1100 · CDS		
1121 · IRP Reserve	96,031.33	96,031.33
Total 1100 · CDS	96,031.33	96,031.33
1122 · IRP - DDM Product	743,530.56	459,415.97
1196 · OR Telecom Conference	26,222.94	22,612.34
Total Checking/Savings	5,341,883.10	4,743,567.91
Accounts Receivable		
1202 · Accounts Receivable	78,800.52	144,620.79
Total Accounts Receivable	78,800.52	144,620.79
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	7,500.00	7,083.33
1227 · Accrued Loan Interest	16,964.90	25,923.25
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accrd Int	-2,928.44	-909.99
1229 · Structured Accts Accr'd Int - Other	6,453.02	6,608.21
Total 1229 · Structured Accts Accr'd Int	3,524.58	5,698.22
Total 1200 · Receivables & Accruals	27,989.48	38,704.80
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,640,286.95	1,924,544.15
1321 · IRP - Sherman	156,776.36	178,591.19
1322 · IRP - WA	242,970.70	239,281.54
1331 · Housing RLF	250,000.00	0.00
1336 · EDA RLFs	482,966.71	564,799.13
1345 · Reg Strat	36,824.97	46,128.85
1350 · RBEG-OR	233,303.59	257,274.84
1355 · RBEG-WA	0.00	49,311.96

Mid-Columbia Economic Development District

08/28/17

Balance Sheet

Accrual Basis

As of July 31, 2017

	Jul 31, 17	Jul 31, 16
1357 · RBEG-KL/SK	6,276.17	0.00
1367 · CDBG Microenterprises	29,666.93	48,301.69
Total 1330 · MCEDD Loans Receivable	3,079,072.38	3,308,233.35
1370 · OIB Loans Receivable	1,459,609.61	1,757,361.09
Total 1300 · Loans Receivable	4,538,681.99	5,065,594.44
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-105,614.33	-118,027.66
1521 · IRP - SH Co	-9,520.35	-10,797.99
1522 · IRP - WA	-14,651.74	-14,476.77
1536 · EDA RLFs Allowance	-29,255.26	-35,290.15
1545 · Reg Strat Allowance	-2,223.05	-2,776.54
1555 · RBEG Allowance	-14,464.70	-18,584.67
1567 · CDBG Microenterprises	-1,827.70	-2,987.33
1575 · OIB Allowance	-45,000.00	-45,000.00
Total 1500 · Allowance for Doubtful Loans	-222,557.13	-247,941.11
Total Other Current Assets	4,344,114.34	4,856,358.13
Total Current Assets	9,764,797.96	9,744,546.83
TOTAL ASSETS	9,764,797.96	9,744,546.83
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	492.22	69.36
Total Accounts Payable	492.22	69.36
Other Current Liabilities		
2030 · Accrued Loan Payment	10,117.17	10,117.17
2035 · Accrued Interest Payable	5,569.62	8,383.21
2050 · PTO - Accrued	23,825.45	23,098.99
2070 · Health Insurance Payable	0.00	-8,495.37
2080 · Life & Disability Payable	0.00	-308.45
2090 · WC SAIF Ins	-137.59	-151.36
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	21.10	33.80
2115 · OR- SUTA Payroll Liabilities - Other	36.10	41.74
Total 2115 · OR- SUTA Payroll Liabilities	57.20	75.54
Total 2120 · State Payroll Liabilities	57.20	75.54
Total 2100 · Payroll Liabilities	57.20	75.54
2800 · Deferred Revenue	15,153.33	13,333.33
Total Other Current Liabilities	54,585.18	46,053.06
Total Current Liabilities	55,077.40	46,122.42
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	477,503.25	514,805.20
2821 · IRP Loan Payable \$600,000	396,225.44	417,520.24
2822 · IRP Loan Payable \$750,000	600,226.72	625,806.66
2823 · IRP Loan Payable - Washington	295,768.31	309,906.38
2824 · IRP Loan Payable - Sherman	186,672.31	193,188.09
Total Long Term Liabilities	1,956,396.03	2,061,226.57
Total Liabilities	2,011,473.43	2,107,348.99
Equity		
3100 · Fund Balances	7,572,025.03	7,572,025.03

Mid-Columbia Economic Development District

08/28/17

Balance Sheet

Accrual Basis

As of July 31, 2017

	Jul 31, 17	Jul 31, 16
3110 · Carryforward Balance	0.00	-105,004.58
3900 · Retained Earnings	116,073.61	0.00
Net Income	65,225.89	170,177.39
Total Equity	7,753,324.53	7,637,197.84
TOTAL LIABILITIES & EQUITY	<u>9,764,797.96</u>	<u>9,744,546.83</u>

Mid-Columbia Economic Development District

08/28/17

Operations Budget vs. Actual

Accrual Basis

July 2017

	Jul 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	0.00	377,158.00	-377,158.00	0.0%
4100 · Federal	11,966.95	6,666.63	5,300.32	179.5%
4200 · State	0.00	0.00	0.00	0.0%
4300 · Local Match	7,457.73	7,000.00	457.73	106.5%
4400 · Local Assessment	50,034.00	50,034.00	0.00	100.0%
4500 · Contract Reimbursement	20,553.75	23,704.38	-3,150.63	86.7%
4600 · Loan Interest	17,829.87	22,087.63	-4,257.76	80.7%
4700 · Loan Processing Fees	315.00	1,574.13	-1,259.13	20.0%
4705 · Loan Filing Fees	0.00	680.26	-680.26	0.0%
4710 · Loan Late Fee	728.86	174.89	553.97	416.8%
4750 · Investment Interest	161.02	85.63	75.39	188.0%
4800 · Receipts - Other	150.00	1,541.63	-1,391.63	9.7%
4934 · In-Kind Revenue	0.00	0.00	0.00	0.0%
4935 · In Kind - MM	0.00	0.00	0.00	0.0%
Total Income	109,197.18	490,707.18	-381,510.00	22.3%
Gross Profit	109,197.18	490,707.18	-381,510.00	22.3%
Expense				
5000 · Wages	33,379.14	38,252.63	-4,873.49	87.3%
5500 · Fringe Benefits	7,579.04	9,655.51	-2,076.47	78.5%
5700 · Payroll Taxes	2,894.47	3,089.87	-195.40	93.7%
6110 · Travel & Conference	757.08	2,301.37	-1,544.29	32.9%
6190 · Event Services	0.00	241.63	-241.63	0.0%
6200 · Equipment	427.80	375.00	52.80	114.1%
6300 · Supplies	289.19	2,212.87	-1,923.68	13.1%
6400 · Professional Services	625.86	4,615.65	-3,989.79	13.6%
6600 · Communications	1,637.49	1,545.49	92.00	106.0%
6700 · Building Costs	1,318.32	1,950.91	-632.59	67.6%
6800 · Bonds & Insurance	1,493.00	3,410.00	-1,917.00	43.8%
6900 · Other Materials & Supplies	1,699.04	4,643.63	-2,944.59	36.6%
9000 · Indirect Spread	0.00	-0.22	0.22	0.0%
Total Expense	52,100.43	72,294.34	-20,193.91	72.1%
Net Ordinary Income	57,096.75	418,412.84	-361,316.09	13.6%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	10,117.17	10,115.05	2.12	100.0%
7500 · Carryover to Next Year	0.00	372,664.00	-372,664.00	0.0%
7600 · In-Kind Contractual	0.00	0.00	0.00	0.0%
Total Other Expense	10,117.17	382,779.05	-372,661.88	2.6%
Net Other Income	-10,117.17	-382,779.05	372,661.88	2.6%
Net Income	46,979.58	35,633.79	11,345.79	131.8%

