

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
FULL BOARD OF DIRECTORS
THURSDAY, MARCH 22, 2018**

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

4:00 P.M.

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order/Introductions	5 minutes	Information
Loan Client Highlight- <i>Bend in the Road</i>	5 minutes	Presentation
Consent Agenda	5 minutes	Approval
January 2018 Minutes		
Appointment of Budget Committee/Officer; Budget process Approval		
Title VI and LEP Policy		
Financial Report	10 minutes	Information
Regional Project Priorities/ CEDS	40 minutes	Decision
Resolution 2018-3, CEDS Adoption		
Executive Committee and Director Reports	15 minutes	Information
Loan Administration Board Report	5 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i>		
<i>Regular Session Reconvened</i>		
Staff Reports	15 minutes	Discussion
Deputy Director Report		
Project Manager Reports		
Regional Updates- <i>MCEDD Board members</i>	20 minutes	Information
New Business	10 minutes	Discussion
Adjournment		

Accessibility: The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance, please contact us at least 48 hours before the meeting.

Public Comment: Individuals wishing to address the Board on items not already listed on the Agenda may do so in an orderly fashion throughout the meeting. Please wait for the current topic

to conclude and raise your hand to be recognized by the Chair for direction. Speakers are asked to give their name and address and to limit comments to three minutes unless extended by the Chair.

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

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



Bend in the Road, LLC obtained a \$125,000 MCEDD loan in December 2017 to start up an antiques and collectibles cooperative. This unique collaboration of local collectors, up-cyclers and refinishers are located in a newly remodel building located at 1120 Tucker Road in Hood River Oregon. These vendors offer antiques, furniture, jewelry, home décor, collectibles, vintage clothing, artwork and lots of other unique vintage and homemade items.

With the help of this MCEDD loan, Keely Stawicki (owner) purchased and completely remodeled this former gas station and convenience store 1940's building and paved the parking lot. Recently the building facade was completed for a whole new look. Keely manages the day to day operations of this retail cooperative, is one of the retail vendors and offers do-it-yourself classes on furniture refinishing and other useful topics.

Bend in the Road, LLC is open from 11 am to 5 pm daily. You can learn more about Bend in the Road, LLC at its Facebook page or at www.bendintheroadhr.com.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING
THURSDAY, JANUARY 18, 2018
SKYLINE HOSPITAL

BOARD MEMBERS: Robert Kimmes, Sue Knapp, Bill Schmitt, Gary Thompson, Rod Runyon, Ken Bailey, Cassie Courtney, Dana Peck, Mark Zannmiller, Stephanie Hoppe, Jan Brending

STAFF: Amanda Hoey (Executive Director), Jessica Metta (Deputy Director), Siri Olson (Finance & Operations Manager), Lauren Hernandez (Office Administrator)

CALL TO ORDER/INTRODUCTIONS

Ken Bailey called the meeting to order at 4:03 p.m. A quorum was not present. A round table of introductions took place.

EXECUTIVE COMMITTEE REPORT

Ken Bailey presented the Executive Committee report highlighting:

- Continued review of the status of the LINK transfer from MCCOG. The Executive Board received highlights from the TAB meeting. The transfer is going smoothly.
- Approved a step increase for Amanda Hoey as Executive Director effective January 1 due to increased activity and increased responsibilities.
- Provided feedback on the priorities that MCEDD's Executive Director and Deputy Director are using in analyzing organizational structure changes to accommodate the new programs MCEDD has added and may add in the future.

TRANSPORTATION ADMINISTRATION BOARD REPORT

Jessica Metta reported the Transportation Administration Board has met twice. Steve Lawrence is chair and Dana Peck is vice chair. The TAB approved two submissions for grant applications. One application proposed the creation of a deviated fixed route in The Dalles based on Alternative 1 in The Dalles' 2016 Transportation System Plan. The other application proposed funding to install bus shelter facilities for passengers and shelter enhancements in Hood River and The Dalles. This is a regional application and partnership with several transit entities in the Gorge. The TAB provided feedback on grant applications. The TAB also approved the drug and alcohol policy and recommended the update to the MCEDD Board.

Discussion: Ken Bailey stated there has been a change in the organizational structure of MCEDD staff. The Executive Director suggested MCEDD delegate transportation oversite to the Deputy Director, which alleviates responsibility from the Executive Director. Ken stated it was a wise move to create the Deputy Director position. Ken stated he is pleased with the creation and management of the TAB, as it does not function just for LINK but for transportation in the Gorge. The LINK is a piece of transportation, but there are many other issues The TAB will address. Many opportunities will come along with the guidance

of the TAB and the acquisition of the LINK. Rod Runyon mentioned he used the LINK and had to walk across the bridge from the Oregon side to the Washington side. Amanda Hoey noted Kathy Fitzpatrick, Mobility Management, is actively pursuing a grant that will give the opportunity to integrate transportation systems Gorge-wide. Ken Bailey suggested an additional board member on the TAB would be welcome and suggested Hood River County appoint a representative. The representative does not have to be on the council but should be involved in transportation matters. Ken noted it is important to involve Klickitat, Skamania, and Hood River counties due to the link between Wasco County and Portland and Wasco County and Hood River. The connections between these systems should be smooth, and great opportunities exist to make this happen.

LOAN ADMINISTRATION BOARD REPORT

Amanda Hoey reported the LAB approved a \$60,000 Attainable Housing Development loan for Michael Kitts Homes, Inc and Hood River Homes, Inc. to develop attainable and workforce housing in Hood River. With this approval, the board has approved projects in Wasco County, Sherman County, and Hood River County. The revolving loan fund originally had a two million dollar balance. The remaining un-revolved funds balance is \$1,039,000. Recent LAB activity includes a denied loan request from Mt Shadow Foods LLC, though an additional proposal is expected. The Oregon Investment Board met and approved a loan for \$63,000 to Mt. Hood Podiatry to assist with disaster relief related to Eagle Creek Fire. A loan of \$40,000 was approved to Defiance Brewing dba Sedition Brewing. A loan application was expected from Northwest Chicken Tractors. After checking for permitting before presenting the application to the LAB, it was found that Northwest Chicken Tractors had not sought permits for a business to be located in the National Scenic Area. The application will remain pending until the correct permits are acquired. A kickoff meeting will be held with University of Oregon, which will provide a research team to help with identifying the impact of business assistance programs in order to get a better assessment of MCEDD's business assistance programs.

EXECUTIVE DIRECTOR REPORT:

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

- Annual board forms are due, and all board members are asked to sign and return them.
- The Four Rivers Community Corporation Board of Directors approved the transfer of the organization to MCEDD for administrative support and for membership to reflect MCEDD's. Recent Four River's Corporation activity has been using the 501c3 as a pass through for funds for the Wasco County cultural trust, though there are other opportunities to use it. MCEDD has a local government entity, a 501c4. The intention is to close the 501c4 and to use the more-flexible 501c3. The goal is to explore how the 501c3 can become active in both Oregon and Washington. It will allow MCEDD opportunity for growth and services to be provided in the future. The Four Rivers Corporation has insurance separate from MCEDD, and MCEDD will offer administrative support.
- MCEDD staff met with Columbia River Gorge Commission staff to discuss the Gorge 2020 Management Plan and economic development concerns. The

Commission is engaging with MCEDD to see how both entities can collaborate to advise and utilize the Comprehensive Economic Development Strategy developed as a region.

- Carrie Pipinich, Project Manager, is working on broadband applications. A few will be sent to Business Oregon for their rural pilot program.
- The Everybody Rides campaign was approved by the Columbia Gorge Health Council for funding. The campaign will enhance awareness of available programs and emphasize public transportation is a tool everyone can use.
- MCEDD provided a draft agreement to the City of Rufus to facilitate a transfer of the city's financial record keeping from MCCOG to MCEDD. The indication is Rufus will move forward with the agreement. The contract amount is \$12,000 per year. Siri Olson and Lauren Hernandez will be keeping the financial records. Rufus has additional financial needs when it comes to ensuring city council members understand financial obligations.

Discussion: Jessica Metta noted the Rural Community Assistance Corporation received funding through USDA to provide financial training for cities. The City of Rufus will host a training for staff and city council members. Cities from Sherman County and a few smaller cities in Wasco County have been invited to participate in the training with Rufus.

- MCEDD's organization structure has changed. The oversight of the transportation division has been shifted to Jessica Metta, Deputy Director.

REGIONAL UPDATES:

Mark Zanmiller – Attended a meeting about a bridge replacement in Hood River. A project manager has been hired. An environmental impact study received \$5 million in state funding commitment. Consultants are discussing a private/public partnership. An unsolicited proposal to build the bridge was received. Housing remains a big topic in Hood River.

Robert Kimmes – Mid-Columbia Medical Center is putting a new clinic in Hood River and is leasing most of that building. Medical clinics, rehabilitation services, and possibly urgent care will be housed there. North Shore Medical Group relocated from the hospital campus down to Highway 14. Skyline has taken occupancy of their former buildings and will relocate offices and departments not necessary to be located in the hospital. This will allow the expansion of patient care in the hospital. The hospital project is a seven million dollar project. A new emergency department is being constructed. Existing space will be renovated to become available after offices are moved to the other buildings. The hospital has secured five million dollars of financing through bond refinancing, and the hospital foundation is conducting a two million dollar capital fundraising campaign to raise remaining funds. Skyline opened a primary care clinic and hired two primary-care providers.

Cassie Courtney – The Columbia Gorge Winegrowers Association wrapped up the second quarter of the fiscal year. Open house events took place throughout the Gorge. CGWA is working to celebrate Gorge wineries with a Portland grand tasting and a Memorial Day celebration. The 2018 wine map is in progress and will include the

growers as well as the wineries. CGWA continues to receive bids for branding the project.

Stephanie Hoppe – City of The Dalles is helping fund the college's housing study. Tomorrow is the deadline to complete the housing survey. Non-state investments in housing can be used as a skills center match. CGCC needs a \$7.3 million match by January 2019. The college has conducted more than 30 site visits to different industry partners and is researching what the skill center might look like.

Sue – Maupin is still trying to get funding for the Civic Center, the expansion of the medical clinic, and the development of the park downtown. Maupin is seriously looking into hiring a city manager. The City Council is putting together a position description. The manager would handle personnel management, strategic planning, and other duties. Maupin is holding a legislative tour with Daniel Bonham, the new State Representative. The legislative side seems to be excited for what Maupin has going on.

Jan Brending joined at 4:38 p.m. A quorum is now present.

Rod Runyon – The City of Hood River is working on a project called Lot 700. A public meeting was held a week ago, and a series of public meetings will be held to go through the design stages. The project is for a 60-85 housing unit complex. Rod spent time in Salem and was invited by the Governor's office to meet the Governor of Veterans Policy Liaison. The meeting was on mental health and incarceration as pertains to veterans. Rod met the new director of the Oregon Department of Veterans Affairs. Building Codes remains a big topic as MCCOG dissolves into other entities. The goal is to keep Building Codes in Wasco County. A draft agreement has been made with the State of Oregon to house Building Codes in The Dalles. A final agreement is close. Counties will move forward individually. Wasco County approved a one-time funding of \$25,000 to Home At Last, which is on its fifth round of management. Wasco County will re-deed the building and land to Home At Last with a reversionary clause. Wolves have been spotted in Wasco County.

Bill Schmitt – A decision is being made about constructing an underpass or overpass onto Port property. It will likely be an underpass. A roundabout will be installed.

Jan Brending – City staff has been moving around different entities in the Gorge. Bingen has a new City Administrator. Another roundabout could be installed in the City of White Salmon. This could help cut down on the illegal and unsafe U-turns being taken in the middle of town. Possible construction could be in 2018.

CONSENT AGENDA

Approval of the December 2017 MCEDD minutes. Approval of the revised Drug/Alcohol policy.

Motion to approve the Consent Agenda was made by Jan Brending. Rod Runyon seconded the motion. Motion passed unanimously.

FINANCIAL REPORT:

Siri Olson presented the finance report for the period ending November 31, 2017. In November, the trend has been less cash balance and higher receivable balance. The increased Accrued Loan Interest (1227) and MCEDD Loans Receivable (1330) is due to MCEDD loans being funded in November. Loan activity repayments were low due to the time of year, so there is a balance in the OIB Loan Payments Holding (1475). A balance of \$2,050.12 is in Accounts Payable (2110), which were paid in December.

The MCEDD Operations Budget vs Actual report for November shows revenue being less than projected largely due to ODOT Mobility Management funding being spread over seven quarters and not eight. This should be caught up by the end of the funding cycle. Overall, expenses through November are less than anticipated at 79.2% of the budget. Professional Services (6400) continues to be underspent due to the timing of the Agora project.

Motion to accept the financials as presented was made by Bill Schmitt. Jan Brending seconded the motion. Motion passed unanimously.

SUPPLEMENTAL BUDGET

Ken Bailey opened a public hearing for the supplemental budget for Fiscal Year 2018 at 4:53 a.m. The purpose of the hearing is to present Mid-Columbia Economic Development District Resolution 2018-1 Adopting the FY18 (July1, 2017-June 30, 2019) Supplemental Budget.

Amanda Hoey explained the supplemental budget is needed as MCEDD takes on the acquisition of LINK. There are also additional proposed project management projects included. The portion of the supplemental budget attributed to LINK is based on revenue and expense figures from MCCOG's FY18 adopted budget except in areas where there were known exceptions as noted in the supplemental budget narrative.

Siri Olson reviewed the Budget Appropriated by Category. Revenue shows a carryover of \$150,000 in the supplemental column. This carryover is based on the estimated balance provide by MCCOG as of the transition date of the LINK on February 1, 2018. The majority of Federal funding comes from the STIP Enhancement grant. These funds will be used for the transit center facility construction and enhancement. The project has not yet started, so funds in the supplemental budget are accurate and not based off of 50% of MCCOG's budgeted revenue. The State funds are STF funds that will pass-through to Wasco County. MCEDD has been working with ODOT on the ODOT agreements, and these agreements are within the revenue projection. Contract reimbursement reflects agreements with Greyhound and Wasco County. It also includes projected revenue for contracted services by the LINK to provide non-emergency medical transportation. Contracted revenue is increased due the proposed facility lease with GOBHI for \$4,165 per month from February to June 2018. Contracted revenue is increased to reflect a proposed agreement with GOBHI to support the Transportation Operations Director position, which is not currently filled. MCEDD anticipates filling this position shortly. Other Revenue includes a prorated portion of anticipated farebox (rider tickets) and vending revenue.

Siri Olson explained the Personnel Costs portion of the supplemental budget includes the LINK personnel employee positions. These employee costs were based on MCEDD's benefits coverage and salary schedule. The expenditures regarding employee cost are a known figure. The supplemental budget includes employee structural changes taking place, including the Deputy Director moving from .8FTE to 1FTE, a step increase for the Executive Director, and additional hours for the Office Administrator to help support the acquisition of the LINK. The majority of expenses under Materials and Services are based on 50% of MCCOG's budgeted expenses except for those items where the actual expense was known. Professional Services increased due to the increase in drug and alcohol testing required for all new hires. Computer license fees are anticipated for the transfer of the license of Ecolane scheduling software. Communications includes an increase in printing to address costs associated with changing of the name of the LINK system and removing MCCOG's name from the LINK. The busses will need to be rewrapped with the correct name. Building Costs include increased contractual expenses in building and janitorial to account for no maintenance person transferring with the LINK. Building repair and maintenance will be necessary for the LINK building. MCEDD is looking to contract with a cleaning service for both the MCEDD office building and the LINK building. The cost of vehicles was included per MCCOG's schedule of vehicle maintenance. This will be prorated until MCEDD has a better understanding of actual costs. The total for Bond and Insurance is an actual figure. It will cost approximately \$3,000 to cover the building and the drivers. Amanda Hoey noted she double checked this rate with MCEDD's insurance provider, and it is verified. MCCOG had an interfund loan payment in their budget. That loan will be paid off by MCCOG prior to the transfer, so there is no transfer of that loan in this supplemental budget.

Siri Olson reported Carryover (Unrestricted) shows an amount lower than MCCOG's because MCEDD's administrative costs are lower in comparison to MCCOG. The supplemental budget is conservative for the LINK to prepare for a worst-case scenario. Carryover unrestricted revenue may be higher depending on the actual expenses that come through for the remainder of the fiscal year.