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FY18 PIPELINE**

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2018	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	425,765	12,000	-	437,765	97.26%
	Budgeted Expenses FY18 (Excludes In-Kind)	456,569				
	Gap/Surplus	(30,804)				
PROJ CODE	SPECIAL PROJECTS DETAILS	FY18	NOTES			
	ANTICIPATED REVENUE					
519	Dallesport CDBG	17,500	Multi-year project			
525	GTA Wind Challenge	22,000				
526	MCCFL - CDBG	13,000	Multi-year project			
527	City of Antelope - CDBG	5,000	Multi-year project			
528	DWD Wastewater - CDBG	1,400	Multi-year project			
530	The Dalles Airport - Flex Space	6,000	Multi-year project			
532	Cider Grant	38,954	Multi-year project			
533	TD Wastewater Plant	13,000	Multi-year project			
534	Crystal Springs	17,000	Multi-year project			
535	Eclipse	5,000				
549	CL-HR Enterprise Zone	2,500				
554	Sherman Co ED	40,000				
	Sherman Co Housing	2,000				
557	GTA Staffing	40,851				
559	Wasco Co EDC	50,000				
560	Oregon Connections	5,000				
570	OEDD Website	700				
571	Mobility Management	87,500	1st year of 2-year grant (includes local match)			
575	GTA Robotics	15,895				
582	HR EDG	7,000				
585	Commute Options	8,000				
587	HR Drive Less Connect - ODOT	22,465	1st year of 2-year grant (includes local match)			
599	Agora	5,000	Final year of multi-year grant			
	TOTAL ANTICIPATED REVENUE	425,765				
	PROPOSALS SUBMITTED					
	CGWA Travel Oregon Grant	1,000				
	Dufur Travel Oregon Grant	11,000				
	TOTAL PROPOSALS SUBMITTED	12,000				
	IN DEVELOPMENT					
	Columbia Gorge Health Community Grants					
	TOTAL IN DEVELOPMENT	-				
	DECLINED					
	TOTAL DECLINED	-				

MCEDD Dashboard

Loan Program	Target	Q1 FY2017 (July 1-Sep 30)	Q2 FY2017 (Oct 1- Dec 31)	Q3 FY2017 (Jan 1-Mar 31)	Q4 FY2017 (Apr 1-June 30)
Lending Activity	\$215,000 loaned/quarter	\$ 20,000	\$ -	\$49,400	\$231,500
Loan Utilization Rate- All RLFs	75% or more	72.92%	69.62%	65.40%	67.00%
Loan Utilization rate- EDA RLFs	75% or more	75.13% *		69.42% *	
Loan Delinquency Rate (>30 days)	5% or less	22.99%	25.90%	26.80%	24.69%
Job creation and retention/\$ loaned	1 job/\$35,000 loaned	1 job/\$10,000 Loaned	NA	1 job/\$8,233 Loaned	1 job / \$9,646 loaned
Inquiries/outreach	20 inquiries/ quarter. 5 outreach visits/quarter	16 inquiries 11 outreach visits	14 inquiries 6 outreach visits	18 inquiries 12 outreach visits	21 inquiries 8 outreach visits
Reporting Completed on Time	All	All	All	All	All

Comments/Action Needed
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	Q1 FY2017 (July 1-Sep 30)	Q2 FY2016 (Oct 1- Dec 31)	Q3 FY2016 (Jan 1-Mar 31)	Q4 FY2017 (Apr 1-June 30)
Special Projects Revenue Gap	At or exceeding budget	(9,753)	13,397	13,397	18,380
Local Jurisdiction Participation	100%	96%	100%	100%	100%
Average days of accounts receivable	33	37.72	38.39	37.17	36.36
Operational YTD actual vs. budget by Revenue & Expenses	Revenue: 100% or more Expenses: 100% or less	Revenue: 84.4% Expenses: 89.0%	Revenue: 86.25% Expenses: 85.61%	Revenue: 85.62% Expenses: 85.3%	Revenue: 80.38% Expenses: 79.15%

Comments/Action Needed

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

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

Comments/Action Needed

Board of Directors	Target	Q1 FY2017 (July 1-Sep 30)	Q2 FY2017 (Oct 1- Dec 31)	Q3 FY2017 (Jan 1-Mar 31)	Q4 FY2017 (Apr 1-June 30)
Board Meeting Attendance	75%	67%	72%	52%	62%
Meetings Lacking Quorum	0	0	0	0	0
Board Vacancies	0	1	1	0	0

Comments/Action Needed

Project Mgmt/ Regional Coordination	Target	Q1 FY2017 (July 1-Sep 30)	Q2 FY2017 (Oct 1- Dec 31)	Q3 FY2017 (Jan 1-Mar 31)	Q4 FY2017 (Apr 1-June 30)
Number of objectives addressed from CEDS	2/quarter	5	7	6	7
Reporting Completed on Time	All	All	All	All	All

Comments/Action Needed

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

Memorandum

Date: September 7, 2017
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: MCEDD Private Sector Board Positions

Overview

At the annual meeting, the MCEDD Board must appoint members to the private sector MCEDD Board positions. These are unpaid positions for one year terms. There are seven voting Private Sector representatives from regional business sectors on the Board. "Private Sector Representative" is defined as an individual in a responsible decision making position in a for-profit organization, or that individual's representative. In addition, representatives from an institution of post-secondary education or workforce development or labor group are eligible to serve in these positions.