Discussion: Amanda Hoey pointed out the transit center facility construction and enhancement requires a small match. Federal funding for \$135,000 requires a little more than \$15,000 of a local match. This amount is present but drops the carryover. It will be a one-time expense for the facilities construction. Amanda stated she anticipates MCEDD's unrestricted carryover will look better at the end of the year than it does in this supplemental budget. Gary Thompson asked if MCEDD will have to do another supplemental budget at the end of the fiscal year. Siri Olson explained the goal is to have the current supplemental budget get MCEDD through the end of this fiscal year. Amanda Hoey stated in the event that a massive change happens this fiscal year, it is possible to see another supplemental budget, but the current one was developed to carry MCEDD through the end of the fiscal year. Mark Zanmiller asked if it is anticipated MCEDD will see Capital in the total of \$188,000 again. Siri Olson explained the \$188,000 Capital total comes from the STIP enhancement funds for the transit center facility and the ODOT grant for a vehicle purchase. She is unsure if these

funds will be expended this year. Amanda Hoey noted the ODOT contracts have been extended through 2019 to give flexibility. Ken Bailey thanked Amanda and Siri for preparing the supplemental budget and acknowledged their efforts. Siri Olson explained the MCEDD packet contains an updated salary schedule which includes the three positions being added as a part of the LINK acquisition. Ken Bailey noted the salary schedule shows the step increase for the Executive Director.

Ken Bailey opened the public hearing for public comment. Hearing no public comment, the public hearing closed at 5:10 p.m.

Motion to adopt Resolution 2018-1, Adopting the FY18 (July 1, 2017 – June 30, 2019) Supplemental Budget was made by Jan Brending. Bill Schmitt seconded the motion. Motion passed unanimously.

EDA GRANT AWARD

Amanda Hoey explained the Economic Development Administration grant agreement is a three-year agreement. MCEDD is in year two of three of this agreement. Funds from the grant are used to develop and maintain MCEDD's Comprehensive Economic Development Strategy. Grant funds are also used to implement the strategies identified in the CEDS. Resolution 2018-2 reconfirms the commitment of MCEDD to the EDA and the planning grant.

Motion to adopt Resolution 2018-2, *Economic Development Administration Planning Grant* was made by Jan Brending. Mark Zanniller seconded the motion. Motion passed unanimously.

ADJOURNMENT: Meeting adjourned at 5:13 p.m.

Respectfully submitted by Lauren Hernandez, Office Administrator

Memorandum

Date: February 8, 2018
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Budget Committee

Overview

The MCEDD Budget Committee is an unpaid committee that meets to review and approve the MCEDD budget. The budget is adopted by the MCEDD Board. The Budget Committee consists of an equal number of at-large members and MCEDD board members. Members serve three year terms, staggered so that one third of the terms of the appointive members end each year. Members are appointed by the MCEDD Board based on recommendations from the MCEDD Executive Committee. The primary qualification for appointive members is that they must be representative of the services provided by MCEDD.

The committee as appointed in FY18 includes the following individuals:

Name	Term Expires
Leana Johnson (At Large)	February 2018
Eric Proffitt (Board)	February 2018
Sam Bauer (At Large)	February 2019
Sue Knapp (Board)	February 2019
Fritz Ellett (At Large)	February 2020
Dana Peck (Board)	February 2020

Budget Officer: Sherry Wickert, MCEDD Finance and Operations Manager

Expiring Terms

Board Position

One board position expires; the position held by Eric Proffitt. He has requested reappointment and is recommended by the Executive Committee.

At-Large Position

One at-large position expires; the position held by Leana Johnson. She has requested reappointment and is recommended by the Executive Committee.

Request (Consent Agenda)

Appoint the budget committee as follows:

Name	Term Expires
Sam Bauer (At Large)	February 2019
Sue Knapp (Board)	February 2019
Fritz Ellett (At Large)	February 2020
Dana Peck (Board)	February 2020
Leana Johnson (At Large)	February 2021
Eric Proffitt (Board)	February 2021

Budget Officer: Siri Olson, MCEDD Finance and Operations Manager

MEMORANDUM

Date: February 8, 2018
To: MCEDD Board of Directors
From: Amanda Hoey, Executive Director
Re: Title VI and LEP Policy

Overview

MCEDD adheres to Title VI requirements, which prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance. As we have taken on operation of public transportation that has an additional location (Transit Center), the policy needed to be updated to reflect the distribution of the plan and compliance statements in new venues. In addition, we have included revisions to incorporate an ODOT contact in the complaint process, update the public participation section and include information on efforts to include minority representation on non-elected bodies. MCEDD has an established policy, which is proposed for revision as included in the attachment. The Executive Committee has reviewed and recommends adoption of the updated MCEDD Title VI and LEP Policy.

Action (Consent Agenda)

Adopt the updated Title VI and LEP Policy.

Mid-Columbia Economic Development District (MCEDD)

TITLE VI PLAN

**Adopted June 15, 2017
Revised February 2018**

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Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

As operator of The Link Public Transit service in The Dalles, Oregon, Mid-Columbia Economic Development District (MCEDD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and services on the basis of race, color, sex, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B

Title VI Complaint Procedures

In order to comply with 49 CFR Section 21.9(b), MCEDD has developed procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request. Complainants, or their representative, may file a written complaint with the Title VI Complaint Coordinator at any time within one hundred and eighty (180) days from the date of the alleged discriminatory act.

If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- Name, address, phone number and relationship of Representative to Complainant, if applicable
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

A form is available at <http://www.mcedd.org/about/policies.htm>, which may be completed for this purpose. (Attachment B)

The complaint may also be filed in writing with MCEDD at the following address:

Mid-Columbia Economic Development District
515 East 2nd Street
The Dalles, OR 97058
By phone: 541-296-2266
By fax: 541-296-3283

NOTE: MCEDD encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the

Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

What happens to your complaint after it is submitted to MCEDD?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by MCEDD will be directly addressed by MCEDD. MCEDD provides for staff to take complaints and forward them to the Title VI Complaint Coordinator (Office Administrator) who categorizes, tracks them, and develops responses and forwards them to the MCEDD Executive Director for approval. The Executive Director will investigate the complaint and make a determination. Formal investigation of the complaint will be confidential and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Customer will be notified of resolution.

MCEDD shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, MCEDD shall make every effort to address all complaints in an expeditious and thorough manner.

In instances where additional information is needed for investigation of the complaint, MCEDD will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

Once sufficient information for investigating the complaint is received by MCEDD, a written response will be drafted, subject to review by the organization's attorney. If appropriate, MCEDD's attorney may administratively close the complaint. In this case, MCEDD will notify the complainant of the action as soon as possible.

How you will be notified of the outcome of your complaint

MCEDD will send a final written response to the complainant and advise the complainant of his or her right to 1) appeal within seven (7) calendar days of receipt of the final written decision from MCEDD, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

An appeal request for review of a determination of unlawful denial of access or accommodation to services must be filed, in writing, within 60 calendar days of the incident. The written appeal must include the customer's name, address, and telephone contact number. A statement of reason(s) why the applicant believes the denial of accommodation request or access to services was inappropriate is recommended.

The MCEDD Board of Directors will set a mutually agreed-upon time and place for the review process with the applicant and/or representatives within 30 days of the request. The applicant may submit documents or other information to be included with the record and considered in the review process. Anyone needing special accommodations may contact MCEDD at 541-296-2266 for assistance.

The right of the appellant to a prompt and equitable resolution of the complaint must not be impaired by the appellant's pursuit of other remedies, such as filing of a complaint with the

Department of Justice or other appropriate federal agency or the filing of a suit in state or federal court. Use of this procedure is not a prerequisite to the pursuit of other remedies.

In addition to the complaint process described above, a complainant may file a Title VI complaint or lawsuit with the following offices:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Oregon Department of Transportation
Office of Civil Rights, MS 31
355 Capitol St NE
Salem, OR 97301-3871

Washington State Department of Transportation
Public Transportation Division
Attn: Title VI Coordinator
PO Box 47387
Olympia, WA 98504-47387

U.S. Department of Justice
Civil Rights Division
Coordination and Review
Section – NWB
950 Pennsylvania Ave, NW
Washington, DC 20530

Disposition of Complaints and Resolution

Sustained Complaints- If the complaint is substantiated and a probable cause of a discriminatory practice based on race, color, or national origin is found to exist, MCEDD shall endeavor to eliminate said practice by means of a Remedial Action Plan. The Remedial Plan shall include: a list of all corrective actions accepted by the agency; description of how the corrective action will be implemented; and a written assurance that the agency will implement the accepted corrective action in the manner discussed in the plan.

Unsustained Complaints- If there is insufficient evidence to either prove or disprove the allegation(s) both parties to the complaint will be informed of the reason(s) for this disposition.

Unfounded Complaint- If it is determined that an act reported pursuant to this policy/procedure did not in fact occur, a finding of unfounded shall be made.

Exonerated Complaints- If it is determined that an act reported pursuant to this policy/procedure did in fact occur, but was lawful and proper within the guidelines established herein, a finding of exonerated shall be made.

Recording Title VI Investigations, Complaints and Lawsuits

In order to comply with 49 CFR Section 21.9(b), MCEDD prepares and maintains a list of any active investigations conducted by entities other than the FTA, lawsuits, or complaints naming MCEDD that allege discrimination on the basis of race, color, or national origin. This list includes the date of the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response to the investigation, lawsuit, or complaint. The MCEDD Title VI Complaint Coordinator (Office Administrator) maintains these files until closed. The MCEDD Title VI Complaint Coordinator will also maintain a log of all complaints received. Records will be stored according to state and federal record retention requirements. Tracked information will be reported to ODOT and/or WSDOT as the grantor of the funds as required.

Additional Information Upon Request

At the discretion of FTA, information other than that required by the referenced circular may be requested, in writing, from MCEDD in order to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI requirements. The MCEDD Title VI Complaint Coordinator is available to provide additional information as needed and to respond to any inquiry.

Board Composition and Minority Representation on Non-Elected Bodies

Mid-Columbia Economic Development District is overseen by a Board of Directors, and the table depicting the membership of this Board as of February 2018 is depicted in the table below.

	Caucasian	Hispanic or Latino	Black or African American	Asian	Native Hawaiian	American Indian or Alaskan Native	Two or more races	Other
Population (2010 Census)	70,005	13,154	307	732	213	1,981	2,379	5,091
MCEDD Board of Directors	20	1	0	0	0	0	0	0

For the Board of Directors and Committees advising the MCEDD Board and transportation operations, MCEDD encourages participation of minorities on the Board and committees in the following manners:

- Posting information about the ability to participate on our website, through our social media platforms and through our newsletter.
- Sending press releases to the local newspapers in our regional service area.
- Conducting direct outreach to organizations and agencies representing the interests of minority populations and/or providing direct services to minority individuals.

Record of Title VI or Other Civil Rights Investigations, Complaints or Lawsuits

To date, there have been no Title VI investigations, complaints or lawsuits.

Limited English Proficiency Plan

MCEDD is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area. MCEDD has adopted an updated Limited English Proficiency Plan as part of our Title VI policy. The plan is attached.

Notifying Beneficiaries of Their Rights Under Title VI

Our website includes our Title VI policy and complaint form. The website also states the Anti-Discrimination Statement as listed in this plan. MCEDD's Title VI policy and complaint form are also posted at MCEDD's office (located at 515 East 2nd Street, The Dalles, OR) and The Dalles Transit Center (802 Chenowith Loop Road, The Dalles, OR). The Title VI Compliance Statement is included in rider guides and bus schedules as appropriate. Finally, the Title VI Compliance Statement is posted inside vehicles used for public transportation. Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD's office.

Analysis of Construction Projects

Over the last three years MCEDD has not completed a construction project requiring an environmental assessment (EA) or environmental impact statement (EIS).

Inclusive Public Participation

Community Outreach is a requirement of Title VI. MCEDD and its sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of MCEDD. MCEDD has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. MCEDD also follows public notification regulations as required by any federal funds received by MCEDD.

Specific outreach mechanisms that are and will be employed by MCEDD include:

- In accordance with Oregon public meeting law, all public meetings, including transportation planning meetings, are advertised in local newspapers and open to the general public.
- Providing flexibility in scheduling meetings at times and locations that are accessible, including: a) holding meetings at various times, including after usual working hours and b) holding meetings at locations with access to transit, such as The Dalles Transit Center and c) holding meetings in the community such as at the library and senior center.
- Individuals requiring an interpreter or other accommodations are encouraged to contact MCEDD in advance of meetings to allow for accommodations to be made.
- Engaging with partner entities directly serving minority populations to provide communication and outreach in the most direct and accessible manner.
- MCEDD's website includes a language translator that allows all web pages and materials to be translated into almost any language.
- MCEDD uses social media, including a Twitter account and Facebook page to post information and provide opportunities for public input and comment. In addition, a monthly newsletter is directly emailed to individuals requesting a copy. Current there are over 800

recipients. This communication method allows for additional opportunities to disseminate information about meetings and services.

- MCEDD partnered with the Next Door, Inc/Nuestra Comunidad Sana to provide rider information in plain language and to develop and air novellas on Radio Tierra.
- MCEDD will embark on an “Everybody Rides” campaign to assist individuals in better understanding their transportation system and recognizing that it is a resource available to all community members.

Anti-Discrimination Statement/TITLE VI Policy

Anti-Discrimination Statement: Mid-Columbia Economic Development District and Gorge TransLink Alliance members are affirmative-action, equal-opportunity employers. Public Transportation services are available to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

Declaración de Anti-discriminación: Mid-Columbia Economic Development District y los miembros de la Gorge TransLink Alliance son empleadores de acción afirmativa e igualdad de oportunidades. Servicios de transporte públicos son disponibles a todos sin importar raza, color, origen nacional, genero, identidad de genero, religión, edad, altura, peso, incapacidad, creencias políticas, orientación sexual, estado de matrimonio , estado familiar o si es veterano de guerra.

MCEDD’s Title VI policy and complaint form are posted on the MCEDD website (<http://www.mcedd.org/about/policies/>) and at MCEDD’s offices (located at 515 East 2nd Street, The Dalles, OR and 802 Chenowith Loop Road, The Dalles, OR). Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD’s office.

Ref: FTA Circular 4702.1B Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients

Purpose

The purpose of this policy is to establish guidelines to effectively monitor and ensure that the Mid-Columbia Economic Development District (MCEDD) is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation’s (DOT) Title VI Regulations at 49 CFR Part 21.

Authorities

Title VI of the Civil Rights Act of 1964, as amended, provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Policy Statement

MCEDD assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, as amended, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. MCEDD is committed to creating and maintaining programs and services that are free of all forms of discrimination.

Responsibilities

All employees of MCEDD shall follow the intent of these guidelines in a manner that reflects the organization's policy. Employees receiving information regarding violations of this order shall determine if there is any basis for the allegation and shall proceed with resolution as stated in the sections *Employee Responsibility* and/or *Investigation of Complaints and Appeal Process*.

Certification and Assurance

To ensure accordance with 49 CFR Section 21.7, every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI of the Civil Rights Act of 1964. This requirement shall be fulfilled when the applicant submits its annual certifications and assurances to FTA. The text of FTA's annual certifications and assurances is available on FTA's Web site. MCEDD complies with this instruction annually in order to receive FTA funding.

Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):		Telephone (Work):		
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?		Yes*	No	
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No	
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin		
Date of Alleged Discrimination (Month, Day, Year):				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
<hr/> <hr/> <hr/>				
Section IV:				
Have you previously filed a Title VI complaint with this agency?		Yes	No	
Section V:				
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		Yes	No	

If yes, check all that apply:

- Federal Agency: _____
- Federal Court: _____
- State Agency: _____
- State Court: _____
- Local Agency: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:	Agency:
Title:	Telephone:
Address:	
Section VI:	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature

Date

Please submit this form in person at the address below, or mail this form to:

MCEDD
515 East 2nd Street
The Dalles, OR 97058

Notification of Compliance with Title VI

In order to comply with 49 CFR Section 21.9 (d) MCEDD has posted information for the public regarding the Title VI obligations and protections against discrimination afforded to the public by Title VI on the MCEDD website. MCEDD has also posted the following notice of compliance with Title VI, which is visible to the public at the MCEDD office and directs the public to the MCEDD website and to the appropriate phone number to inquire for more information. Additionally, this information is available upon request.

Notification of Compliance with Title VI

Mid-Columbia Economic Development District (MCEDD) complies with Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients. Title VI obligations and protections against discrimination afforded to the public by Title VI can be found on the MCEDD website at <http://www.mcedd.org>. This information is also available upon request, please inquire inside office or contact Title VI Complaint Coordinator at (541) 296-2266.

Notificación de la conformidad con Title VI

El Distrito del Desarrollo Económico de Mid-Columbia (MCEDD) se conforma con las pautas dependientes del Title VI y del Title VI para los recipientes federales de la administración del tránsito. Las obligaciones y las protecciones del Title VI contra la discriminación producida al público por Title VI se pueden encontrar en el Web site de MCEDD en <http://www.mcedd.org>. Esta información está también disponible a petición, investiga por favor dentro de oficina o entra en contacto con a coordinador de la queja del Title VI en (541) 296-2266.

Mid-Columbia Economic Development District (MCEDD)

Limited English Proficiency Plan

Adopted: June 15, 2017

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Introduction

This *Limited English Proficiency Plan* has been prepared to address Mid-Columbia Economic Development District's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understands English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including Mid-Columbia Economic Development District (MCEDD).

MCEDD is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.

Elements of an Effective LEP Policy

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP person who needs language assistance
2. Identifying ways in which language assistance will be provided
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the LEP Plan

These recommended elements have been incorporated into this plan.

Methodology and Four Factor Analysis

Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

MCEDD analyzes four factors to determine what reasonable steps should be taken to ensure meaningful access for LEP persons:

1. The number or proportion of LEP person eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to MCEDD and the overall cost.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service; and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed.

The Four-Factor Analysis

Each of the factors outlined above is examined to determine the extent of language assistance measures required. Recommendations in this plan are based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range of four classifications of how well people speak English. The classifications are ‘very well,’ ‘well,’ ‘not well,’ and ‘not at all.’ Table 1 in the appendix of this plan shows the number and percent of persons in regards to their English language skills for MCEDD. Based on this information, there are 5,567 out of 77,154 (or 7.2%) which speak English less than “very well” with the majority speaking Spanish or Spanish Creole as their language.

Factor 2: Frequency of Contact with LEP Individuals

Contacts with MCEDD are made through its offices in The Dalles, its websites, its social media pages, its officers, and its staff who make presentations and build networks among public agencies and private employers in the Columbia River Gorge region. MCEDD serves LEP persons daily via: Spanish content on the MCEDD and Gorge TransLink websites that are available online at all times. We have offices accessible to the public and therefore accessible to LEP individuals, however we currently do not have much contact with LEP individuals except in our business assistance services and transportation (LINK public transportation) department. We have an average of zero calls a month that require translations, however, MCEDD utilizes translation services from partner organizations in the region to produce publications to distribute in Spanish and has used Gorge Translation Services.

Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP

MCEDD serves individuals throughout a five county bi-state region in a variety of ways which include Business Assistance Services, Mobility Management and Transportation Services, Technical Assistance Services and Regional Planning. While important to the region, the Technical Assistance and Regional Planning activities generally serve entities/organizations rather than individuals. The Business Assistance and Mobility Management/Transportation programs, however, engage directly with entities/organizations, as well as individuals. The nature of their services thus has greater potential for offering services to LEP individuals.

Factor 4: The Resources Available to MCEDD and the Overall Cost

MCEDD reviewed its available resources that could be used for providing LEP assistance, specifically for written resource materials and translation services for the most likely needed programs and services. MCEDD's funds are limited. Thus, the costs associated with necessary translation are allocated on an as-needed basis each fiscal year. MCEDD's current in-house language capabilities are English, with very limited Spanish. MCEDD partners with The Next Door, Inc. who have provided experienced staff fluent in Spanish to assist as needed. MCEDD has not encountered a need to have language services in other languages besides Spanish.

Implementation Plan

Options

Federal fund recipients have two main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis. MCEDD is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and a translator as a person who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.

Considering the relatively small scale of MCEDD, the low concentration of LEP individuals in the service area, and MCEDD's financial resources, it is necessary to limit language aid to the most basic and cost-effective services. Other than vital documents, if there are any language assistance measures required for the LEP individuals, MCEDD shall proceed with oral interpretation options to meet all requests for those language groups to ensure equal access while also complying with LEP regulations.

Proposed Actions

MCEDD will take the following actions:

- With advance notice of at least seven working days, MCEDD will provide interpreter services at public meetings.
- The Census Bureau "I-speak" Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Publications of MCEDD's complaint form is made available on our website.
- In the event that a MCEDD employee encounters a LEP individual, they will follow the procedure listed below.

Office Encounter

1. Provide an "I-speak" language identification cards to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to the Title VI coordinator who will contact an interpreter.
3. If the need for a vital document to be translated arises, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

In Writing

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the elected agency to provide the requested service to the individual in a timely manner.

Over the Phone

1. If someone calls into MCEDD office speaking another language, every attempt will be made to keep that individual on the line until an interpreter can be conferred into the line and if possible determine the language spoken of the caller.
2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

MCEDD Staff Training

MCEDD staff will be provided training at staff meetings of the requirements for providing meaningful access to services for LEP persons.

Providing Meaningful Access to Limited English Proficient (LEP) Persons

Title VI and its implementing regulations require that recipients of federal funds take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient. MCEDD partners with local nonprofits to provide translation services as necessary.

Employee Responsibility

Each employee shall:

1. Ensure that there are no barriers to service or accommodation that would prevent usage or access to services.
2. Train subordinates as to what constitutes discrimination and barriers to access.
3. Take prompt and appropriate action to avoid and minimize the incidence of any form of discrimination.
4. Notify the Executive Director in writing of the circumstances surrounding any reported allegations of discrimination no later than the next business day.

Notice and Access

Providing Notice to LEP Persons

MCEDD will provide language service by notifying LEP persons of services available free of charge. MCEDD will post the LEP Plan on our website. MCEDD will post notices of available services, in languages LEP persons would understand, in the office in places where LEP persons may seek services and on our website.

MCEDD staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year to identify modifications to this plan to improve outreach and services to Limited English Proficient Persons.

LEP Plan Access

A copy of the LEP plan document can be requested at MCEDD's main office during normal business hours:

MCEDD Title VI Coordinator
515 E. 2nd Street
The Dalles, OR 97058
541-296-2266

Our website includes our Title VI policy and complaint form. The website also states the Anti-Discrimination Statement. MCEDD's Title VI policy and complaint form are also posted at MCEDD's office (located at 515 East 2nd Street, The Dalles, OR) and The Dalles Transit Center (802 Chenowith Loop Road, The Dalles, OR). Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD's office.

Table 1: Language Spoken at Home by Ability to Speak English (Population 5 yrs and over)

2011-2015 American Community Survey 5-Year Estimates

	TOTAL ESTIMATE	Hood River County,		Sherman County,		Wasco County,		Klickitat County,		Skamania County,	
		Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Total:	77,154	21,236	+/-56	1,682	+/-113	23,893	+/-58	19,645	+/-121	10,698	+/-49
Speak only English	64,966	15,240	+/-291	1,602	+/-111	20,255	+/-370	17,843	+/-244	10,026	+/-136
Spanish or Spanish Creole:	10,485	5,694	+/-243	76	+/-35	2,990	+/-348	1,349	+/-224	376	+/-96
Speak English "very well"	5,185	2,768	+/-348	36	+/-23	1,400	+/-213	743	+/-213	238	+/-74
Speak English less than "very well"	5,300	2,926	+/-388	40	+/-30	1,590	+/-297	606	+/-230	138	+/-53
French (incl. Patois, Cajun):	293	114	+/-103	0	+/-12	23	+/-15	111	+/-94	45	+/-34
Speak English "very well"	284	114	+/-103	0	+/-12	21	+/-14	111	+/-94	38	+/-29
Speak English less than "very well"	9	0	+/-22	0	+/-12	2	+/-3	0	+/-22	7	+/-12
Italian:	9,10	4,00	+/-22	0	+/-12	7	+/-13	2	+/-4	0	+/-19
Speak English "very well"	9,10	4,00	+/-22	0	+/-12	7	+/-13	2	+/-4	0	+/-19
Portuguese or Portuguese Creole:	13,0	1,00	+/-22	0	+/-12	11	+/-15	2	+/-3	0	+/-19
Speak English "very well"	13,0	1,00	+/-22	0	+/-12	11	+/-15	2	+/-3	0	+/-19
German:	140	15	+/-20	0	+/-12	70	+/-59	11	+/-12	44	+/-26
Speak English "very well"	118	15	+/-20	0	+/-12	54	+/-52	11	+/-12	38	+/-26
Speak English less than "very well"	22	0	+/-22	0	+/-12	16	+/-17	0	+/-22	6	+/-8
Other West Germanic languages:	44	9	+/-14	0	+/-12	19	+/-20	13	+/-19	3	+/-5
Speak English "very well"	40	9	+/-14	0	+/-12	15	+/-16	13	+/-19	3	+/-5
Speak English less than "very well"	4	0	+/-22	0	+/-12	4	+/-10	0	+/-22	0	+/-19
Scandinavian languages:	50	0	+/-22	0	+/-12	9	+/-13	34	+/-48	7	+/-7
Speak English "very well"	50	0	+/-22	0	+/-12	9	+/-13	34	+/-48	7	+/-7
Greek:	9,0	4,00	+/-22	0	+/-12	9	+/-14	0	+/-22	0	+/-19
Speak English "very well"	9,0	4,00	+/-22	0	+/-12	9	+/-14	0	+/-22	0	+/-19
Russian:	53	0	+/-22	0	+/-12	18	+/-27	2	+/-5	33	+/-53
Speak English "very well"	35	0	+/-22	0	+/-12	5	+/-7	2	+/-5	28	+/-46
Speak English less than "very well"	18	0	+/-22	0	+/-12	13	+/-20	0	+/-22	5	+/-7
Polish:	9,0	4,00	+/-22	0	+/-12	9	+/-14	0	+/-22	0	+/-19
Speak English "very well"	9,0	4,00	+/-22	0	+/-12	9	+/-14	0	+/-22	0	+/-19
Serbo-Croatian:	8	5	+/-11	0	+/-12	0	+/-22	0	+/-22	3	+/-5
Speak English "very well"	8	5	+/-11	0	+/-12	0	+/-22	0	+/-22	3	+/-5
Other Slavic languages:	45	16	+/-28	0	+/-12	22	+/-35	0	+/-22	7	+/-10
Speak English less than "very well"	45	16	+/-28	0	+/-12	22	+/-35	0	+/-22	7	+/-10
Persian:	72	9	+/-14	0	+/-12	0	+/-22	63	+/-46	0	+/-19
Speak English "very well"	27	9	+/-14	0	+/-12	0	+/-22	18	+/-14	0	+/-19
Speak English less than "very well"	45	0	+/-22	0	+/-12	0	+/-22	45	+/-33	0	+/-19
Gujarati:	8,0	4,00	+/-22	0	+/-12	0	+/-22	0	+/-22	8	+/-12
Speak English less than "very well"	8,0	4,00	+/-22	0	+/-12	0	+/-22	0	+/-22	8	+/-12
Hindi:	2,0	0	+/-22	0	+/-12	0	+/-22	0	+/-22	2	+/-3
Speak English "very well"	2,0	0	+/-22	0	+/-12	0	+/-22	0	+/-22	2	+/-3
Urdu:	10,0	0	+/-22	0	+/-12	10	+/-23	0	+/-22	0	+/-19
Speak English less than "very well"	10,0	0	+/-22	0	+/-12	10	+/-23	0	+/-22	0	+/-19
Other Indic languages:	63	0	+/-22	0	+/-12	0	+/-22	0	+/-22	63	+/-60
Speak English "very well"	63	0	+/-22	0	+/-12	0	+/-22	0	+/-22	63	+/-60
Chinese:	194	73	+/-102	1	+/-3	101	+/-148	16	+/-21	3	+/-5
Speak English "very well"	126	33	+/-50	1	+/-3	80	+/-174	12	+/-19	0	+/-19
Speak English less than "very well"	68	40	+/-57	0	+/-12	21	+/-48	4	+/-8	3	+/-5
Japanese:	61	9	+/-14	0	+/-12	9	+/-18	26	+/-40	17	+/-24
Speak English "very well"	42	0	+/-22	0	+/-12	5	+/-11	20	+/-30	17	+/-24
Speak English less than "very well"	19	9	+/-14	0	+/-12	4	+/-10	6	+/-15	0	+/-19
Korean:	62	9	+/-15	0	+/-12	4	+/-8	42	+/-61	7	+/-10
Speak English "very well"	51	9	+/-15	0	+/-12	0	+/-22	42	+/-61	0	+/-19
Speak English less than "very well"	11	0	+/-22	0	+/-12	4	+/-8	0	+/-22	7	+/-10
Vietnamese:	10	10	+/-15	0	+/-12	0	+/-22	0	+/-22	0	+/-19
Speak English "very well"	10	10	+/-15	0	+/-12	0	+/-22	0	+/-22	0	+/-19
Tagalog:	41	33	+/-62	0	+/-12	0	+/-22	8	+/-15	0	+/-19
Speak English "very well"	33	33	+/-62	0	+/-12	0	+/-22	0	+/-22	0	+/-19
Speak English less than "very well"	8	0	+/-22	0	+/-12	0	+/-22	8	+/-15	0	+/-19
Other Pacific Island languages:	175	0	+/-22	0	+/-12	87	+/-95	85	+/-94	3	+/-7
Speak English "very well"	175	0	+/-22	0	+/-12	87	+/-95	85	+/-94	3	+/-7
Navajo:	22	0	+/-22	0	+/-12	22	+/-24	0	+/-22	0	+/-19
Speak English "very well"	22	0	+/-22	0	+/-12	22	+/-24	0	+/-22	0	+/-19
Other Native North American languages:	174	0	+/-22	0	+/-12	171	+/-87	3	+/-7	0	+/-19
Speak English "very well"	163	0	+/-22	0	+/-12	160	+/-88	3	+/-7	0	+/-19
Speak English less than "very well"	11	0	+/-22	0	+/-12	11	+/-12	0	+/-22	0	+/-19
Arabic:	47	0	+/-22	0	+/-12	47	+/-107	0	+/-22	0	+/-19
Speak English "very well"	47	0	+/-22	0	+/-12	47	+/-107	0	+/-22	0	+/-19
African languages:	33	0	+/-22	3	+/-5	0	+/-22	30	+/-68	0	+/-19
Speak English "very well"	33	0	+/-22	3	+/-5	0	+/-22	30	+/-68	0	+/-19
Other and unspecified languages:	56	0	+/-22	0	+/-12	0	+/-22	5	+/-8	51	+/-74
Speak English "very well"	26	0	+/-22	0	+/-12	0	+/-22	5	+/-8	21	+/-31
Speak English less than "very well"	30	0	+/-22	0	+/-12	0	+/-22	0	+/-22	30	+/-44



FINANCIAL SUMMARY

FOR: January 2018

Balance Sheet

The Balance Sheet for January reflects an increase of position of above \$27,000 as compared to this time last year. Our Accrued Loan Interest (2227) has decreased over \$11,000 in January, due to loan payoffs. However, the total Loans Receivable (1330) has increased just over \$643,000, as compared to last year. As a result, we would expect the Allowance for Doubtful Accounts (1500) to also increase, as we are required to have a balance of 6% of the Loans Receivable. The current balances are based on our reconciled Loans Receivable as of June 30, 2017. These accounts will be adjusted at the end of the Fiscal Year to encumber the required 6% amount. In addition, the Accrued Loan Payment (2030) and Accrued Interest Payable (2035) reflects adjustments made to correct the posting of payments made in prior months. Lastly, Payroll Liabilities (2120) are higher in January due to the timing of payroll payable processing.