The MCEDD Executive Committee conducted a review of all candidate applications and appointed members based on the following criteria:

- Match to MCEDD's target industry sectors.
- Meet EDA requirements (13 CFR 304.2) for district formation and operations.
- Per bylaws. Individual in a responsible decision making position in a for-profit organization, or that individual's representative.
- Balance of Oregon and Washington candidates, when possible.
- Experience, commitment to regional economic development and interest in MCEDD's work.

Interest forms from new proposed members (Humberto Calderon and Cassie Courtney) are attached. These individuals would replace Gabriel Muro and Mary Kramer on the Board. In addition, Jaime Athos, CEO for Tofurky applied for the food/beverage position (interest form available upon request). The Executive Committee is seeking ratification of Cassie Courtney to the Board to ensure a balance of Oregon and Washington interests.

Request:

The MCEDD Executive Committee requests the MCEDD Board ratify the following appointments:

- Ken Bailey (representing agriculture)
- Humberto Calderon (representing Latino businesses)
- Cassie Courtney (representing food/beverage)
- Tom Furey (representing high tech)
- Stephanie Hoppe (representing nonprofits/higher education)
- Robb Kimmes (representing healthcare)
- Eric Proffitt (representing workforce)

Memorandum

Date: September 7, 2017
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: MCEDD Loan Administration Board Private Sector Positions

Overview

The MCEDD Loan Administration Board is an unpaid committee that meets bi-monthly to make loan policy and all major loan decisions including loan approvals and subsequent loan modifications and foreclosures. The Loan Administration Board is composed of the five county representatives to the MCEDD Board, two private sector representatives and an alternate private sector representative. The terms for these private sector “At-large” representatives expire annually. The primary qualifications for appointive members are that they have business, legal or financing experience, with at least one of the members having financing experience. At-large members do not need to be MCEDD Board members. Currently, the private sector MCEDD Loan Administration Board positions are held by Scott Clements, Dillon Borton and AJ Tarnasky.

Private Sector Loan Administration Board Candidates

Scott Clements, Dillon Borton and AJ Tarnasky expressed interest in seeking reappointment to the MCEDD Loan Administration Board. Staff sent out a general solicitation for candidates, with interest forms due by 5 pm on August 23, 2017. No other interest forms were received by the deadline.

Recommendation from the Executive Committee:

Reappoint Dillon Borton and Scott Clements to the private sector positions on the MCEDD Loan Administration Board. Reappoint AJ Tarnasky to the alternate private sector position on the MCEDD Loan Administration Board.

Memorandum

Date: July 19, 2017
To: MCEDD Board of Directors
From: MCEDD Nominating Committee
Re: MCEDD Slate of Officers and Private Sector Executive Committee Membership

Slate of Officers

The MCEDD Nominating Committee met prior to the annual meeting to discuss a slate of officers for the MCEDD Board. The nominating committee was composed of Tonya Brumley (Oregon Chambers), Dana Peck (Washington Chambers) and Jan Brending (Cities of Klickitat County). The committee is appointed by the Chair of the board and members were selected to include balanced representation from Oregon and Washington.

The officers of MCEDD include a Chairperson, Vice Chairperson, and Secretary/Treasurer. All officers serve one year terms and all positions are unpaid positions. In proposing a slate, the committee considered the need for a balance between Oregon and Washington representatives, past record of participation, continuation of term on the board, length of term on the board, rotations of officers and succession among positions. The following slate of officers is proposed:

MCEDD Officers	
Position	Nomination
Chair	Ken Bailey (Private Sector)
Vice-Chair	Bill Schmitt (Washington Ports)
Secretary/Treasurer	Bob Benton (Hood River County)

Executive Committee Membership, Private Sector

In addition to a slate of officers, the MCEDD Nominating Committee also discussed private sector membership on the MCEDD Executive Committee. The Executive Committee consists of the five County representatives and all officers, in addition to two to four private sector representatives. The private sector representatives serve one year terms. In proposing representatives, the Nominating Committee considered generally the same items as discussed for the MCEDD officers as well as expressions of interest submitted by private sector members. The committee proposed three private sector members to the board to preserve an odd number of committee members, given the proposed officer structure. The following private sector members are nominated to serve on the MCEDD Executive Committee:

MCEDD Executive Committee, Private Sector Membership	
Position	Nomination
Executive Committee, Private Sector <i>(officer- automatic appointment)</i>	Ken Bailey
Executive Committee, Private Sector	Eric Proffitt
Executive Committee, Private Sector	Dana Peck

Requests:

The MCEDD Board is asked to vote on the slate of officers presented. Further, the Board is also asked to vote on private sector membership on the Executive Committee.

Memorandum

Date: August 8, 2017
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Signature Authorization Form

Overview

With the election of new officers, we will need to update our signature authorization form and enter the approval of the form into the minutes. For MCEDD, authorized signers are based upon position. All officers have signing authority as does the Executive Director, Deputy Director and an Executive Committee member who is based locally. Our bank ties signature authority to an individual and only makes modifications when we have recorded documentation of the approved change in the minutes of the Board or Executive Committee.

The proposed signature authorization form is attached. It follows the protocol for signers as listed below:

Current	Proposed**
Chair Jan Brending	Proposed Chair Ken Bailey
Vice-Chair Ken Bailey	Proposed Vice-Chair Bill Schmitt
Secretary/Treasurer Bill Schmitt	Proposed Secretary/Treasurer Bob Benton
Executive Committee (local) Rod Runyon	Executive Committee (local) Rod Runyon
Deputy Director Jessica Metta	Deputy Director Jessica Metta
Executive Director Amanda Hoey	Executive Director Amanda Hoey

**Signature request will change if the officer slate is modified in a final vote of the Board.

Request:

Approve the attached signature authorization form.

SIGNATURE AUTHORIZATION FORM

MCEDD
515 East Second Street
The Dalles, OR 97058

Name of Organization	Date Submitted
Mid-Columbia Economic Development District	September 21, 2017

1. Authorizing Authority

Signature	Print or Type Name	Title
	Ken Bailey	<i>Chair</i>
	Bill Schmitt	<i>Vice-Chair</i>
	Bob Benton	<i>Secretary/Treasurer</i>
	Rod Runyon	<i>Executive Committee</i>
	Amanda Hoey	<i>Executive Director</i>

2. Authorized to Sign Contracts/Contract Amendments

Signature	Print or Type Name	Title
	Ken Bailey	<i>Chair</i>
	Bill Schmitt	<i>Vice-Chair</i>
	Bob Benton	<i>Secretary/Treasurer</i>
	Rod Runyon	<i>Executive Committee</i>
	Amanda Hoey	<i>Executive Director</i>

3. Authorized to Sign Requests for Reimbursement

Signature	Print or Type Name	Title
	Ken Bailey	<i>Chair</i>
	Bill Schmitt	<i>Vice-Chair</i>
	Bob Benton	<i>Secretary/Treasurer</i>
	Rod Runyon	<i>Executive Committee</i>
	Amanda Hoey	<i>Executive Director</i>
	Jessica Metta	<i>Deputy Director</i>

4. Authorized to sign MCEDD Checks

Signature	Print or Type Name	Title
	Ken Bailey	<i>Chair</i>
	Bill Schmitt	<i>Vice-Chair</i>
	Bob Benton	<i>Secretary/Treasurer</i>
	Rod Runyon	<i>Executive Committee</i>
	Amanda Hoey	<i>Executive Director</i>
	Jessica Metta	<i>Deputy Director</i>

Memorandum

Date: September 7, 2017
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Program Options/Service Expansion

Request/Action

The MCEDD Executive Committee recommends creation of a small working group for negotiations and analysis.

Overview

Over the past number of months, the interim Executive Director for Mid-Columbia Council of Governments (MCCOG), David Meriwether, has analyzed the viability of continuation of MCCOG and the best manner in which the programs it currently operates should be administered. In August, through a series of actions, the MCCOG Board directed David to “research a path toward thoughtful and planned transition of MCCOG programs to suitable locations.” The Dalles Chronicle reported on the last MCCOG Board meeting, highlighting that “After a nearly 40-year existence, the Mid-Columbia Council of Governments has voted to find new homes for its four programs and will cease to function as a direct service provider. The four programs are: transportation, which includes the LINK dial-a-ride as well as a non-emergency medical transport service; the Area Agency on Aging, which helps with meals and other services for seniors; workforce development programs; and regional building codes services.” They further noted that “There is no timeframe for MCCOG divesting itself of its programs.”¹

In our (now long past) history, MCCOG started under the umbrella of MCEDD. Each of our agencies has modified and changed service offerings since then to be responsive to our communities and members. In conversations with David Meriwether and other community partners, we have looked at the programs which require new administrative homes and their fit to MCEDD’s mission, service area and potential. The closest fit to MCEDD is transportation, as advancing regional transportation initiatives has been within our purview for more than 10 years with support for the Gorge TransLink Alliance. Other services within our mission could include financial services to other entities and support for the Community Renewable Energy Association (CREA).

In his report to the MCCOG Board of Directors, David provided the following discussion on transportation: “Discussion have occurred which -at this point – lean toward a disposition whereby the Transit (LINK) part of the program is transferred to MCEDD; the GOBHI portion of the Brokerage would be assumed by GOBHI directly. At this point we are examining that would happen to the Pacific Source and Fee for Service Brokerage contracts, as those parties have discretion and processes they would need to follow. Potentially, they could contract with GOBHI for services, solicit proposals from other Brokerages, or transfer those services in some other manner. In all scenarios, LINK would continue to provide Non-emergency Medical Transportation rides for Wasco County. From joint discussions with MCEDD and GOBHI & ODOT, the Transportation Building would go with LINK, but the Brokerage would continue to

¹ <http://www.thedalleschronicle.com/news/2017/aug/25/mccog-hand-services/>

be located there and rent space from LINK (the transit building was built with ODOT funds with enough space to accommodate the Brokerage – but the purpose of the building is for LINK). We are currently working with MCEDD and GOBHI to determine what a personnel and function split would look like, given that some employees work in both sides of the Transportation Program. In particular, MCEDD is undergoing a review to determine whether LINK is fiscally feasible at the current level of service when separated from the Brokerage.”

Considerations:

This analysis will focus primarily upon the LINK transportation services, unless otherwise noted. Financial services and other project management works within the structure of MCEDD’s existing staffing and structure.

Role

MCEDD’s role would be administrative as there is a fully functioning system in place for the LINK. Transportation Operations Director Brent Olson may join us for this meeting.

Financial

The primary review involves revenue and cost considerations to ensure there would be no negative impact to other MCEDD services or our bi-state area. The first priority is effective continuation of all services and secondarily, the opportunity to expand or enhance those services. Highlights from review of the LINK and transportation budgets include:

- The Brokerage² takes up a substantial segment of revenue and employees. Maintaining separation is paramount, but there are revenue implications in the distinct separation.
- The LINK public transportation appears to maintain a \$120,000 to \$125,000 balance carryforward year over year, which indicates stability in their program operations. That balance would likely significantly reduce in a transfer scenario, however, to payoff an interfund loan balance as described below. It would create a very thin margin to address any potential year-over-year program revenue variations.
- Review of the year-over-year budgets and actuals for the program reveal fairly similar revenue and expense between FY17 and projected for FY18.
- Future resources for public transportation through the Oregon public transportation package may allow for program expansions. Regional connections and the fixed route analysis in The Dalles would drive some of the opportunities for growth.
- *Note: For detailed financial information, interested board members may contact staff to discuss further.*

Facilities/Assets

Primary assets include the newly constructed Transit Center in The Dalles and vehicles. The Executive Committee packet included an outline of these assets and ODOT staff has committed to providing a more formal document for your review. Additional information on assets:

- MCCOG made an interfund loan transfer from its building codes program to cover a portion of the transit facility construction. The loan was to be paid back over a ten year term, but would need to be cleared before transfer of the program service and asset. Total

² The Medicaid transportation brokerage acts essentially as a call center for non-emergency medical transportation rides, facilitating trip scheduling and processing payments. It brokers services for 14 counties in Oregon. LINK currently contracts to provide the local rides.

balance remaining on the loan is estimated at about \$78,000. The proposed mechanism to address this balance would be to pay it off using the program's beginning balance.