MCEDD's Operations Budget vs Actual

We are currently 58% through our budget year. Although, our total Revenue is under what we had anticipated to receive as of January 31, 2018, we did receive our first payment from ODOT for Mobility Management, which was for Quarter 2 of FY 18. Also, our Local Match (4300) is higher than we had planned, largely due to the Economic Symposium. Contract Reimbursement (4500) is lagging a bit, in part, due to the status of some projects and being able to bill for them and may result in these projects extending into FY 19. On the flip side, our Expenses reflect reduced spending activities and are 17% less than budgeted.

Trail Balance Report (Simplified)

As of January 31, 2018 the total Loan Balance is \$5,120,565.63, with total Accrued Interest of \$32,227.38 (Accrued Interest of \$24,257.53 and Structured Accrued Interest of \$7,969.85). The Portfol Trial Balance reflects loan restructures/modifications and payment deferrals. Restructures that include capitalizing interest to principal balances will appear as an increase in the Actual Loan Amount and Loan Balance.

Respectfully Submitted:
Siri Olson
Finance & Operations Manager

Mid-Columbia Economic Development District
Operations Budget vs. Actual
July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	352,024.30	377,158.00	-25,133.70	93.34%
4100 · Federal	75,626.74	109,851.15	-34,224.41	68.85%
4200 · State	13,013.10	19,477.00	-6,463.90	66.81%
4300 · Local Match	9,202.73	7,000.00	2,202.73	131.47%
4400 · Local Assessment	50,034.00	50,034.00	0.00	100.0%
4500 · Contract Reimbursement	156,016.45	203,128.90	-47,112.45	76.81%
4600 · Loan Interest	137,571.31	154,613.65	-17,042.34	88.98%
4700 · Loan Processing Fees	15,217.97	17,169.15	-1,951.18	88.64%
4705 · Loan Filing Fees	1,440.09	4,564.30	-3,124.21	31.55%
4710 · Loan Late Fee	3,762.54	1,224.95	2,537.59	307.16%
4750 · Investment Interest	1,107.90	599.65	508.25	184.76%
4800 · Other Revenue	1,533.93	1,791.65	-257.72	85.62%
4934 · In-Kind Revenue	229.33	12,237.00	-12,007.67	1.87%
4935 · In Kind - MM	0.00	0.00	0.00	0.0%
Total Income	816,780.39	958,849.40	-142,069.01	85.18%
Gross Profit	816,780.39	958,849.40	-142,069.01	85.18%
Expense				
5000 · Wages	260,364.98	267,768.65	-7,403.67	97.24%
5500 · Fringe Benefits	66,224.98	67,589.05	-1,364.07	97.98%
5700 · Payroll Taxes	22,606.64	21,616.85	989.79	104.58%
6110 · Travel & Conference	7,649.22	16,097.35	-8,448.13	47.52%
6190 · Event Services	1,301.25	1,691.65	-390.40	76.92%
6200 · Equipment	2,336.46	2,625.00	-288.54	89.01%
6300 · Supplies	7,459.00	15,490.85	-8,031.85	48.15%
6400 · Professional Services	25,797.29	85,191.42	-59,394.13	30.28%
6600 · Communications	7,673.93	9,137.95	-1,464.02	83.98%
6700 · Building Costs	10,898.30	13,658.05	-2,759.75	79.79%
6800 · Bonds & Insurance	1,493.00	3,410.00	-1,917.00	43.78%
6900 · Other Materials & Supplies	5,518.04	6,043.65	-525.61	91.3%
9000 · Indirect Spread	0.00	-0.10	0.10	0.0%
9600 · Transfer to/from Source	7,323.61			
Total Expense	426,646.70	510,320.37	-83,673.67	83.6%
Net Ordinary Income	390,133.69	448,529.03	-58,395.34	86.98%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	70,805.00	70,805.05	-0.05	100.0%
7500 · Carryover to Next Year	365,340.39	372,664.00	-7,323.61	98.04%
7600 · In-Kind Contractual	229.33	12,237.00	-12,007.67	1.87%
Total Other Expense	436,374.72	455,706.05	-19,331.33	95.76%
Net Other Income	-436,374.72	-455,706.05	19,331.33	95.76%
Net Income	-46,241.03	-7,177.02	-39,064.01	644.29%

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Accrual Basis

Mid-Columbia Economic Development District
Balance Sheet
As of January 31, 2018

	<u>Jan 31, 18</u>	<u>Jan 31, 17</u>
ASSETS		
Current Assets		
Checking/Savings		
1000 - Bank Demand Deposits		
1010 - MCEDD Checking	40,917.92	29,835.27
1015 - MCEDD MM	256,598.14	261,950.07
1020 - IRP		
1021 - IRP - Sherman	104,391.77	83,270.53
1022 - IRP - WA	72,213.76	38,706.61
1020 - IRP - Other	64,168.75	105,973.47
Total 1020 - IRP	<u>240,774.28</u>	<u>227,950.61</u>
1030 - Loan Funds		
1036 - EDA RLFs	179,692.21	205,238.92
1045 - Reg Strat	134,932.37	127,418.21
1050 - RBEG-OR	88,445.05	50,977.15
1055 - RBEG-WA	95,415.67	95,847.27
1057 - RBEG-KL	122,670.31	126,628.70
1067 - CDBG Microenterprises	81,501.83	62,868.49
Total 1030 - Loan Funds	<u>702,657.44</u>	<u>668,978.74</u>
1031 - Housing RLF	1,753,308.38	2,000,084.95
1070 - National Scenic Fund	1,306,527.91	1,345,551.43
Total 1000 - Bank Demand Deposits	<u>4,300,784.07</u>	<u>4,534,351.07</u>
1100 - CDS		
1121 - IRP Reserve	96,063.96	96,031.33
Total 1100 - CDS	<u>96,063.96</u>	<u>96,031.33</u>
1122 - IRP - DDM Product	334,621.95	664,402.04
1196 - OR Telecom Conference	11,849.30	17,062.01
Total Checking/Savings	<u>4,743,319.28</u>	<u>5,311,846.45</u>
Accounts Receivable		
1202 - Accounts Receivable	<u>31,206.71</u>	<u>66,366.02</u>
Total Accounts Receivable	<u>31,206.71</u>	<u>66,366.02</u>
Other Current Assets		
1200 - Receivables & Accruals		
1205 - Accrued Revenue	0.00	40,413.33
1227 - Accrued Loan Interest	24,257.53	22,123.45
1229 - Structured Accts Accr'd Int		
1231 - Unrecorded Structured Accrd Int	-3,883.96	-1,927.51
1229 - Structured Accts Accr'd Int - Other	7,969.85	4,944.60
Total 1229 - Structured Accts Accr'd Int	<u>4,085.89</u>	<u>3,017.09</u>
Total 1200 - Receivables & Accruals	<u>28,343.42</u>	<u>65,553.87</u>
1300 - Loans Receivable		
1330 - MCEDD Loans Receivable		
1320 - IRP	2,075,289.55	1,704,847.85

Mid-Columbia Economic Development District
Balance Sheet
As of January 31, 2018

	Jan 31, 18	Jan 31, 17
1321 · IRP - Sherman	145,807.29	169,887.72
1322 · IRP - WA	251,786.80	248,778.91
1331 · Housing RLF	250,000.00	0.00
1336 · EDA RLFs	533,056.11	485,718.79
1345 · Reg Strat	36,259.32	43,353.21
1350 · RBEG-OR	216,422.65	246,963.16
1357 · RBEG-KL/SK	4,009.85	0.00
1367 · CDBG Microenterprises	24,855.63	43,771.04
Total 1330 · MCEDD Loans Receivable	3,537,487.20	2,943,320.68
1370 · OIB Loans Receivable	1,576,322.51	1,527,346.88
Total 1300 · Loans Receivable	5,113,809.71	4,470,667.56
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	4,919,596.00	4,288,280.32
Total Current Assets	9,694,121.99	9,666,492.79
TOTAL ASSETS	9,694,121.99	9,666,492.79
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	0.00	3.22
Total Accounts Payable	0.00	3.22
Other Current Liabilities		
2030 · Accrued Loan Payment	67,703.25	67,588.41
2035 · Accrued Interest Payable	178.43	190.24
2050 · PTO - Accrued	23,825.45	23,098.99
2060 · Deferred Comp Payable	1,118.80	0.00
2070 · Health Insurance Payable	2,242.31	-7,863.07
2080 · Life & Disability Payable	20.64	-357.88
2090 · WC SAIF Ins	-269.84	-126.33
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	6,626.64	0.00
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	18.38	29.52

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Mid-Columbia Economic Development District
Balance Sheet
As of January 31, 2018

	Jan 31, 18	Jan 31, 17
2115 · OR- SUTA Payroll Liabilities - Other	42.88	42.40
Total 2115 · OR- SUTA Payroll Liabilities	61.26	71.92
2120 · State Payroll Liabilities - Other	2,610.00	0.00
Total 2120 · State Payroll Liabilities	2,671.26	71.92
2100 · Payroll Liabilities - Other	7,145.54	0.00
Total 2100 · Payroll Liabilities	16,443.44	71.92
2800 · Deferred Revenue	-1,805.53	13,333.33
Total Other Current Liabilities	109,456.95	95,935.61
Total Current Liabilities	109,456.95	95,938.83
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	574,390.98	600,226.72
2823 · IRP Loan Payable - Washington	289,826.46	299,967.25
2824 · IRP Loan Payable - Sherman	180,049.04	186,672.31
Total Long Term Liabilities	1,917,995.17	2,019,191.72
Total Liabilities	2,027,452.12	2,115,130.55
Equity		
3100 · Fund Balances	7,573,994.03	7,572,025.03
3110 · Carryforward Balance	11,347.09	-105,004.58
3900 · Retained Earnings	116,073.61	0.00
Net Income	-34,744.86	84,341.79
Total Equity	7,666,669.87	7,551,362.24
TOTAL LIABILITIES & EQUITY	9,694,121.99	9,666,492.79

MCEDD Dashboard

Loan Program	Target	Q3 FY2017 (Jan 1-Mar 31)	Q4 FY2017 (Apr 1-June 30)	Q1 FY2018 (July 1 - Sept 30)	Q2 FY2018 (Oct 1 - Dec 31)	Comments/Action Needed
Lending Activity	\$215,000 loaned/quarter	\$49,400	\$231,500	\$ 360,000	\$ 253,200	
Loan Utilization Rate- All RLFs	75% or more	65.40%	67.00%	69.75%	73.09%	Only includes funded loans
Loan Utilization rate- EDA RLFs	75% or more	69.42%*		81.20%	*	*Measured every 6 months. Report figures based on EDA calculations which includes committed funds.
Loan Delinquency Rate (>30 days)	5% or less	26.80%	24.69%	24.40%	32.00%	
Job creation and retention/\$ loaned	1 job/\$35,000 loaned	1 job/\$8,233 Loaned	1 job / \$9,646 loaned	1 job/\$6,545 Loaned	1 job / \$18,756 loaned	
Inquiries/outreach	20 inquiries/quarter. 5 outreach visits/quarter	18 inquiries 12 outreach visits	21 inquiries 8 outreach visits	13 inquiries 8 outreach visits	19 inquiries 6 outreach visits	
Reporting Completed on Time	All	All	All	All	All	

Finance	Target	Q3 FY2016 (Jan 1-Mar 31)	Q4 FY2017 (Apr 1-June 30)	Q1 FY2018 (July 1 - Sept 30)	Q2 FY2018 (Oct 1 - Dec 31)	Comments/Action Needed
Special Projects Revenue Gap	At or exceeding budget	13,397	18,380	(10,931)	4,569	
Local Jurisdiction Participation	100%	100%	100%	100%	100%	
Average days of accounts receivable	33	37.17	36.36	75.8	26.64	
Operational YTD actual vs. budget by Revenue & Expenses	Revenue: 100% or more Expenses: 100% or less	Revenue: 85.62% Expenses: 85.3%	Revenue: 80.38% Expenses: 79.15%	Revenue: 47.38% Expenses: 22.96%	Revenue: 55.44% Expenses: 56.17%	

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

Human Resources	Target	Q3 FY2017 (Jan 1-Mar 31)	Q4 FY2017 (Apr 1-June 30)	Q1 FY2018 (July 1 - Sept 30)	Q2 FY2018 (Oct 1 - Dec 31)
Performance Evaluation Completed on Time	100%	100%	100%	100%	100%
Average Employment Length	3 years	5.95 years	6.20 years	6.12 years	4.63 years
Staff Training/Devel Participation	75%	100%	100%	100%	100%

Comments/Action Needed

Board of Directors	Target	Q4 FY2017 (Apr 1-June 30)	Q1 FY2018 (July 1 - Sept 30)	Q1 FY2018 (July 1 - Sept 30)	Q2 FY2018 (Oct 1 - Dec 31)
Board Meeting Attendance	75%	62%	64%	64%	60%
Meetings Lacking Quorum	0	0	0	0	0
Board Vacancies	0	0	0	0	0

Comments/Action Needed

Project Mgmt/ Regional Coordination	Target	Q3 FY2017 (Jan 1-Mar 31)	Q4 FY2017 (Apr 1-June 30)	Q1 FY2018 (July 1 - Sept 30)	Q2 FY2018 (Oct 1 - Dec 31)
Number of objectives addressed from CEDS	2/quarter	6	7	7	5
Reporting Completed on Time	All	All	All	All	All

Comments/Action Needed

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

MEMORANDUM

Date: March 14, 2018

To: MCEDD Board of Directors

From: Amanda Hoey, Executive Director

Re: CEDS Project Prioritization

Overview

Annually, the MCEDD Board, acting as the CEDS Strategy Committee, prioritizes Public Works and Technical Assistance projects for incorporation to the MCEDD CEDS. These are categorized based upon the following characteristics:

- **Connection to CEDS strategies:** Projects tie to the broader regional strategy.
- **Community Ranking** with preference given to projects that are highly ranked by local governing bodies.
- **Economic impact** with preference given to projects with current and future job growth/retention and projects in economically distressed areas.
- **Regional Significance/Impact** with preference given to projects that impact the entire region or a large portion of the region, rather than a single community.
- **Geographic disbursement** with preference to ensure ranking impacts communities across the five-county region.
- **Potential availability of funding sources** with preference given to projects with a higher degree of local match and with avenues for additional funding identified.
- **Readiness to proceed** with preference given to projects ready to start immediately.

Purpose of Project Prioritization

Prioritization of projects is a part of our update for the Comprehensive Economic Development Strategy. The intended purpose is to:

- Inventory and prioritize economic development project needs and regional issues;
- Develop regional consensus on high priorities;
- Develop a tool to promote high priority projects or issues to state/federal funders.

Note: A continued consideration this year is the implication of the USDA Rural Development “Strategic Economic and Community Development” rule. The rule provides a 10% set aside as well as the opportunity to award priority points by the National Office when scoring applications for certain USDA Rural Development programs (Communities Facilities Program, Water and Waste Disposal Program, Business and Industry Guaranteed Loan Program; and Rural Business Development Grant Program). The intent of this provision is to encourage strategic regional development plans and ties right into our CEDS.

Attached are projects submitted for consideration of inclusion and ranking in the regional strategy. These are solicited through our local partners. They are first ranked by our County economic development entities prior to submission to MCEDD. We encourage projects to be listed on the Agora Investment Platform (agora-platform.com) and the Board can find additional information on many of these projects on that site.

Action

As a Board member for MCEDD you also serve as a MCEDD CEDS Strategy Committee member and you are responsible for developing regional priorities for Technical Assistance and Public Works projects. At this meeting you are asked to:

1. Approve projects which will be incorporated into the MCEDD CEDS update. See attached county project listings.
2. Establish regional priorities for incorporation to the Mid-Columbia region's CEDS. Determine the top ten Technical Assistance/Public works projects in Oregon and top ten in Washington. A draft priority ranking is attached as a place to begin discussion. I will emphasize that the attachment is a *draft straw proposal* prepared through staff review. The Board is expected to have a robust discussion on ranking and move projects around to best reflect regional priorities.