- The Brokerage call center utilizes a large section of the transit facility and, as a result, pays a significant portion of the facility (and facility maintenance) cost through MCCOG's cost allocation plan (approx. \$44,000). The LINK cannot carry this cost burden alone. Acquisition of the LINK and associated facility would need to be conditional upon successful negotiation with the entity taking on the call center roles on space rental/lease at a level that continues at par with current payment through the indirect cost allocation. We would also require continued assurance from ODOT that this is an allowable use.
- Upcoming new assets: The LINK staff submitted two successful grants for bike racks and an ADA accessible vehicle. The funding is reserved, but the grants will not be executed (and acquisition not occur) until the LINK has a permanent home. In addition, there are still funds, set aside for the building, which are currently allocated for bus barn construction and purchase of a generator. The total left to expend is approximately \$151,000 (10.27% is match, the remainder is STIP Enhance funding).

Employees

Currently, there are twelve (12) employees associated with the LINK, beyond any administrative support through MCCOG. Eight of these are part time employees (some drivers, dispatch and facilities maintenance). For employee compensation and benefits, we reviewed the personnel policies and the budgets. Highlights include:

- In analysis of their personnel policies, most elements are quite similar to MCEDD, so the adaptations to integrate with MCEDD would be minimal. There is a slight difference in pay schedule and MCCOG still uses a sick/vacation/leave program whereas MCEDD transitioned to an overall PTO policy. We would go through a similar process for any new employees, if acquired, as when we transitioned to PTO for MCEDD.
- Benefits are substantially different in healthcare coverage but we both administer our plans through CIS. We will not cross the 50 employee threshold, so CIS would still administer those on our behalf. As our plans changed substantially for 2018 anyway, there is constant analysis of this benefit for the agency and employees.
- Retirement plans are different as MCEDD offers a 457b account versus MCCOG provides a 401a and 457b. We would remain with only the 457b option.
- There may be possibility of a portion of the Transportation Operations Director's time contracted to support the brokerage as it appears a portion of that position serves both programs currently.

Recommendation

If proceeding, there is likely a pathway on contracting in the interim or for a longer process, working with MCCOG, Wasco County, ODOT and the brokerages to ensure uninterrupted service. The recommendation from the Executive Committee is to proceed with negotiations, conditional upon factors as outlined in this memo (such as relate to the facility), and establish a small working group to support those conversations.

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

Business Assistance Division

- Staff will be presenting options to the MCEDD Loan Administration Board and Oregon Investment Board to discuss how our current, or expanded resources, could be used to assist our clients impacted by wildfires and other natural hazards.
- The OIB approved the launch of a new pilot program that will allocate \$250,000 in OIB funds for small business loans of up to \$40,000 each. The application process will be more streamlined with minimal documentation and insurance requirements, ingrained small business counseling, and performance incentives.
- In August, the OIB also approved a \$5,000 matching/challenge grant to Columbia Gorge Community College for a feasibility study for the food and beverage collaboration. The College is applying for technical assistance funds to EDA and has committed internal resources as well.
- I met with staff from the US Forest Service to discuss the potential renewal of the request for reducing the multiple agency layers in our OIB program and to identify areas to support joint marketing. They were receptive to further discussing both requests.
- Housing: I met with Mt Hood Meadows regarding housing and transportation needs and will be coordinating follow-up with Regional Solutions. MCEDD received an inquiry to our housing loan fund from an individual in Rowena and directed them to Wasco County planning and the SBDC.
- MCEDD met with representatives from Business Oregon, City of The Dalles, regional airport and Regional Solutions for a presentation from Steelhead Enterprises.
- EDA highlighted the success of our loan programs in July. Check it out! <https://www.eda.gov/success-stories/edd/stories/mcedd.htm>
- The Gorge Business News agreed to use our monthly loan client highlight/spotlight in their publications; furthering the exposure for our loan programs and clients.



MCEDD LAB approved a \$200,000 loan to the Renewal Workshop

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

Economic Development Administration, Regional Economic Development

- This year, the region has been adversely impacted by natural hazards including the 2016/17 winter storm damage and most recent fires on the western end of the region. Both have short and longer term implications to businesses, with particular stress to businesses caused as a result of the closures of I-84 and rerouting of truck traffic. MCEDD has an opportunity to be more responsive to these issues, on the business side, for our own programs and future planning. ***Board input will be solicited on a potential EDA application and the appropriate scope of that effort.***
- The Comprehensive Economic Development Strategy (CEDS) was formally submitted to the US Economic Development Administration. In addition to MCEDD Board members making presentations to their local entities, I attended the Hood River City Council meeting to provide the summary document and have scheduled presentations to the Port of Cascade Locks, Port of Hood River and the Columbia River Gorge Commission. Jessica Metta is presenting to Sherman County cities, including the Wasco City Council in August. I attended the last Skamania County Community Action Team as they updated their project priorities. Outreach to additional entities is ongoing, with a focus on our member jurisdictions.
- The recently passed \$5.3B Oregon transportation bill includes not only critical funding for city and county roads, but also individual projects from the MCEDD region (including top priorities from our CEDS). Projects which were elevated for funding within the transportation package include: Hood River Bridge Replacement Environmental Impact Study, WaNaPa Street Improvements in the City of Cascade Locks and Pedestrian Safety Improvements in the City of Dufur.
- EDA representative David Porter visited the region in July to discuss opportunities for broadband projects and meet with representatives from the Columbia Gorge Community College on programs.
- The November 2nd Annual Economic Symposium is taking shape, with appreciation to the Executive Committee. Activities include:
 - Secured Jason Spadaro from SDS Lumber as the keynote speaker.
 - Secured Washington and Oregon regional economists (Scott Bailey and Dallas Fridley) as presenters for local and regional data/demographic updates.
 - Secured the facility- we will be at the Hegewald Center in Stevenson, WA.
 - Identified a set of panelists with a focus on individuals representing many sides of the industry including manufacturing, secondary processing, timber management, innovation, and regulatory issues. Kari Fagerness (Skamania EDC) has provided tremendous support in this work.
 - Tickets are now available through Eventbrite. Access the link via MCEDD's homepage at mcedd.org. Tickets are set at only \$15 to cover minimal food/beverage at the event. We have a process for providing fee waivers for individuals for whom the ticket price would cause a financial hardship.
- Legislative Updates: The National Association of Development Organizations (NADO) has continued to provide regular updates on the status of the three core programs the MCEDD Board is monitoring. ***I will provide updated information at the Board meeting.***



*Steelhead Enterprises on the
Whitewater Fire near Mt
Jefferson (photo from
inciweb)*

Project Management, Industry Development

- The Columbia Gorge Bi-State Renewable Energy Zone’s government affairs specialist continues his work and provided an update on activities at the September meeting. Part of his contract requires that he attend the funding counties’ board meetings about every six months to provide a direct update to their commissioners. He is beginning that outreach in September and October. I attended the AWEA Regional Wind Energy Conference 2017 – Northwest and participated as both moderator and panelist in a session about wind power in rural areas.

Mobility Management/Transportation

- As noted in the operations section, we have a new mobility manager on board (Kathy Fitzpatrick) who is/will be taking on most of these initiatives!
- MCEDD was recommended for full funding for the Gorge TransLink Alliance Mobility Manager program through ODOT Region 4 Transit funds. We had included a proposal for slight increase over the prior biennium to support strategic assessment of public transportation capacities with the new resources through the Oregon Transportation Package. These funds match local and WSDOT resources.
- Staff submitted a proposal for the Columbia Gorge Health Council community grant program to leverage the “Everybody Rides” campaign we anticipate kicking off in 2018.
- Our National Association included the MCEDD region in a rural transportation technical assistance proposal. If funded, it would be designed to support transportation solutions for a target industry.
- Kathy is actively working with employers, local governments and others to promote the Oregon Drive Less Connect Challenge September 16-30, 2017.
- The Gorge TransLink Alliance met in August. Staff will provide an update on a number of new and changing services, including new fixed routes from Bingen/White Salmon to Hood River and from Goldendale to The Dalles, planning for connected service around Mount Hood, extension of the Columbia Gorge Express, modifications to the Upper Hood River Valley service, continuation of the WET bus in Skamania County and additional bike racks on busses and a new ADA accessible vehicles.



Carolyn Meece, Business Oregon, and Rachel Pawlitz, USFS, help launch the new OIB pilot program at Defiance Brewing

**For additional information on our Project Management activities, please see the Staff Reports (salmon enclosures).*

Operations

- **Local Assessments:** I am pleased to note that we are already at 100% paid for our local assessments (cities, counties, Ports).
- **Personnel:**
 - MCEDD welcomed Kathy FitzPatrick as the Gorge Mobility Manager. Kathy received her Masters in English from San Diego State University and is a Ford Family Foundation Fellow. She starts part-time with MCEDD as she transitions from her current role as City Manager for the City of Mosier.
 - Carmen Frost will start as our new Office Administrator on September 15th. She has most recently provided interim support to Sherman County and we look forward to welcoming her to MCEDD.
 - In September we celebrate a few staff work anniversaries as Carrie Pipinich begins year 6 and I begin year 12 at MCEDD.
 - As Sherry Wickert will be retiring after 10 years with MCEDD, we have just released the job announcement for her position (Finance and Operations Manager). Duties include managing MCEDD's finance and accounting activities and administering benefit and employee compensation programs. Details at: <http://www.mcedd.org/about/jobs-and-volunteer/>.
- **Training:** Kathy Fitzpatrick will attend the Oregon Transportation Conference, with costs covered through a RTAP scholarship. I attended the NADO Annual Training conference with costs covered by a scholarship. Eric Nerdin participated in the Enterprise Zone workshop. Jessica Metta will attend the Oregon Mainstreet conference in October.
- **Board representatives:** The Sherman County Court appointed Perry Thurston for the expiring Sherman cities term (previously held by Carol Mackenzie). Sue Knapp was reappointed as the Wasco County cities representative. Private sector board appointments were made by the MCEDD Executive Committee with ratification by the full board expected at this meeting.
- **Building:** The interior work (precipitated by winter storm damage) is finally complete and is a vast improvement.
- **Website:** The new MCEDD website launched! While it will be in continual development and change, thus far it is much more functional for staff. It takes much less time to update, allows us to add critical information which was difficult to accomplish with the prior site and provides a much more professional look. We have connected our social media (Facebook and Twitter) so those accounts are also now more active. Connect to us!
- **Audit:** The onsite audit work is scheduled for October 9-11, 2017.



Welcome to Kathy Fitzpatrick, MCEDD Mobility Manager!

Next Full Board Meeting: Thursday, December 14, 2017 in Hood River, Oregon.

Columbia Gorge Economic Symposium

Visit www.mcedd.org

A half-day event focusing on economic and employment trends in the regional economy.

Highlights:

- Business Leader Keynote
- Local Data, Regional Trends, Economic Forecasts: Dallas Fridley and Scott Bailey
- Industry Sector Panel: Forest and Wood Products

Date: Nov 2, 2017

Time: 9 am to noon
(doors open at 8:30 am)

Location:

Hegewald Center
710 SW Rock Creek
Stevenson, WA

Registration required. Tickets at Eventbrite:
<https://www.eventbrite.com/e/gorge-economic-symposium-tickets-37016681892>.

Hosted by Mid-Columbia Economic Development District.



Executive Committee Report (September 2017)

The MCEDD Executive Committee met in August and September to address business of the District. During these months, the activities of the committee included the following:

- Approved the MCEDD FY17 Annual Report and reviewed highlights from the past fiscal year.
- Reviewed the final FY17 loan fund revenue/expense gap and anticipated shortfall.
- Discussed the FY18 budget and staffing changes.
- Discussed the SBA Community Advantage Lender program; recommending staff monitor the activity of another district considering the program in order to leverage the research they conduct on program feasibility.
- Approved travel for Executive Director Amanda Hoey to attend the National Association of Development Organizations conference in September. The travel is covered through scholarships from EDA- SRO and NADO.
- Provided recommendations for the Annual Economic Summit on November 2, 2017, identifying a focus on the forest/wood products sector for this year.
- Recommended adoption of the updated Public Records Policy.
- Recommended private sector Loan Administration Board members for reappointment by the Board of Directors (Dillon Borton, Scott Clements, and alternate AJ Tarnasky)
- Appointed private sector Board members, to be ratified by the full board (Ken Bailey, Humberto Calderon, Cassie Courtney, Tom Furey, Stephanie Hoppe, Robb Kimmes and Eric Proffitt)
- Analyzed changes with Mid-Columbia Council of Governments and the LINK transportation program specifically. Provided a recommendation to the MCEDD Board, to be presented at the September meeting.
- Authorized submission of an application to Travel Oregon and applications for the Columbia Gorge Health Council community grants.

To: MCEDD Board of Directors
From: Jessica Metta, Deputy Director
Date: September 9, 2017
Re: Deputy Director's Report

Deputy Director Duties

Jessica is supporting the Executive Director in participating in meetings related to the future of Mid-Columbia Council of Governments, in the hiring of new staff, and in representing MCEDD in the community.