DRAFT Regional Priority Rank (Washington)

Rank	Sponsor	Project	Reasoning
1	City of White Salmon	<u>Slow Sand Filter Water System</u> Currently, the White Salmon water district serves approximately 30% of county residents. A new water system would add capacity to accommodate future growth. Current capacity is 2-3 cubic feet/second and the system will add another 15 cfs.	Would address current constraints and for the foreseeable future, supporting housing (CEDS #1), key industry sector (#2 CEDS) and water infrastructure (#4 CEDS).
2	Skamania County	<u>Stevenson Wastewater System</u> The City of Stevenson is in need of a wastewater treatment plant upgrade. The plant is currently receiving more waste than permitted and is under an administrative order to mitigate the issue. Project will address compliance and allow for future growth. It includes upgrades to the collection system to reduce inflow and infiltration and better manage the increased capacity. It includes pretreatment of sewer for high-load commercial users, such as breweries, cider producers, distilleries and other industrial beverage producers.	Addresses key business needs and industry sector (#2 CEDS) and infrastructure (#4)
3	Port of Klickitat	<u>Dallesport Industrial Park (DIP) Improvement Projects</u> Task 1: Cornerstone Building Port of Klickitat seeks \$1.8 million of \$3.3 million needed to construct an approximate 20,000 sq. ft. light industrial building at the Port's Dallesport location. Task 2: DIP Dow Road Realignment Move Dow Road North, and bring 13 acres (Lot 35) to shovel ready condition.	Addresses opportunities for key industry sectors (#2 CEDS) and particularly for DIP cornerstone building, creates the "curb appeal" to encourage/spur development in a more economically distressed area.
4	Port of Skamania	<u>Cascades Business Park</u> Will complete phase 3 of site infrastructure to provide the largest contiguous "shovel ready" industrial development site in Skamania County 32-acre+-. The Port and City of North Bonneville have completed zoning, master plans and preliminary design for the site. This project is almost complete. As of December 2016, work still to be completed is to (1) secure an easement from the Corps of Engineers to complete the road connecting Coyote Ridge Road to Fort Cascades Drive and (2) install street lights.	Opens development in an otherwise severely land-constrained county. Action opportunity for an item highlighted in the SWOT. Addresses regulatory environment issue (#5 CEDS). Opportunity for regional advocacy to move the project forward.

5	Port of Klickitat	<p>Bingen Point Projects:</p> <p>Task 1: Bingen Point Flex Building Port of Klickitat seeks \$1.4 million of \$2.9 million needed to construct a 15,000 sq. ft. flex building at Bingen Point.</p> <p>Task 2: BPBP Property Acquisition/Improvement Acquire seven acres on Bingen Point and bring to shovel ready condition.</p> <p>Task 3: Maple Street Project Construct street and public utility improvements for targeted properties at Bingen Point Business Park.</p>	Addresses opportunities for key industry sectors (#2 CEDS)
6	Klickitat County	<p>John Day Pool Pumped Storage Hydro Resolve brownfield and environmental study issues. Project is a proposed \$2 billion pumped-hydro energy storage project.</p>	Key industry sector impact (#2 overall CEDS strategy) and potential to open huge economic development opportunities regionally.
7	Port of Skamania	<p>Stevenson Shoreline This Project will construct a new public access beach to the Columbia River in the City of Stevenson, WA. The design and engineering for this project is complete, but the project owner still needs to secure the Shoreline Critical Areas permit (currently in process). As of October 2017, the County was continuing excavation in Rock Creek Basin.</p>	Priority for Skamania, but lower on the list until permits are obtained.
8	Columbia Gorge Regional Airport	<p>Airport Projects</p> <p>Task 1: Rehabilitation of Runway 7/25 Airport is seeking funding to rehabilitate runway 7/25 in order to accommodate increased traffic.</p> <p>Task 2: Runway Lengthening Project Airport seeks \$4 million to lengthen existing primary runway to 5,500 ft. to accommodate increased volume of larger aircraft.</p>	Key industry sector impact (#2 overall CEDS strategy) and transportation (#4)
9	City of Goldendale	<p>Goldendale Municipal Airport Improvements The Municipal Airport is in need of a card-lock fueling system to improve the usability of the airport.</p>	Infrastructure in economically distressed community. Transportation priority (#4)
10	Skamania PUD	<p>Stabler Feeder Upgrade The Stabler Feeder Upgrade Project will upgrade 7.9 miles of electrical line to improve electrical service to the Wind River Business Park that is currently undergoing redevelopment.</p>	Serves multiple industries and addresses a pinch point for development of the Wind River Business Park.

DRAFT Regional Priority Rank (Oregon)

Rank	Sponsor	Project	Reasoning
1	Hood River/Sherman counties	<p><u>Workforce Housing</u></p> <p>Sherman: A new program to support workforce housing will incentivize construction of new units in Sherman County.</p> <p>Hood River: Develop critically needed affordable and workforce housing in the county. Opportunities include, but are not limited to: updating respective workforce housing plans and strategies or additional feasibility studies; exploring opportunities to relocate City and County maintenance facilities; conducting site suitability analysis and planning to relocate existing ODOT facility on Cascade St. to a city owned parcel; and evaluating the construction excise taxes collected to date.</p> <p>Wasco: Support for the community college as they explore options to address student housing needs and develop a skills center.</p>	Addressing housing constraints is the #1 overall strategy for the CEDS
2	Biggs Service District Sherman County	<p><u>Biggs Water System</u></p> <p>Design and construction for a municipal water system in Biggs. Currently several wells serve the service district. Work to include the upgrade of two existing wells, drill a new well, new reservoir, pump station, and distribution system. Future development is limited due to the lack of a water system. Fire protection is limited. Activity underway with USDA</p>	Support for economic growth in an area with potential but limited due to infrastructure. Rural equity issues. Water infrastructure (#4 overall CEDS strategy).
3	Deschutes Rim Medical Clinic	<p><u>Deschutes Rim Medical Clinic Expansion</u></p> <p>Deschutes Rim Clinic Foundation has completed their feasibility study, and is moving forward with fundraising efforts to expand the health clinic in Maupin. The Clinic received \$1 million in funding from the Oregon State Legislature for the project and substantial local donations.</p>	Key industry sector (CEDS strategy #2). Support for rural community. County priority.
4	Wasco County SWCD	<p><u>Mosier Well Repair</u></p> <p>Following years of reviewing and collecting data and building computer models, the USGS concluded the cause of Mosier's groundwater declines was primarily due to commingling wells. Well problems impact property values, increase costs for agricultural operations and threaten Mosier's economic stability. This project seeks to repair the co-mingling wells in the area around Mosier.</p>	Long term strategy within the CEDS, with strong leadership. Impact to key industry sector (#2 CEDS) and to water (#4 overall CEDS strategy).

5	Port of Cascade Locks	<u>Bridge of the Gods Maintenance</u> Complete 15 year package for maintenance and preservation of the Bridge. Provide additional bicycle/pedestrian capacity.	Core transportation mechanism and support for economically distressed community. Transportation (#4 CEDS).
6	Port of Hood River	<u>Confluence Business Park Infrastructure</u> This is the largest remaining area of light industrial zoning in the City of Hood River and is located directly on the waterfront. Construction of infrastructure - specifically, water, sewer, and public streets - is necessary to prepare the site for industrial development.	Addresses opportunities for key industry sectors (#2 CEDS)
7	City of The Dalles	<u>Dog River Pipeline Upgrade</u> The existing Dog River pipeline, which currently transports over 50% of the City's annual water supply, was constructed in the early 20th century. It is a 20-inch diameter 3.5 mile long wooden pipeline. Over the past 100 years, this pipe has deteriorated, is leaking from tree damage, and exhibiting corrosion. Because the pipe is in poor condition, the City plans to replace it in 2017-18 with a new 24-inch diameter ductile iron pipeline. The capacity of the pipeline will increase from 8 to 17 million gallons per day to supply future municipal water demands.	Would address deteriorating infrastructure serving the region's largest city. Project supports housing (CEDS strategy 1), key industry sector (#2 overall CEDS strategy) and water infrastructure (#4 overall CEDS strategy).
8	Hood River County	<u>Parkdale & Odell Treatment of Biosolids/Sludge</u> Create additional storage to digest sludge composition. They are interested in exploring an MBR treatment solution. This project is in the feasibility phase, and is looking for technical assistance to determine the best approach.	Infrastructure (#4 CEDS). Additional upcoming issues related to wastewater treatment make this one a priority.
9	City of Mosier/ Mosier Fire District	<u>Mosier Fire Hall/City Hall</u> The City of Mosier and the Mosier Fire District received \$500,000 for facility as well as the land the site through their negotiations with Union Pacific Railroad. They were also successful in receiving \$500,000 from the Oregon Legislature for the project. This will provide a strong foundation for continued resource development moving forward.	County priority. Safety/security/resilience
10	South Sherman Fire and Rescue	<u>New Fire Hall</u> The current fire hall shares a space with the Grass Valley City Hall. The fire department has long outgrown this space to store and maintain equipment and secure patient files and drugs for the EMS which is required for HPPA and state standards. The fire department also needs space for training the volunteers.	County priority. Safety/security/resilience

Klickitat County 2018 Priority Projects

PRIORITY	SPONSOR	PROJECT	TOTAL COST
1	City of White Salmon	<u>Slow Sand Filter Water System</u> Currently, the White Salmon water district serves approximately 30% of county residents. A new water system would add capacity to accommodate future growth.	\$8.5 M
2	Port of Klickitat	<u>Bingen Point Projects:</u> Task 1: Bingen Point Flex Building Port of Klickitat seeks \$1.4 million of \$2.9 million needed to construct a 15,000 sq. ft. flex building at Bingen Point. Task 2: BPBP Property Acquisition/Improvement Acquire seven acres on Bingen Point and bring to shovel ready condition. Task 3: Maple Street Project Construct street and public utility improvements for targeted properties at Bingen Point Business Park.	\$2.9M \$1.5 M \$1.8 M
3	Port of Klickitat	<u>DIP Improvement Projects</u> Task 1: Cornerstone Building Port of Klickitat seeks \$1.8 million of \$3.3 million needed to construct an approximate 20,000 sq. ft. light industrial building at the Port's Dallesport location. Task 2: DIP Dow Road Realignment Move Dow Road North, and bring 13 acres (Lot 35) to shovel ready condition.	\$3.3M \$1.5 M
4	Columbia Gorge Regional Airport	<u>Airport Projects</u> Task 1: Rehabilitation of Runway 7/25 Airport is seeking funding to rehabilitate runway 7/25 in order to accommodate increased traffic. Task 2: Runway Lengthening Project Airport seeks \$4 million to lengthen existing primary runway to 5,500 ft. to accommodate increased volume of larger aircraft.	\$5M \$4M
5	City of Goldendale	<u>Municipal Airport Improvements</u> The Municipal Airport is in need of a card-lock fueling system to improve the usability of the airport.	\$250,000

PRIORITY	SPONSOR	PROJECT	TOTAL COST
6	Klickitat County	<u>John Day Pool Pump Storage Project</u> Resolve brownfield and environmental study issues.	\$1.1 M
7	Klickitat County	<u>Broadband</u> Broadband access is critical to business development in Klickitat County, however, that access is not available in many rural parts of the County. Significant barriers such as dispersed population and challenging terrain, make this infrastructure investment costly. Working with communities, local ISP's, County staff, and MCEDD, Klickitat County seeks to identify and implement opportunities to improve access in communities throughout the County.	TBD
8	Fire District #6	<u>Fire District #6</u> The Dallesport Fire Dept. is seeking help in locating funds for a new fire station to be located at the Columbia Gorge Regional Airport.	\$2 M
9	Columbia Gorge Regional Airport	<u>Airport Terminal Building Design</u> Klickitat County is seeking funding for design/engineering as the first phase in development of a modern facility to replace the aging Columbia Gorge Regional Airport Terminal Building in Dallesport, WA.	\$150,000

Skamania County 2018 Priority Projects

Rank	Sponsor	Project	Total Cost
1	Port of Skamania	<p><u>Stevenson Shoreline</u></p> <p>This project will construct a new public access beach to the Columbia River in the City of Stevenson, WA. The design and engineering for this project is complete, but the project owners still need to secure the Shoreline Critical Areas permit (currently in process). As of October 2017, the County was continuing excavation in Rock Creek Basin.</p>	\$708K-1M
2	City of Stevenson	<p><u>Stevenson Wastewater System – Public Infrastructure</u></p> <p>The City of Stevenson is in need of a wastewater treatment plant upgrade. The plant is currently receiving more waste than permitted and is under an administrative order to mitigate the issue, which includes infrastructure improvements.</p> <p>This portion of the project is to bring the treatment plant into compliance and to allow for future growth. It also includes upgrades to the collection system to reduce inflow and infiltration and better manage the increased capacity.</p>	\$17.3M
3	City of Stevenson	<p><u>Stevenson Wastewater System – Private Infrastructure</u></p> <p>The City is in need of a wastewater treatment plant upgrade. The plant is currently receiving more waste than permitted and is under an administrative order to mitigate the issue, which includes infrastructure improvements.</p> <p>This portion of the project is for pretreatment of sewer for high-load commercial users, such as breweries, cider producers, distilleries and other industrial beverage producers.</p>	\$711K
4	City of Stevenson	<p><u>Stevenson - Russell Avenue Upgrades</u></p> <p>The project involves rehabilitation of water, sewer, and storm water lines. It also includes undergrounding of power and communication lines, sidewalk rehabilitation, paving the entire street, new street lights and landscaping.</p>	\$1 - 3.15M
5	Skamania PUD	<p><u>Stabler Feeder Upgrade</u></p> <p>The Stabler Feeder Upgrade Project will upgrade 7.9 miles of electrical line to improve electrical service to the Wind River Business Park that is currently undergoing redevelopment. As of the fall 2017, the design was complete and the engineer was developing estimates.</p>	\$1.55M

6	Port of Skamania	Cascades Business Park Grading & Enhancements Will complete phase 3 of site infrastructure to provide the largest contiguous "shovel ready" industrial development site in Skamania County 32-acre+/. The Port and City of North Bonneville have completed zoning, master plans and preliminary design for the site. This project is almost complete. As of December 2016, work still to be completed is to (1) secure an easement from the Corps of Engineers to complete the road connecting Coyote Ridge Road to Fort Cascades Drive and (2) install street lights.	\$375,000 (\$250,000 grant; \$125,000 Port)
7	City of North Bonneville	City of North Bonneville Lift Station Replacement The City's current lift stations experienced issues in the fall of 2017. The City needs to raise rates to be more competitive before seeking grant funding. The city will do a income study and water and sewer rate study in 2018. The project is in the feasibility stage.	\$700K
8	Stevenson Downtown Association	Stevenson Park Plaza Develop town plaza in the existing courthouse lawn. Three concept designs have been developed and are currently available for community feedback.	\$5M (Burlington Northern SF has contributed \$50K)
9	City of Stevenson	Fire Station New Fire Station for City of Stevenson/Fire District 2 (shared facility). Project is in the feasibility stage.	\$2-4M
10	Skamania County PUD	North Bonneville Substation & Feeder Replacement The PUD is looking to replace an aging substation in the City of North Bonneville, upgrade existing feeder lines, and add a new feeder to serve the Port industrial land south of SR 14. Improvements will increase capacity throughout the City to allow for more growth, improve existing voltage issues, and significantly increase reliability to the area by improving the tie with adjacent substations. The project is in the feasibility stage and the PUD will be seeking funds to complete design and construction.	\$4-6M

Hood River County 2018 Priority Projects

Priority	Sponsor	Project	Total Cost
1	Hood River County	<u>Hood River County Workforce Housing</u> Collaboratively work together with partners, including Regional Solutions, Mid-Columbia Housing Authority and others, to engage in initiatives to develop critically needed affordable and workforce housing in the county. Opportunities include, but are not limited to: updating respective workforce housing plans and strategies or additional feasibility studies; exploring opportunities to relocate City and County maintenance facilities; conducting site suitability analysis and planning to relocate existing ODOT facility on Cascade St. to a city owned parcel; and evaluating the construction excise taxes collected to date.	---
2	Port of Cascade Locks	<u>Bridge of the Gods Maintenance</u> Complete 15 year package for maintenance and preservation of the Bridge. Work to add additional bicycle/pedestrian capacity. Total cost: \$600,000 for annual maintenance, \$25 million for pedestrian/bicycle crossing structure. Port of Cascade Locks is working to submit a Federal Lands Access Program grant application.	\$57M
3	City of Cascade Locks	<u>WaNaPa Reconstruction</u> Add ADA ramps and crosswalks to increase pedestrian safety and accessibility as well as reconstruction street surface. Funds received from HB2017.	\$750K
4	City of Hood River	<u>Cascade and Mount Adams Intersection</u> Signalization or roundabout at Cascade and Mt Adams. The City is requesting assessment and evaluation of the best option in order to proceed to construction.	\$4M roundabout \$400K (signal)
5	Hood River County	<u>Parkdale & Odell Treatment of Biosolids/Sludge</u> Create additional storage to digest sludge composition-they are interested in exploring an MBR treatment solution. This project is in the feasibility phase, and is looking for technical assistance to determine the best approach.	
6	Port of Hood River	<u>Confluence Business Park Infrastructure</u> This is the largest remaining area of light industrial zoning in the City of Hood River and is located directly on the waterfront. Construction of infrastructure - specifically, water, sewer, and public streets - is necessary to prepare the site for industrial development.	\$5.535M
7	City of Hood River	<u>I-84 Exit 62/Cascade Ave Improvements</u> Construct second westbound lane from Mt. Adams, to I-84 eastbound terminal.	\$1.306M

8	City of Hood River	<u>I-84 Exit 63 Interchange Improvements</u> Miscellaneous improvements to facilitate access to growing light industrial area at the waterfront and downtown Hood River. 2nd street improvements plus westbound and eastbound ramp improvements	\$10.043M
9	Port of Cascade Locks	<u>Marine Park Overcrossing</u> Complete the overcrossing to provide bike and pedestrian access via a bridge over UP railroad tracks.	\$4M
10	Port of Hood River	<u>Hood River Interstate Bridge</u> A new, replacement bridge is needed to improve and ensure multi-modal transportation of people and goods across the Columbia River between the communities of Bingen and White Salmon in Washington, and Hood River in Oregon. The Port of Hood River is seeking funding to complete the final engineering for a replacement bridge. The Port received \$5 million in the state transportation package to conduct its EIS. This will be a process that occurs over several years.	\$250M

Sherman County-2018 Priority Projects

Priority	Sponsor	Project	Total Cost
1	Biggs Service District Sherman County	<u>Water System</u> Design and construction for a municipal water system in Biggs. Currently several wells serve the service district. Work to include the upgrade of two existing wells, drill a new well, new reservoir, pump station, and distribution system. Future development is limited due to the lack of a water system. Fire protection is limited.	\$2,112,000
2	South Sherman Fire and Rescue	<u>New Fire Hall</u> The current fire hall shares a space with the Grass Valley City Hall. The fire department has long outgrown this space to store and maintain equipment and secure patient files and drugs for the EMS which is required for HPPA and state standards. The fire department also needs space for training the volunteers. An income survey for Block Grant funding determined that the district does not qualify for the grant.	\$1.3 million
3	Sherman County	<u>Work Force Housing</u> The housing stock in Sherman County is lacking the quantity and quality necessary for new employees to find a place to live in the County. Sherman County has created incentives to encourage the construction of new rental housing (\$10,000 grant per unit) and the rehabilitation of existing housing (up to \$20,000 per house), as well as offering a housing construction loan. The County continues to look for creative ideas that would solve the housing issues.	\$500,000
4	Sherman County Fair board	<u>Event Center</u> The fair board is researching the concept of a multipurpose event center to replace several aging barns and current show arena. The building could be utilized year round to host events at the county fairgrounds. Current barns need substantial repairs to them. Rather than putting money towards aging structures that have outlived their usefulness, the board feels it is time to upgrade the facilities for future long range planning and make the fairgrounds more viable.	\$2 million
5	Sherman County	<u>Last Mile Broadband</u> Sherman County and its four cities are interested in bringing last-mile broadband to the homes and businesses in Biggs Junction, Grass Valley, Rufus and Wasco. A collective RFP has been released to determine the feasibility of this joint project and the public funds possibly needed to subsidize private investment to spur completion. This project would connect with public fiber projects the County has already completed.	\$600,000

6	Sherman County	<u>911 Call Center</u> Sherman County is exploring the need of establishing a 911 call center in Rufus. This would include the Counties of Sherman, Klickitat, Wasco and possibly Grant County. The center would provide around 90 jobs.	\$500,000
7	City of Rufus	<u>Well #1 Rehab</u> Plans to rebuild the well house with updated wiring and add a metered chlorine system that will allow the use of this Well during peak season. Primary Well will not keep up with demand during the summer months.	\$150,000
8	City of Wasco	<u>Wasco school Events Center Paint Project</u> The City of Wasco and the Wasco School Events Center board would like to update the school by painting the exterior of the building. The roof was recently redone and they can take the durable roofing down the side of the building a few feet to preserve the exterior. However the rest of the building as well as the outbuildings will need to be painted to protect the integrity of the structures.	To be determined
9	Kent Service District	<u>Kent Well</u> The current system does not allow for any future development. A 2016 study to find a new water source within the district did not locate one. The next step is an additional study to determine the feasibility of piping water from a well outside of the district.	To be determined
10	City of Moro	<u>Moro Infrastructure Projects</u> The City of Moro has a number of projects planned to improve its water system and the look of the town. Water system elements include telemetry upgrade and fencing around the water tower. Street projects include resurfacing and repairs of all the streets and also a “dead” area that will be left in front of the fire department from their paving upgrade. Other improvements include sidewalk repairs, recycling center improvements and a new splash pad in the park.	\$470,000

Wasco County 2018 Priority Projects

Rank	Sponsor	Project	Total Cost
1	Deschutes Rim Clinic Foundation	<u>Medical Clinic Expansion</u> Deschutes Rim Clinic Foundation has completed their feasibility study, and is moving forward with fundraising efforts to expand the health clinic in Maupin. The Clinic received \$1 million in funding from the Oregon State Legislature for the project and substantial local donations.	\$2M
2	Wasco County SWCD	<u>Mosier Well Repair</u> This project seeks to repair the co-mingling wells in the area around Mosier. Study of the problem continues as local property owners allow SWCD to scope wells to identify issues. Additionally, in partnership with one of the two largest water users, the SWCD supported boring a new deep well to replace old, comingling well. However, this project came in significantly over budget and the SWCD has used most of the resources they received to address the two largest users for this first attempt.	\$2.5M
3	City of Mosier/ Mosier Fire District	<u>Joint Fire Hall/City Hall Development</u> The City of Mosier and the Mosier Fire District received \$500,000 for facility as well as the land the site through their negotiations with Union Pacific Railroad. They were also successful in receiving \$500,000 from the Oregon Legislature for the project. This will provide a strong foundation for continued resource development moving forward.	\$5.5 to 7M
4	City of Maupin/Q-Life Network	<u>Maupin Fiber Network</u> The Maupin Fiber Project will bring gigabit speed internet access to homes and residents throughout the City of Maupin in addition to supporting improved wireless access throughout South Wasco County. With approximately \$900,000 invested or committed into bringing connectivity to Maupin, another \$500,000 is still needed to build out to residents, businesses, and community institutions.	\$500K
5	City of The Dalles	<u>Dog River Pipeline Upgrade</u> City of The Dalles staff applied for grant funding from Oregon Water Resource Department to help fund the pipeline. The EDC was able to provide a letter of support for the project as well as some support during application development. However, they were not awarded funding by OWRD. The City has continued to move through the permitting process for the project and is still seeking funding.	\$8M
6	Columbia Gorge Community College	<u>Campus Housing and Workforce Training Skill Center</u> Regional employers need skilled workers in wide-ranging fields. CGCC will respond through a workforce pipeline program emphasizing short-duration career-tech training with focus on high school to post-secondary transition and the incumbent workforce. Instructional programming will be informed by data, guided by industry, and physically supported by a Skill Center on The Dalles Campus with on-site workforce housing.	\$14.6M

7	City of Maupin/ South Wasco County Library	South Wasco County Library and Civic Center The City Council in Maupin made an official decision to pursue the joint building and have purchased a site located next to the park in their downtown core for the development. They made a legislative request in the 2018 Short Session and are continuing to work toward identifying resources to complete this project.	\$1.7M
8	Port of The Dalles	Gorge Works Regional Internship Program Gorge Works is a regional paid internship program in its pilot phase, supported by regional employers seeking skilled workforce, and regional economic development agencies. The Port is seeking \$25,000 to help fund added staffing capacity and marketing initiatives to fully establish the program. They are hoping to prove the value of this program to employers and job seekers over a two-year pilot period.	\$45K
9	City of Mosier	Well #5 Development and Eastside System Upgrades The City of Mosier participated in a one-stop meeting with the various water system funding agencies to identify a path for financing this project as well as their Eastside Distribution System Improvements. They are currently working toward an application to USDA RD for funding of these two projects.	\$800K
10	Dufur School District	Solar4Schools Project Dufur School District seeks to participate with Bonneville Environmental Foundation (BEF) in implementing the solar4schools program at the main campus in Dufur, OR. Total project cost is estimated to be \$65,000 with \$15,000 in matching funds required. This project will include the installation of a 5 kW Solar PV system at the main campus in Dufur, OR. BEF will provide staff and assistance to provide education, project monitoring, and support to school administration for 10 years. This will provide an opportunity for students in Dufur to gain hands on experience with green technology and renewable energy.	\$65K

Memorandum

Date: March 14, 2018
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: CEDS

Overview

The MCEDD board, acting as the CEDS Strategy Committee, is responsible for updating the CEDS annually. An update is a less intensive process than a full CEDS revision, which is done once every five years and was last completed in June 2017.

A copy of the full CEDS is available [here](#) or from our website's homepage.

A copy of the summary CEDS is available [here](#) or from our website's homepage.

Proposed Updates

Staff proposes the following updates in the full strategy document:

- Board of Directors (update page 1): Update this page to reflect the current board roster.
- Introduction (page 2): Update the final paragraph to reflect the adoption date (June 2017) and revision date (March 2018).
- Data/Demographics (replace pages 4 and 5). This section includes updated information from a variety of data sources to reflect changes over the year. It includes updated information presented by our regional economists at the annual economic symposium. My appreciation to Jacque Schei for her assistance with this segment. See the attached pages proposed for replacement.
- Financial Capital/Entrepreneurial Environment Action Plan (page 19). Update this section based on the annual symposium outcomes to more fully reflect the forest products sector opportunities. See the attached section for replacement. There are no proposed updates to the remaining action plans. However, board review of the progress is needed.
- Projects (pages 40-43, plus appendices): Following adoption of the project rankings, the project lists will be replaced.
- Minor edits: Fix grammatical and spelling errors identified after document adoption. Eg. Page 10 “prioritization” should be “prioritization.”

The summary strategy will be updated to reflect these modifications where needed; most notably to the project priorities.

Planning is a continual process, reflected in the activities in which MCEDD engages. Dynamic updates (such as demographic information) are posted on our website, through our listserves and through regional project websites such as gorgebroadband.com. In addition, we have transitioned to the Agora Investment Platform to allow for dynamic, ongoing project updates as well.

Request

Review of the proposed revised sections and progress. Adoption of the attached resolution.

DATA FACT SHEETS

Population

Population Estimate:

87,395

Civilian Workforce:
43,136 (approx.)

Growth

All counties in the region are growing.

Data Sources:
US Census, State Employment Depts, StatsAmerica, State Broadband Report, Portland State University Population Research Institute, Washington State Office of Financial Management – Data & Research

SOCIAL CONTEXT

While there are individual differences between the characteristics of communities within the five counties, regionally some of the primary data points include:

The region's population lacks diversity, with 76% identifying their race as white-alone.

There is a growing Hispanic/ Latino population, composing

18% or more of the region's population and in some communities exceeding one third of school-age children.

The region's population is aging. As of 2016, 17% of the population was 65+. It is projected to grow significantly by 2022.

Each of the five counties have a higher percentage of veterans than the US average.



Urban-Rural Digital Divide: 55% in rural areas have broadband access vs 94% in urban settings.



Mean Travel Time to Work: 20 minutes

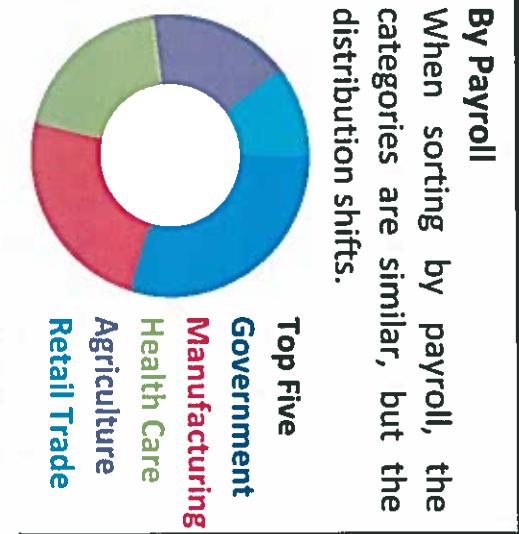
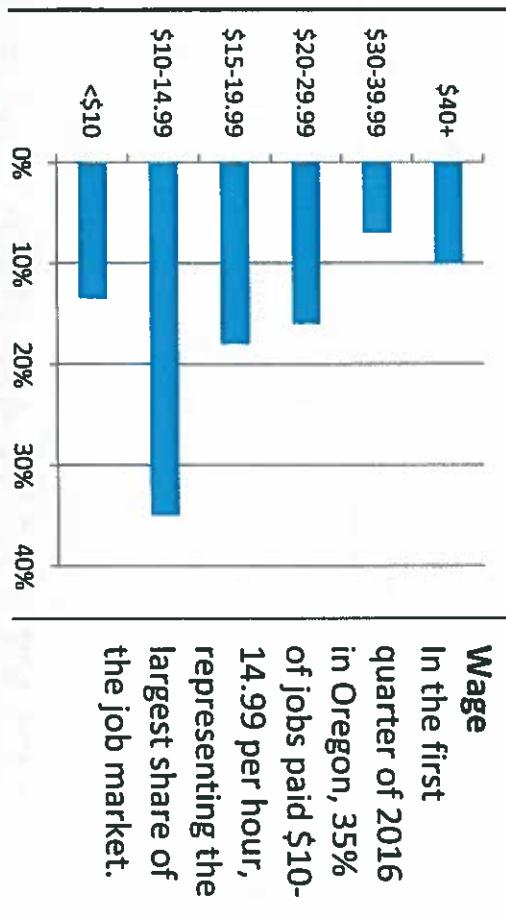
DATA FACT SHEETS

Income/ Housing

Poverty
Income disparities remain a significant issue for economic prosperity. The poverty rate continues to climb, with the regional poverty rate at 14.5%.

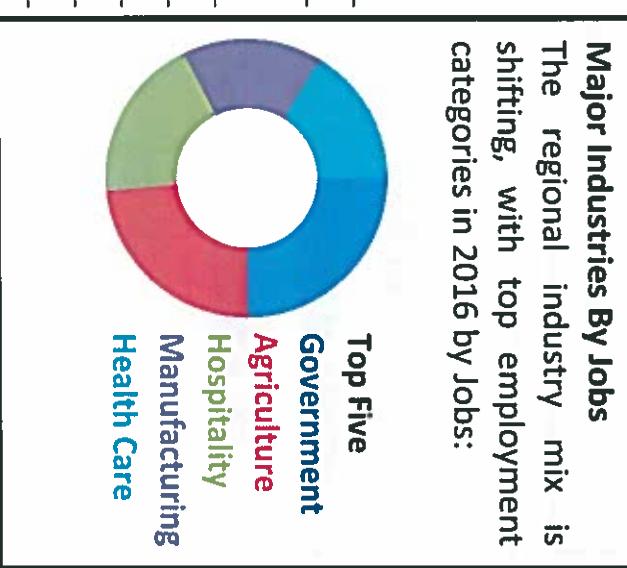
- Number of housing units in 2016: over 37,500; 70% of which are single units
- Built before 1940: 15%

Disparities between individuals, groups, communities, and counties remain a significant concern.



Employment
The unemployment rate continues trending down with a 24 month average for the five county region of 4.95% for the period ending December 2017.