Sherman County Economic Development

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

- **Shared Code Enforcement Services:** Jessica assisted the Sherman County cities plus Dufur and Maupin in several meetings to review the concept of a shared code enforcement officer. She has developed position details and a Request for Proposals that the cities have been asked to review and approve. She expects to send out the RFP in September.
- **Joint Broadband Requests:** With the assistance of Carrie Pipinich, Jessica assisted the Sherman County cities in considering a joint request to develop fiber to the homes in the cities. A resident survey was developed to gauge interest and is being approved by the cities. It will then be widely distributed and Jessica and Carrie will provide some informational meetings about upgraded service. The survey information will be useful in preparing a Request for Proposals for internet service providers to develop the last mile infrastructure to connect the cities of Sherman County.
- **Grant Writing:** Jessica continues to research federal, state and private grant opportunities open to Sherman County and focused on potential sources for the County's CEDS projects.
 - Jessica has been working to support South Sherman Fire and Rescue District in exploring a Community Development Block Grant for construction of a new Fire Hall. The income survey prepared by Portland State University showed that the district did not meet the eligibility requirements. The District continues to look for other grant opportunities.
 - Jessica is assisting a citizen committee in Wasco supporting the Wasco School to identify grants for their necessary facility improvements.
- **Biggs Brownfields Support:** Jessica assisted Sherman County in seeking funding support for a brownfields site assessment for the old gas station and motel property that the County foreclosed on last year. She was successful in getting EPA dollars through Oregon DEQ for them to assess and likely clean up that site to get it ready for sale to a private party. This work has begun and is expected to be completed by February 2018.
- **John Day River Territory:** Jessica continues to participate on behalf of Sherman County on the Steering Committee for the JDRT, the regional destination marketing organization covering Sherman, Gilliam, Wheeler and Grant Counties. Jessica is leading a sub-committee to implement a \$5000 Travel Oregon grant to install tourist welcome kiosks at each of the gateways into the John Day River Territory. The kiosks are under construction and installation will likely be this

fall. Jessica also assisted the JDRT in an unsuccessful attempt to secure a RARE participant this year.

- **City Assistance:** Jessica presented to each of the four City Councils and County Court to reintroduce the work that she does for Sherman County and to provide an update on MCEDD's Comprehensive Economic Development Strategy. Jessica also hosted a quarterly coordination meeting of the four cities, met with new city staff in Moro and Rufus to offer assistance, researched training opportunities for the cities and is monitoring progress in the Grass Valley School sale to a private hemp business.
- **Other Assistance:** Jessica assisted in the meeting in Sherman County with the North Central Regional Solutions Outreach Team, helped promote the Moro First Saturday Art Walk, assisted Auscrete in considering developing in Sherman County and promoted the Sherman County rental housing incentive program.

Gorge Technology Alliance

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

- **Meetings and Events:** Jessica continues to host several monthly events for education and networking opportunities as well as events specifically for CEOs and human resources managers. MCEDD Board members are always welcome to attend as a sponsor of the GTA. The next big event is the September 20 Gorge Tech Showcase, 6 p.m. at Springhouse Cellar Winery (13 Railroad Ave. in Hood River). Please RSVP to Jessica. A flyer is included with this report. She is also exploring a new meeting/ initiative to support Gorge women in tech/ STEM fields.
- **Strategic Planning:** Jessica is assisting Scheinberg Consulting on creating a new five year strategic plan for the organization with funding support from a Ford Family Foundation grant. Members were surveyed, the Board held a full day retreat and a first draft of the plan is being circulated for comment. The plan is expected to be adopted in October and has been useful already in energizing the Board and directing Jessica's activities.
- **STEM Education Support:** Jessica held a fundraising campaign for the college scholarship fund which brought in \$4,200. She engaged high schoolers over the summer to assist in organizing the GTA's 45 EV3 robotics kits and ordered replacement parts to make them complete, with Jacque's assistance. The kits are being loaned out to support FIRST LEGO League (FLL) teams in the region, which meet over the fall. Jessica hosted an FLL coach training and has begun planning for the FLL tournaments in December. Jessica also continues to participate on the Leadership Team for the STEM Hub funded by Oregon to improve STEM education in the MCEDD region. Christy Christopher was recently hired as the hub's coordinator.
- **Other Support:** Jessica is exploring offering group health care and other benefits to GTA members through BCI Group. She also is assisting the GTA in reviewing its membership and sponsorship dues and benefits in preparation for the annual renewal drive in late September.



Gorge Tech Showcase

***September 20th, 6 p.m.,
Hood River***

Learn about some of the companies in
the Gorge's growing tech industry!

All tech enthusiasts and job seekers are welcome!

Short Presentations From:

- 4-Tell
- Cardinal IG
- Custom Interface
- Hood Tech/ TacAero
- Innovative Composite Engineering
- Insitu
- Sagetech
- Trillium Engineering
- UTC Aerospace Systems
- Zepher

Details:

Wednesday, Sept 20, 2017
Springhouse Cellar Winery (13
Railroad Ave., Hood River)
6:00 pm Networking + appetizers
6:30 pm Presentations
7:30 pm More networking
\$10 for Non-GTA members
Free for GTA members
RSVP Required: 541-296-2266 or
Jessica@crgta.org
Learn more at crgta.org

Software, Advanced Manufacturing,
UAS (Drone) Companies, and more!



To: MCEDD Board of Directors
Date: September 8, 2017
From: Carrie Pipinich, Project Manager
Re: Project Management Report

Broadband

- **Wasco County:** Carrie has continued to work with Q-Life and the City of Maupin to move the fiber project forward. Two applications for additional funding, including one to EDA, to support completion of the project are being developed with support from MCEDD staff. If these are successful, they will move forward with construction of the full fiber network throughout Maupin. If not, they will explore other routes to completing the project. Carrie has also continued to do outreach about the importance of broadband in Wasco County, and presented in conjunction with Q-Life to the Northern Wasco County PUD Board about the value of broadband to economic development and robust communities in July.
- **Sherman County:** The cities in Sherman County indicated interest in exploring development of an RFP for broadband network build outs in their communities as well as conducting outreach to their residents to ensure interest in improved services and understanding of the opportunities the enhanced service could provide. Carrie and Jessica worked closely to develop a survey that will go to residents this fall in conjunction with outreach efforts.
- **Legislative/Funding Updates:** Staff is tracking additional opportunities to support broadband expansion. The Oregon Legislature passed HB2091 that allows the Oregon Universal Service Fund to support broadband services as well as basic telephone service through its investments in carriers of last resort. Additionally, the State allocated \$500,000 in Strategic Reserve Funds to support rural broadband development, with criteria under development currently.
- **“Networks of the Future” Conference:** Carrie is lead staff support for the Oregon Connections Conference which will be October 19 and 20 at the Hood River Inn this year. Futurist Steve Brown is the keynote speaker. Additionally, this year a panel will discuss the continued urban/rural digital divide. Details are available at oregonconnections.info.