County	2015	2016
Hood River	53,726	56,581
Klickitat	50,043	49,633
Sherman	51,448	41,389
Skamania	53,733	53,082
Wasco	45,110	46,814



Financial Capital/Entrepreneurial Environment Action Plan

(Full Strategy pages 19/20). Proposed revision is in ***bold italics***.

<p>2.5.3 Support Columbia Gorge Tourism Alliance activities.</p> <ul style="list-style-type: none"> a) Invest in the quality of tourism venues and visitor infrastructure. b) Focus on tourism activities that are compatible with primary industry sectors and preserve the region's rural character. 	Columbia Gorge Visitor's Association, State Travel, Chambers	Ongoing
<p>2.5.4 Support existing industry alliance: Manufacturing.</p> <ul style="list-style-type: none"> a) Further develop nascent industry associations to support knowledge creation and exchange and maintain a network of technologists, entrepreneurs and businesses in the sectors. b) Identify resources for collective marketing and branding of the region for these industries. c) Identify shared distribution opportunities. d) Disseminate best available techniques for sustainability within the sector. e) Support individual technical projects involving the sector. f) Identify opportunities to support retention of local land ownership, avoiding fragmentation of land and supporting succession planning resources. 	Gorge Cider Society, Gorge Grown Food Network, Breweries in the Gorge, Columbia Gorge Winegrowers Association, MCEDD	Ongoing
<p>2.5.5 Support existing industry alliance: Renewable Energy (Columbia Gorge Bi-State Renewable Energy Zone)</p> <ul style="list-style-type: none"> a) Provide a forum for communication and information dissemination; cross jurisdictional partnerships. b) Support intensive clean and green tech R/D, including renewable H2 fuel. c) Continue to fund projects/programs to increase energy efficiency 	CGBREZ, counties, state depts, private industry	Ongoing
<p>2.5.6 <i>Support efforts in the growing forest and wood products sector</i></p> <p>a) <i>Explore opportunities to advance innovation and development/adoption of new technologies. Advocate for policy changes, where necessary, to accommodate industry innovation.</i></p>	<i>Forest Collaboratives and partners, private industry, MARS, USFS, landowners,</i>	<i>Mid term</i>

<p><i>b) Identify and facilitate solutions to primary barriers including ensuring an adequate workforce, supply and market access.</i></p> <p><i>c) Continue support for regional forest collaboratives.</i></p> <p><i>d) Engage in stewardship initiatives and partner with Mount Adams Resource Stewards to support and catalyze economic development opportunities in the industry.</i></p> <p><i>e) Promote the importance of the industry and enhance public understanding- host tours, panels and disseminate information as appropriate.</i></p>	<p>County ec dev.</p>	
<p>2.5.7 Support efforts to connect and advance the healthcare sector, including those identified in the community health assessment</p>	<p>Health councils, private industry</p>	<p>Mid term</p>
<p>2.6 Strategy: Increase opportunities for businesses to export products</p> <p>2.6.1 Identify Investment and Trade Leakages to support identification of export opportunities and encourage business expansions. Conduct a trade leakage study.</p>	<p>US Export Assistance, EDA, MCEDD, Ports</p>	<p>Long term</p>
<p>2.6.2 Host Export Training Workshops. Provide resources for businesses to expand their export potential.</p>	<p>County Economic Development, Ports,</p>	<p>Mid term</p>



**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
RESOLUTION 2018-3
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)**

WHEREAS, the Mid-Columbia Economic Development District Comprehensive Economic Development is responsible for planning and coordination of economic development activities to stimulate new private and public investments to provide employment and growth opportunities; and

WHEREAS, MCEDD is organized in accordance with Federal requirements of the Economic Development Administration to broadly represent the area including representation of local government, business, and other community interests; and

WHEREAS, MCEDD has prepared an update to the Comprehensive Economic Development Strategy as a guide for economic development activities; and

THEREFORE, BE IT RESOLVED that the Mid-Columbia Comprehensive Economic Development Strategy Committee through the Mid-Columbia Economic Development District Board of Directors does hereby adopt the 2018 Comprehensive Economic Development Strategy Plan for the Mid-Columbia region.

PASSED AND APPROVED this 22nd day of March 2018.

ATTEST:

**MID-COLUMBIA ECONOMIC
DEVELOPMENT DISTRICT**

Lauren Hernandez, Office Administrator

Ken Bailey, Chair



Mid-Columbia Economic Development District

Executive Committee Report

(March 2018)

The MCEDD Executive Committee met in February and March to address business of the District. The activities of the committee included the following:

- Reviewed the status of the transfer of the LINK.
- Approved submission of a community application and matching grant funds application for an AmeriCorps RARE.
- Reviewed the Economic Development Administration planning grant scope of work for 2018-19.
- Received updates from the Cidercon conference attended by Carrie Pipinich.
- Recommended appointments to the budget committee for expiring terms.
- Recommended adoption of the revised Title VI and LEP plan.
- Received federal legislative updates regarding core funding programs as well as information on the supplemental EDA disaster funds.
- Confirmed the five year strategy for local assessments put into place last year.
- Approved supporting Washington counties Opportunity Zones prioritization analysis and signing on to partnering agreements as applicable. Approved developing comments for the Oregon geography, participating in meetings with the state as applicable and partnering with local entities in responding to the potential zone designations.
- Discussed the Gorge Commission's upcoming Management Plan review.
- Provided feedback on financial reports, recommending the pipeline become a quarterly document for committee/board review rather than monthly.
- Provided direction for the annual economic symposium focus areas.
- Received a presentation from the Oregon Consulting Group on the long term impact of MCEDD's loan programs.



Executive Director's Report
Prepared for March 2018 Full Board Meeting

Economic Development Administration, Regional Economic Development

- **Legislative Update/Federal budget:** The President's federal budget proposal is similar to last year in terms of agencies slated for reduction/elimination. Congress has the ultimate authority on the budget and House/Senate are expected to work in committee on spending bills in June and July. Our Association recommends continuing to outreach and provide education on the importance of programs used by districts. Last year, the MCEDD board passed a resolution stating support for USDA Rural Development, EDA and Community Development Block Grant programs. MCEDD staff updated the EDA and USDA one pagers for discussion on this topic. Additional resources include:
 - NADO webinar on the Trump Administration's infrastructure proposal: <https://www.nado.org/nado-webinar-on-trump-administrations-infrastructure-proposal-recording-and-slides-available/>
 - NADO webinar on the budget proposal: <https://www.nado.org/nado-webinar-on-the-presidents-fy2019-budget-request-recording-and-slides-available/>
- **EDA Funding:** We are confirmed for our annual \$80,000 partnership planning grant through the US Economic Development Administration (EDA). The grant allows us to develop and implement our regional strategy.
- **Emergency Funding:** The US Economic Development Administration was included in emergency supplemental funds for \$600M. Potential eligible geographies include Hood River and Skamania counties. A notice of funds available (NOFA) is anticipated at the end of March and we will be working with local jurisdictions once details on eligible projects is provided via the NOFA.
- **Opportunity Zones:** MCEDD provided support letters and comments for census tracts in our region which were potentially eligible for designation as Opportunity Zones, a federal tax incentive established under the Tax Cuts and Jobs Act of 2017. I coordinated activities with our economic development partners and appreciate the support from Carrie Pipinich in developing language for our Wasco County census tracts.
- **AmeriCorps RARE application:** The Executive Committee approved submitting an application for an AmeriCorps RARE to support the organization's work. There are matching funds requirement from the host agency to place, train, and support a full-time RARE member, but there is also an opportunity for a partial match offset through The Ford Family Foundation which we are pursuing.
- **Columbia River Gorge Commission Gorge 2020 plan:** Chair Ken Bailey, Jessica Metta and I met with the Commission's Executive Director at the end of February to plans for the economic development component of the management plan.
- **Annual Columbia Gorge Economic Symposium:** Save the date for Friday, November 2, 2018! The focus will be on our expanding high tech industry.

Save the Date!
Annual Economic Symposium
November 2018

Business Assistance Division, Project Management Division

See Loan and Project Management Reports for further information and updates.

- **Business Loan Impact Report Highlights:** The Oregon Consulting Group delivered their business loan impact report findings to the Executive Committee in March. Metrics from the study measured the growth of businesses over time and provided a comparison pre- and post-financing of the change in number of employees, business revenue and area growth. Across each metric, businesses performed well and the findings reflect extremely positively on the long term impact of this financing resource and regional tool. A full final report will be published. Highlights include that our clients experienced:
 - **Total wage growth of \$40 million**
 - **More than 50% of wage growth attributable to jobs paying higher than average wages for the region**
 - MCEDD's program had a significant impact on hiring employees, with 85% noting that the financing through MCEDD allowed them to increase employment in the local area. Significantly, that hiring trend continued post-financing, as well.
 - Businesses are reinvesting into community
 - Businesses had a \$450,000 median increase in sales
 - 88% of businesses were stable or growing after concluding their financial relationship with MCEDD.
- **Housing RLF:** The Attainable Housing Development RLF has approximately \$1M available to loan. We are seeking support from the Oregon State communications department to highlight the successes of the funds already committed for local projects.
- **Finance Support:** We have signed agreements to support the City of Rufus and the Community Renewable Energy Association.
- **Renewable Energy and Economic Development (REEDS):** I had scheduled a trip to Olympia and Seattle to participate in the REEDS- Renewable Energy and Economic Development Seminar- event and to meet with the new USDA-RD Washington State Director, Economic Development Administration staff and a Department of Commerce connection. Due to adverse weather conditions, the REEDS event cancelled and I postponed the trip. However, Carrie Pipinich and I were still able to meet with the USDA-RD Washington State Director Kirk Pearson by phone for an introduction to the Investment Boards and broadband issues.
- **EDA Funds CGCC Study:** We are pleased that Columbia Gorge Community College was approved for EDA funding for a feasibility study to determine the feasibility of creating a college level Food and Beverage Program in order to address the need to sustain growth in the regions' workforce.
- **Agripreneur Concept:** I met with USDA to discuss opportunities to partner on an "agripreneur" program to provide emerging small-scale food producers in the Gorge with affordable micro loans, business planning assistance, and ag production training/support. The concept was floated by USDA, with MCEDD and other local partners invited to provide feedback on the need, existing resources and opportunity. Follow-up with MCEDD, SBDC, Gorge Grown and OSU Extension is taking place.
- **Oregon and Washington Investment Boards status:** I have been working with our USDA state directors on developing a pathway option through a USDA Rural Development non-competitive Rural Business Development Grant for the remaining authorized but unappropriated economic development funds in the Scenic Area. The issue was elevated to headquarters and has made significant headway.

Operations

- **Local Assessments:** Last year, the Executive Committee authorized and presented to the MCEDD Board a five year strategy for local assessments. We anticipate following that pathway for FY19 which would include \$2,130 flat rate per Port and \$0.55 per capita for cities/county unincorporated.
- **Board positions:** Humberto Calderon will be resigning his board position. We are actively recruiting and press release has been sent to local media sources. Details are available at mcedd.org on our employment and volunteer page. We have at least one individual already expressing interest in the position.
- **Employees:** I conducted three month evaluations for Siri Olson and Lauren Hernandez. Siri was involved in the goal setting component of Lauren's evaluation, which reflects the organizational structure changes.
- **Training:** MCEDD staff was trained on the key fob and camera system at the Transit Center to reduce reliance on external IT support. Kathy Fitzpatrick attended the Community Transportation of America NW and Oregon Active Transportation conferences. Jessica Metta attended the CIS (City County Insurance Services) annual conference. Amanda Hoey took the Arson Prevention webinar which was recommended by our insurance carrier and helps qualify us for best practices insurance discounts. We anticipate utilizing a Transit Management Foundations training through ODOT for the new Transportation Operations Director, Charlotte Dupree. Lauren Hernandez completed her notary training and will join Jacque Schei as one of two notaries in our office.
- **Safety Committee:** Jacque Schei is leading the revisions to our Safety Committee to incorporate our new facility, purpose and employees.
- **Facilities:** All Seasons Carpet Cleaning and Janitorial began janitorial at the Transit Center in February and will begin at MCEDD's main office after the conclusion of ELF's services. At the end of February we either donated or moved all of the LINK equipment from the MCCOG building according to the direction of ODOT.
- **Four Rivers Community Corporation 501c3:** The nonprofit appears fully transferred and ready to function!

Economic Development Administration Strengthens Regional Economies

Investing in People and Places:

EDA's support of locally-driven projects leads to job creation and retention while generating significant private investment. A recent example of EDA investment, which is completing construction in 2018, is the **Columbia Gorge Regional**

Airport Flex Building. EDA funds to this project allows the region to retain a critical employer- Life Flight- and provide space for additional business growth. Without this investment, Life Flight would move out of the region, causing a loss in jobs important to our rural area and an anticipated loss of more than \$10 million in private investment. It is important from a health and safety standpoint, providing direct benefits to major medical providers, such as Mid-Columbia Medical Center, which indicated that the service has resulted in a change in wait time for trauma patients from 45-60 minutes for response, down to 7-8 minutes



Flex Space finalizing construction

Planning for the Future:

Regional planning is crucial

to advancing economic development through its investment in the **Comprehensive Economic Development Strategy**. For five rural counties along the Columbia River of Oregon and Washington, Mid-Columbia Economic Development District coordinates this effort, convening local public and private leaders to identify and assess existing assets and liabilities as well as future opportunities and challenges facing communities in the regional economy. As a result, consistent exchange and dialogue engages public and private sector leaders throughout the region in charting a path forward for economic development.



Advancing Rural Entrepreneurship

EDA investment is instrumental in supporting our rural economies. From establishing revolving loan funds which support **expansion of rural businesses to creation of the Gorge Broadband Consortium** and investments into broadband to connect rural communities, EDA funding and support for rural economic development is crucial to our success in the bi-state Columbia River Gorge region.

For More Information:



www.mcedd.org

US Department of Agriculture Supports Rural Economies

Business and Cooperative Services and Housing:

Partnership and funding through USDA's Business Cooperative Services (BCS) advances regional innovation, contributes to the growth of industry sectors and addresses rural economic development needs. Examples in the Columbia Gorge region include:

- Rural Business Development Grants assisted the region to capitalize on opportunities in regional industry sectors. Recent grants supported MCEDD to develop culinary and agri-tourism and conduct market research for the expanding wine region.
- \$21.3 million in Business and Industry loan guarantees to facilitate \$35.4 million in rural business development and expansion.
- REAP grants to Ship Interior Systems, LLC, Wy'East RC&D, and Rack and Cloth, LLC.
- A USDA RCDI grant provided resources to expand an online marketplace designed to advance community and economic development priorities by matching community needs with public, private and philanthropic funders.



Steelhead Enterprises

Financing to Grow Businesses

USDA's Intermediary Relending Program has provided critical access to capital which has allowed MCEDD to invest in growing local business. A few examples of recently funded loans include:

- **Steelhead Enterprises, LLC**, used a loan from MCEDD's USDA-IRP fund to increase capacity by adding a second 20 person crew and a second engine crew to their wildland firefighting business.
- **The Renewal Workshop** used a loan to expand their operations in Cascade Locks, OR. Their Renewal System takes discarded apparel and textiles and turns them into Renewed Apparel, upcycling materials or feedstock for recycling.



Renewal Workshop

Water and Wastewater:

USDA water and wastewater loans and grants are an essential financing tool to support our rural communities as they seek to accommodate growing businesses. For example, the Parkdale Sanitary District obtained a \$1.51 million loan and a \$1.17 million grant to upgrade their 40-year-old wastewater collection and treatment system. The project provides capacity for a key employer in the fruit packing industry to continue to grow.

For More
Information:



www.mcedd.org



To: MCEDD Board of Directors
From: Jessica Metta, Deputy Director
Date: March 13, 2017
Re: Deputy Director's Report

Deputy Director Duties

Jessica supports the Executive Director in strategic planning, organizational support and in representing MCEDD in the community. She's also been working closely with MCEDD Project Managers Carrie Pipinch to transfer the Sherman County Economic Development work and with Jacque Schei to take on more of the Gorge Tech Alliance's STEM education projects.