Wasco County Economic Development Commission (EDC):

- **County Economic Development Strategic Plan:** MCEDD provides project management support for the Wasco County Economic Development Commission. The EDC’s 2017-2022 Wasco County Economic Development Strategic Plan was acknowledged by the Wasco County Commissioners on June 21, 2017.
 - Staff have been working with RCAC and the South Wasco Alliance to explore an opportunity to bring training sessions for small water/waste water systems to Wasco County to support improved capacity. Outreach is being conducted around topics and format to identify the best approach to this work.
- **Community Enhancement Projects:**
 - The City of Mosier received \$500,000 of funding from Union Pacific as well as \$500,000 in funding from the Legislature dedicated to the Joint Fire Hall/City Hall project,
 - The Deschutes Rim Health Clinic received \$1 million in funding from the Legislature to support building an expanded clinic in Maupin.
 - The Dalles Civic Auditorium received \$785,000 to support completion of the theater renovation from the Legislature. Staff is working with them to identify potential grant resources for their staff to pursue.

- Staff is working with the City of Dufur and the Dufur School District on coordination for investment of funding allocated through the Oregon Transportation Package and a potential school bond for improvements to the pedestrian environment around the school. The group is applying for a TGM Education and Outreach Grant to support coordination.
- The City of Maupin received \$30,000 in funds to support additional water supply protection efforts around the spring that feeds their system through OHA's Drinking Water Source Protection Program. Staff provided support for the City during application development.
- **EDC Committee Highlights:**
 - **Wamic/Pine Hollow:** Staff worked with Business Oregon to support bringing a one-stop meeting to The Dalles in late June to allow entities from the region to discuss priority projects with potential funding agencies. Both Wamic Water and Sanitary Authority and the Crystal Springs Water District presented projects. Staff has been working with WWSA staff to present the information from the one-stop to the rest of the WWSA Board and gather additional information needed before applying for a project.
 - **Dufur:** The City is finalizing their Water and Waste Water Master Plans and the Committee will support their implementation efforts as needed. Additionally, staff worked with the Dufur Chamber to submit an application to Travel Oregon's Small Matching Grants Program to support development of a Dufur community brand to provide a tool for the Chamber to promote the community as identified in the Dufur Strategic Action Plan. The Committee is also working closely with the Dufur Chamber on organizational development.
 - **Open for Business Committee:** The committee has begun the process of updating the Wasco County Major Employers list by identifying additional businesses outreach required. The committee has also developed a survey and identified businesses to reach out to gather information about business barriers and opportunities that would complement the work done with The Dalles Main Street's BRE program and the Port of The Dalles' interview program. This activity is planned for the fall. Additionally, the group is exploring grant writing training/technical assistance to support community economic development efforts.

Fermentation Cluster:

- **Cider Marketing Development:** After development of the new 2017 Cide Route map, the Gorge Cider Society also purchased 1L growlers and GCS stickers as a prize for visiting the majority of the locations listed on the Route. Additionally, staff issued an RFP for a Social Media Manager and visual/video asset development. After review by the Cider Society Advisory Committee, staff is working on bringing this contractor on board.
- **Gorge Cider Society Organizational Development:** Staff has been working closely with the Advisory Committee to develop membership categories and clear benefits as well as other activities to ensure sustainability of the group.
- **Columbia Gorge Winegrowers:** Staff collaborated with the CGWA to submit an application for CGWA's Gorge Wine Brand Development project that will create a clear brand for Gorge Wine Country, develop marketing assets for use during its roll out via social media and the CGWA's website as well as through additional public relations capacity for CGWA. This project was identified through the RBDG supported development of a strategic marketing plan in 2015/2016 that MCEDD worked with the CGWA to support.

Hood River Economic Development Group

- In July the Group hosted Andrea Klaas from the Port of The Dalles to discuss the recent wetland planning process the Port conducted in order to share lessons learned and potential opportunities. The next meeting will be held in October.



To: MCEDD Board of Directors
From: Jacque Schei, Project Manager
Date: September 6, 2017
Re: Project Manager's Report

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.

Community Development Block Grant (CDBG) Support

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 Environmental Review Record (ERR) has been completed. The County issued a public notice informing the public of the Finding of No Significant Impact and has gone through a local public comment period. In addition, they have requested a release of funds from the State. The public comment period for that request ends September 12. The County will then publish the advertisement for requests for bids for the construction of the building on September 13 in local and statewide newspapers.

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. After reaching a successful conclusion to the easement negotiation, the project moved forward with a cultural resources survey as requested by the Confederated Tribes of the Warm Springs. During the survey, a significant number of tools and other stone artifacts were found at the site planned for the reservoir. The project team is discussing next steps, as it is likely the reservoir site will have to be relocated, and potential sources of additional funding for the redesign and archaeological survey at a new site.

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 facilities plan was finalized in May. Before project closeout can occur, the District/County will need to pass a resolution adopting the plan. MCEDD will continue working with DWD to close out the project.

Economic Development Administration (EDA) Grant Support:- Columbia Gorge Regional Airport: 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. Construction has started on the project. The floor has been poured and the walls are up. The hangar doors and roof will be installed in early September.

State Revolving Loan Fund Project Support

Crystal Springs Water District (CSWD): CSWD has secured a Safe Drinking Water Revolving Loan Fund (\$3,743,000 loan and \$500,000 forgivable loan) for the Mid-Valley Reservoir and 13,000 ft of pipe replacement. MCEDD has signed an agreement with the CSWD to support grant administration tasks and labor standards management for their project (total agreement amount \$35,000). CSWD is currently working on the environmental review phase of the project – the project is awaiting input from OHA regarding the level of review needed. The estimated completion date of the project is end of 2018.

City of The Dalles Wastewater Plant Upgrade Project: The City of The Dalles applied for a \$2M Clean Water State Revolving Fund loan from DEQ in support of an \$11M project to upgrade their wastewater treatment plant. MCEDD has an agreement with the City (\$23,000) to support labor standards management on the project. The funds require compliance for all components with federal standards. Construction on the project has started. The end date of the project has been pushed back to March 2018.