LINK Operations

- **Expanded Service:** GOBHI helped locate grant funds at PacificSource that would enable the LINK to expand service to Saturdays specifically to serve The Dalles Farmers' Market. Jessica is also looking at options to possibly offer weekday service to The Dalles Aquatic Center (the "swim bus") in the summer months.
- **Wasco County Special Transportation Fund Committee:** Jessica has been working to set a first MCEDD-led meeting of this committee addressing the transportation needs of four target populations residing in Wasco County: seniors, low income individuals, individuals with disabilities, and Limited English Proficiency individuals. The group will convene in late March.
- **Policies:** Jessica has started the process to ensure we have all required and necessary policies in place for the LINK.
- **Staffing:** Jessica led the hiring of full-time bus driver Kristi Hall and Transportation Operations Director Charlotte Dupree. With Kristi's hire, we are now fully staffed on drivers. Charlotte had served as full-time dispatch for the LINK so we will shortly be posting that job opening. Jessica has also been working to ensure the drivers are up to date with all required trainings.
- **Facilities and Vehicles:** Jessica has been managing The Dalles Transit Center facility and vehicle programs including establishing service contracts, starting the process to purchase a new vehicle and to fix the automatic fence gate, and other issues that arise.

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, human resources managers and finance staff. At the December awards event, Ryan Hartman, Insitu CEO and Insitu Commercial were honored as the Tech Leader and Tech Organization of 2017, respectively. The GTA is continuing to grow its offerings for Gorge Women in STEM group with Jessica's guidance. Quarterly events will be planned with smaller networking offerings between the larger events, as well as an online communication network to support women STEM professionals in the region.
- **Strategic Plan Committees:** Jessica is working with the GTA Board on the five new committees that were created as a result of the 2017-adopted Strategic Plan:

- With the Board Operations Committee, board terms and limits were updated in the bylaws to encourage new members.
 - The Communications Committee is considering ways to message the work of the GTA and the tech companies within the Gorge, with possibly a new logo and larger community events in the works.
 - The STEM Committee is considering how to increase the number of robotics coaches and the number of professionals volunteering in the schools.
 - The Growth Committee is reviewing partnership with the Four Rivers Community Corporation to provide donation and grant options for the GTA.
 - The Business Success Committee launched a mentor matching program for GTA members.
- **STEM Education Support:** Jacque has taken the lead on planning for the Wind Challenge on March 17 at the Fort Dalles Readiness Center with Jessica's support. 190 middle and high school students registered to attend this wonderful event which Google sponsors. Jacque has also taken the lead on collecting and processing the GTA's robotics equipment as its being returned. A few other highlights include the GTA's college scholarship applications closing on March 19, receipt of \$27,000 from Google to replace 45 of the aging loaner laptops, and planning for the 5th annual STEM Career Day on April 27 at CGCC. This latter item brings in about 800 7th graders from around the Gorge to learn about local careers in STEM fields.



To: MCEDD Board of Directors

Date: March 12, 2018

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. Staff worked with the project partners to submit an application to the Rural Broadband Capacity Pilot Program in February. However, the Maupin Fiber Project received \$500,000 in funding from the Oregon Legislature in the 2018 short session. Residents and businesses will be connected later this year.
- **Sherman County:** Working closely with the Sherman County Cities to get approval of the draft RFP for development of more robust broadband networks in each community, staff published the RFP developed in the fall. It closes on March 23, 2018. After closing, the committee will meet to review the responses and determine next steps. Additionally, staff worked with the County to support a funding request to the Rural Broadband Capacity Pilot Program to support development of improved networks as well.
- Staff met with partners in Klickitat County to discuss potential next steps regarding improving broadband access in January. Next steps coming out of that meeting focus on additional information gathering and then moving into strategy development.
- Staff also submitted a response to the Rural Broadband Capacity Pilot Program for \$45,000 in funding to support dedicated staff time and other potential expenses associated with development of a regional broadband plan that focuses on identifying and addressing access and utilization challenges as well as seeking resources to complete projects to meet these needs.
- **“Networks of the Future” Conference:** Carrie is lead staff support for the Oregon Connections Conference which will be held October 18 and 19 this fall. The planning committee has begun meeting to discuss this year’s conference theme and panel sessions.
- **Gorge Broadband Consortium:** The Gorge Broadband Consortium met on December 15, 2017 in The Dalles, Oregon. The group discussed state and federal policy activity as well as FirstNet next steps in the Pacific Northwest. The ISPs in attendance encouraged a focus for the spring around developing a “dig once” meeting to explore opportunities to share trenches. Minutes from the meeting can be found here: <http://gorgebroadband.org/resources/>.

Wasco County Economic Development Commission (EDC):

- **Community Enhancement Projects:** Staff worked with organizations throughout the County to gather information on priority projects. Project owners came to present to the EDC in January with project rankings completed in February. Over 30 projects were submitted, and the top 10 ranked. Highlights include a continued focus on basic infrastructure, broadband, and community facilities.
- **Committee Highlights:** The EDC is exploring reorganizing its committee structures in 2018. Rather than place based committees, the proposed structure would look at a Small Cities and an Unincorporated Communities committees in addition to continuing their work with Open for Business, Broadband, and Agriculture.
- **Grant Training:** The Open for Business Committee found a need for supporting community capacity broadly through conversations around ensuring a strong web presence for the smaller communities around Wasco County. This led to exploring hosting a grant workshop geared toward smaller communities, special districts, and local non-profits to bolster their abilities to

bring outside resources into the community to complete priority projects. The training is planned for 9am to 11am, April 18, 2018 at the Dufur Fire Hall.

- **Wasco County Fair Board and Grounds Strategic Planning:** At the request of the Wasco County Fair Board, the EDC will be working closely with this group to support development of a strategic plan to support improved sustainability for the committee as well as enhance utilization of the grounds year round.

Sherman County Economic Development:

- **Housing Assistance:** In January, Sherman County adopted updates to its Rental Housing Grant Program to increase the amount as well as adding a Housing Rehabilitation Grant Program. Staff have been marketing these programs to ensure residents and others are aware of the incentives. Additionally, staff met with the Sherman County Housing Grant Review Committee to discuss committee structure and clarify processes.
- **City Assistance:** Staff hosted the quarterly Sherman Cities Collaboration Meeting in February with representatives of all four Cities in attendance. Topics of discussion included project funding strategies, broadband, and community facilities. Additionally, staff is working with Rural Community Assistance Corporation (RCAC) to host a training focused on financial management in Rufus on March 19.
- **Biggs Water System:** Staff has been working closely with the County, their engineering consultants, and USDA, RD to support completing an funding application for development of a water system to be owned and managed by the Biggs Service District.
- **John Day River Territory:** Staff 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. Staff 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 have been constructed and installation will be completed this spring.

Fermentation Cluster:

- **Cider Marketing and Events:** The Gorge Cider Society has begun information collection for the 2018 version of the Gorge Cider Route as well as working to develop some additional communications with tasting room staff to enhance use of the Route. Additionally, the group is planning to host short, educational talks throughout the day at Hard Pressed Cider Fest on April 21, 2018. These will share information on cider with consumers as well as highlight the Cider Society and the Route.
- **Gorge Cider Society Organizational Development:** The Cider Society has begun implementation of its membership structure to support further sustainability for the group. This will include membership fees as well as participation from each of the cideries.
- **Columbia Gorge Winegrowers:** Staff is supporting CGWA with grant administration for a Travel Oregon grant awarded during the fall of 2018 to support developing a cohesive brand for the Columbia Gorge wine region. They have awarded the contract for the project to Fisher Carlson and Co and have begun the brand development process.

Hood River Economic Development Group (EDG)

- In February, EDG met to discuss transportation and economic development project prioritization. Staff supported drafting of a letter to the Region 1 ACT representatives from Hood River County outlining the transportation priorities as well as taking the developed recommendation around prioritized economic development projects to the Hood River County Board of Commissioners for their adoption.



Mid-Columbia Economic Development District

To: MCEDD Board of Directors
From: Jacque Schei, Project Manager
Date: March 8, 2018
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 facility to serve the citizens of Wasco County and surrounding counties as needed. After rejection of all bids in October 2017, the County and partners worked with the project architect to revise the building design and add alternates to the bid specifications. A second request for bids was advertised on January 30, 2018. Bids were opened on March 7. The County received four bids. The County and the MCCFL Board will review and discuss whether the lowest bid will fit within their budget and proceed from there.

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. Due to the cultural resources found in the project site, the City will work with their contracted archaeologist and the State Historic Preservation Officer on a Determination of Eligibility for the sites and to ultimately finalize a suitable location for the reservoir. The project submitted a Letter of Intent to the Drinking Water State Revolving Fund (DWSRF) for the additional costs associated with the surveys, archaeological monitoring needed during construction, additional design work, and to account for an increase in construction costs since the time of the original application. The City has received notification that the project is eligible for DWSRF funding and can proceed with the funding process after a public notice period.

Dallesport Water District (DWD): MCEDD has an agreement with DWD to serve as the Grant Administrator for a CDBG grant to support grant administration for a CDBG/USDA funded project for water improvements for the community of Murdock, WA. All phases of construction were completed in December 2017. The project is currently working through closeout procedures.

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. Construction on the project was completed in December 2017 and leases for LifeFlight and Tac Aero (the new fixed base operator at the airport) have been drafted. The project is currently working through closeout procedures.

State Revolving Loan Fund Project Support

Crystal Springs Water District (CSWD): CSWD has secured a Safe Drinking Water Revolving Loan Fund (\$3,743,00 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). The design for the project is close to complete, at which point it will go through agency review. The environmental review still needs to be completed prior to any bid advertisements. MCEDD also met with CSWD and staff from Business Oregon in February to discuss potential additional projects/funding for the District.

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 started in 2017 and some additional work has been added to the project, so the estimated completion date has been extended to July 2018.



To: MCEDD Board of Directors

Date: March 9, 2018

From: Kathy Fitzpatrick, Mobility Manager

Re: Mobility Management/Transportation Report

Gorge Translink Alliance

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

- The Columbia Gorge regional transportation system will greatly expand in 2018 with new fixed route services to key destinations such as Portland, Cascade Locks, Hood River, Odell, Parkdale, Mt Hood Meadows, Timberline, Bingen, White Salmon, Goldendale, and The Dalles. The Mobility Manager has been working with the Alliance partners to coordinate the new schedules and to develop a common transfer station at the Port of Hood River.
- MCEDD recently submitted an ODOT grant application (total budget \$72,000) for bus shelter facilities that would serve the new regional service expansions and connections in The Dalles and Hood River. Project partners including the Columbia Gorge Community College, the Port of Hood River, the Link, Columbia Area Transit, Mt. Hood Meadows, and ODOT have committed significant resources to provide match for this proposed project. The Port of Hood River Bus Shelter will serve the transferring riders of these transportation providers: Columbia Area Transit, Mt. Adams Transportation Services, Columbia Gorge Express, Mt Hood Meadows Shuttle, and Gray Line of Portland.
- MCEDD also submitted an ODOT grant application (total budget \$216,000) for The Link, which would fund a demonstration fixed route service in The Dalles. This route will serve key destinations in The Dalles and will connect with other regional transportation providers including CAT, MATS, and Greyhound.
- Gorge TransLink Alliance partners have reached out to include both Gilliam and Wheeler County transportation providers to host a regional strategic assessment of public transportation capacities with the new resources through the Oregon Transportation Package (HB 2017). Coordination of projects and priorities could expand and strengthen the larger regional transportation system. MCEDD leverages funds from WSDOT to fund the Mobility Management position to serve regional coordination efforts.
- Kathy is working with the Gorge TransLink Alliance to research and analyze the feasibility of new technological tools that would support regional coordination and efficiencies. The April Gorge TransLink Alliance meeting will host a presentation on a new E-fare app with no start up or equipment costs that would support cross-system transfers and reduce the need for the costly and inefficient cash collection system.
- Everybody Rides Campaign Project: The Everybody Rides Campaign will provide enhanced awareness of available public transportation resources throughout the five county region. MCEDD received a \$3,500 award from the Columbia Gorge Health Council to support this project, one of ten local organizations to receive funding for projects that support the Regional Community Health Improvement Plan.

- MCEDD will submit an application for a Transportation Innovation grant this week. The request for \$10,000 will allow MCEDD's Mobility manager to build on the transportation outreach work to underserved communities already accomplished through the AOC grant and will leverage the Everybody Rides campaign project.
- Kathy is working with state agencies and county partners to plan for congestion and safety mitigation on the Historic Columbia River Highway and SR 14 this spring. The USFS will be implementing a new permitting system at Dog Mountain which will be integrated with Skamania County's WET bus and Dog Mountain shuttle systems.
- The Car-Free Implementation Action Team of the Columbia Gorge Tourism Alliance will launch a car-free recreational itinerary and website project this spring that was funded by a Travel Oregon grant.
- Kathy worked with both Oregon and Washington partnerships to submit Federal Lands Access Program grant applications for the Gorge Hubs project and for a Congestion and Safety Mitigation Study for SR 14.
- The NADO Eastern Klickitat County Transportation Study is moving forward with initial research into successful rural transportation models, barriers in current policy, and demographic and labor statistics to prepare for the NADO Associate Director's site visit in May. Kathy is working in collaboration with Klickitat County Economic Development and Dana Peck of the Goldendale Chamber of Commerce to identify key stakeholders.

Drive Less Connect and Transportation Options

MCEDD contracts with Commute Options to conduct transportation demand management outreach to employers in Wasco and Sherman counties. MCEDD also receives grant funding from ODOT to support the State's Transportation Options Plan and to promote the use of the Drive Less Connect platform to Hood River County employers. The Mobility Manager uses these tools to promote Transportation Options in Skamania and Klickitat Counties.

- Kathy has partnered with the Blue Zones Project of The Dalles to offer the Drive Less Connect employee benefit and incentive program to employers seeking Blue Zones Work Site Certification.
- Congratulations to the North Wasco School District, Sunshine Mill, and the Blue Zones local employee team for becoming the newest Commute Options Partners!
- Based on the results of the recent survey, [Gray Line of Portland](#) is moving forward with plans to offer a Portland-Gorge commuter bus.
- The [Hood River County Energy Plan](#) Steering Committee will host a Strategic Planning session on April 4th to determine next steps and a formal future structure for this initiative which included many diverse stakeholders and partnerships. The Mobility Manager staff has been providing technical assistance to an Energy Plan subcommittee focused on active transportation projects like Safe Routes to Schools, infrastructure enhancements, and events that promote biking and walking.
- Kathy is working with Commute Options to coordinate a Safe Routes to School program for North Wasco County School District 21, the Mosier Community School, and the Hood River County School District. She is also bringing these tools to Goldendale, where there is a community effort of many local stakeholders who are at the beginning stages of a comprehensive planning process which will include Safe Routes to School and Safe Routes to Trails projects inside the City and a larger Trails Development effort within the Parks District.

2018 Regional Fixed Route Services in the Columbia River Gorge

Transportation Provider	Key Destinations	Service Days	Approx.Daily Round Trips
Mt Adams Transportation Service (Klickitat County)	White Salmon--Bingen--Port of Hood River	M-F	7
Mt Adams Transportation Service	Goldendale--The Dalles (including city loop)	M-F	5
Skamania County West End Transit	Carson--Vancouver	M-F Sat/Sun (July-Sept)	2 2
Skamania County Dog Mountain Shuttle System	Stevenson--Dog Mountain Trailhead	F, Sat, Sun (March-July)	13
Columbia Area Transit (Hood River County Transp. District)	The Dalles, Odell, Parkdale, Cascade Locks, Port of Hood River	M-F	Varying between 3-4
CAT	Cascade Locks, Portland	Tues,W, Thurs	3
Columbia Area Transit Open Air Trolley and Shuttle (Partnership with Gray Line of Portland)	Port of Hood River through Downtown to the Heights (year-round) and Timberline (summer)	Sat and Sun	8 City loops 8 Heights loops 1 Timberline loop
Columbia Gorge Express (ODOT)	Portland to Port of Hood River	Mon-Sunday	4
Mt Hood Meadows Shuttle (Mt. Hood Meadows)	Port of Hood River to Mt. Hood Meadows	Fri-Sun-Sat Holidays (winter)	9